

COVID19: **Restricted Attendance** Risk Assessment and Action Plan

SCHOOL NAME: Fordham All Saints C of E (VC) Primary School

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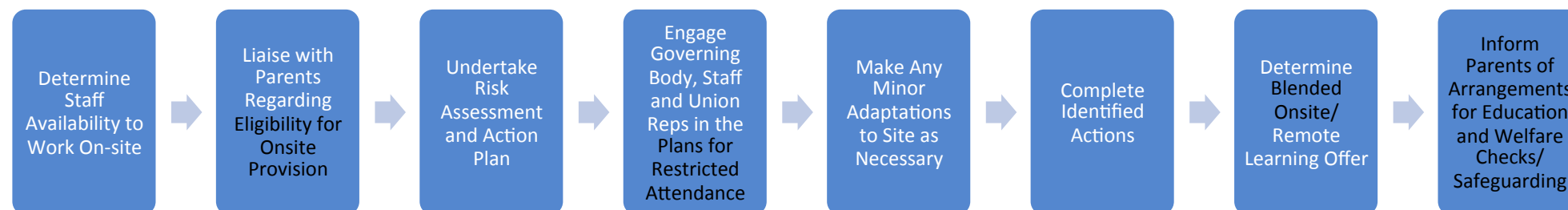
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place [to respond to restricted attendance at the school during the latest national lockdown period \(from January 2021\)](#) and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy ([Jan '21](#)) – to cover lockdown
- CYP Response Plan ([Jan '21](#))
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Risk Assessment for Restricted Attendance Steps:



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**The below table includes examples in grey, these are not exhaustive.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.	Stakeholders have become over familiar with the production of risk assessments and do not read them	L	Remind stakeholders of the existence of the updated risk assessment and the need to continue with safeguarding measures already in place	29/01/21	L
Site Arrangements	Office spaces re-designed to allow office-based staff to work safely (considering remote working).	Office space limited and other staff enter the area throughout the day	M	Finance Officer working flexibly to reduce number of staff in the office until necessary. Only essential cover on site.	20/05/20	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<p>Bottlenecks likely at entrance to school.</p> <p>Social distancing unlikely to be maintained without supervision.</p> <p>Only 2 gates into school</p>	<p>H</p> <p>H</p> <p>H</p>	<p>Staggered start and end times by class</p> <p>Entry and exit points designated to classes</p> <p>School site car park closed from 8.30-9.15 to allow more space for socially distanced waiting if needed</p> <p>Staff positioned on gates for designated drop off times and points</p> <p>Parents wearing masks on site</p> <p>One adult to accompany</p>	05/10/20	L

				<p>children on site only</p> <p>SLT on initial gate to ensure families are adhering to rules</p> <p>John Owen Barn car park to be used by parents for collection and pick up. No drop offs on site</p>		
	Consideration given to premises lettings and approach in place.		L	No outside lettings for this academic year	05/10/20	L
	Consideration given to the arrangements for any deliveries.	No deliveries brought within the school premises for the remainder of the year by delivery drivers. All deliveries except catering to be made to Reception lobby –signed for remotely.	L	No catering on site during Lockdown 3 so no deliveries required to the kitchen	05/10/20	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p>	<p>Revised evacuation procedure shared with all staff and children.</p> <p>Admin Assist to print a copy of whole school registers and amend during the day if children arrive/leave school.</p> <p>Fire drill to be completed in first half of term.</p>	M	Fire drill to be completed during February 2021	12/02/21	L
Cleaning and	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	<p>Seek alternative cleaning company to resume rota.</p> <p>Short term- extra cleaning from</p>		Enhanced cleaning schedule implemented throughout the site	18/08/20	L

waste disposal		<p>caretaker.</p> <p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by MB and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Toilets allocated to pods</p> <p>Enhanced cleaning measures at the photocopier and designated staff gathering areas</p>				
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Appoint additional cleaning hours through Minster	L		05/10/20	L

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>Hand sanitiser available at the school entrance</p> <p>Lidded bins in classrooms</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made. KS</p>	M		05/10/20	L
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>All staff advised to leave the site by 5pm in order for cleaning to be undertaken.</p> <p>Additional cleaning provision for 1 hour extra a day by Minster cleaning company</p> <p>Class 6 cleaned after every use</p> <p>Hall cleaned by DM after use</p>	L		05/10/20	L
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p>Waste bags and containers - kept closed and stored separately in allocated toilet from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	<p>L</p> <p>L</p>		05/10/20	L

	Process in place for safe removal and/or disposal of face masks.	In line with current advice staff and children are not required to wear face masks in school.	L	In line with current advice anyone who comes to school in a face mask will be required to remove it at the door and place it in a sealable plastic bag which will be stored safely until it can be taken home.	28/01/21	L
Classrooms	Classrooms allow as much space between individuals as practical.	Tables reorganised so that they are facing forward with the exception of Reception and class 2. Allow space at the front of the room for the teacher to be socially distanced A 1m square area has been left near the door of each classroom to allow a Leadership presence for talking to children and to allow monitoring to take place.	M	Children encouraged to space apart within their bubbles. Emphasis will be placed on rigorous handwashing at regular intervals throughout the day. Class bubbles are kept apart to prevent cross contamination of groups of children.	28/01/21	L
	Classroom entry and exit routes have been determined and appropriate signage in place.	All bubbles entry/exit signed clearly, determined by surname and Pod entry points. Teachers on the entry points for first half of pod to enter. TA waiting in class to receive children whilst second half are welcomed into school.		As limited numbers of children coming into school, we are not restricting access via surname. It is not necessary. Pod 3- Car park gate entrance Pod 2 Playground gate entrance Pod 1 front of school entrance @ 9am	04/01/21	L

				SLT on front path entrance to welcome families.		
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>All children are in size appropriate settings with size appropriate resources.</p> <p>Coats, lunchboxes and water bottles in allocated areas</p> <p>All children have one designated seat and table sitting</p> <p>Individual resources for each child- pencil cases containing necessary equipment</p> <p>Coats and lunch boxes to be stored in cloakroom areas</p> <p>Classroom set of frequently used resources such as paint brushes- to be washed after use</p> <p>Shared resources such as math's equipment to be washed/wiped before returning</p> <p>Non-essential equipment or not easily cleaned removed from classrooms semi-permanently stored</p> <p>Replace weather damaged posters</p>	<p>L</p> <p>M</p> <p>L</p>	<p>Ensure child friendly hygiene posters are displayed around school</p>	05/10/20	<p>L</p> <p>L</p> <p>L</p>

		<p>Laptop keyboards to be wiped before returning to trolley</p> <p>ICT suite keyboards to be wiped at the end of a session</p> <p>Reading books will be sent home, on return they will be quarantined for 72 hours</p> <p>Removal of soft furnishings from classrooms.</p> <p><u>e-Bug posters displayed:</u></p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> 				
	<p>Furniture arranged to minimise contact as much as possible e.g. <u>Desks side by side, facing front, where age appropriate.</u></p>	<p>Front facing desks and chairs in all classrooms except for Classes 1&2</p>	L		18/08/20	
Staffing	<p>Staffing numbers <u>on-site</u> required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider 	<p>All staff expected to return in September on usual contracts.</p> <p>Breaks staffed by staff in each pod.</p>	L	<p><u>Staff have been allocated to two rota groups so that one group can be in school for a week whilst the others work from home.</u></p> <p><u>Those in school carry out face to face teaching.</u></p>	05/01/21	L

	(where children under 3yrs) <ul style="list-style-type: none"> • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	Multiple Paediatric First Aiders in all Pods. First aider on call from office		Those at home respond to work and check emails and messages on class dojo.		
	Approach to staff absence reporting and recording in place. All staff aware.	Remind all staff of procedure at beginning of term. Act on DfE and PHE advice in the event of a confirmed case	L		18/08/20	L
	Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified. Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.	n/a - no staff shielding.			18/08/20	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	Adhere to Government guidance re: staff movement through bubbles/pods. 2xDDSL in place from September. All contactable off site. Staff aware of new arrangements. 2 senior leaders in each day, other than Friday, but there is another UPS teacher on site. HLTAs to be used in the event of			05/10/20	

		<p>staff sickness- 1 available in each pod</p> <p>Review weekly in the event of high staff illness and make decisions on pods being able to be open/closed</p>				
	Consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).	<p>Back to normal staff uniform policy, see staff handbook. Expectation that clothing is professional and appropriate</p>			18/08/20	
	Approaches for meetings and staff training in place.	<p>Staff training delivered through consortium by teams/ zoom as usual.</p> <p>Staff meetings to happen as usual but socially distanced.</p> <p>Use of SharePoint and email as regular file share and communication tool</p>		<p>Staff meetings to take place only when necessary to minimise workload.</p> <p>Staff in school will socially distance and those not in school will be invited to join via Zoom</p>	04/01/21	L
	Staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision agreed and communicated.	<p>Class emails continue to be used, class dojo for tracking, marking and feedback continues to be used, planning sent via these means with links to white rose, oak academy and other extra-curricular activities where appropriate.</p> <p>Curriculum support from HoS</p> <p>Manageable workload set and home PPA time encouraged for efficiency</p>		<p>Work is set and marked via Class Dojo. Staff have volunteered to make video clips which are regularly uploaded to their class pages to encourage and support learning.</p> <p>Remote Learning Offer shared with staff and Governors and uploaded</p>	<p>04/01/21</p> <p>25/01/21</p>	

				<p>to school website.</p> <p>Zoom assemblies take place each week:-</p> <p>Monday EHT to whole school</p> <p>Thursday HoS Golden assemblies to pods and wider school</p> <p>Class teachers and support staff hold weekly Zoom meetings with their classes.</p>	<p>18/01/21</p> <p>w/b 25/01/21</p>	
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>Adhere to Government guidance re: staff movement through bubbles/pods.</p> <p>Each pod has a HLTA to cover any staff illness without needing to cross-pod</p> <p>If HLTA is assuming a long term teaching role they will be released for qualifying PPA time in order to prepare</p>		<p>Staff are working on a two weekly cycle. Each pod has a qualified teacher and support staff allocated to reduce the mixing of adults across bubbles.</p>	05/01/21	
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow</p>	<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</p> <p>https://schools.essex.gov.uk/admin/COVID-</p>		<p>Wellbe survey completed March 2020, to be completed in Feb 2021</p> <p>Staff acknowledge for efforts promptly by EHT</p>	01/03/21	

	<p>this within their own situations and that of pupils and colleagues is clear.</p>	<p>19/Pages/default.aspx</p> <p>PSHE SLs to share resources to support SEMH. New Sof W to be introduced 2020-first unit to include this</p> <p>Wellbeing lead to be available to support individual children with emotional issues. Temporarily increase hours if necessary. DSL out of class for 2 days/week to support with likely increase in safeguarding needs with HT DDSL</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p> <p>Wellbe survey completed March 2020, to be completed in Feb 2021</p>		<p>and HoS</p> <p>Results of Wellbe staff survey to be actioned promptly.</p>		
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>	<p>Tests on site as provided by DFH to be used in exceptional circumstances- Where a family do not have transport to access testing or there are other difficulties, they will be offered a self-testing kit from the school supply when these become available.</p> <p>Shared at staff meetings</p> <p>Employer referral login available Self-referral https://www.gov.uk/apply-coronavirus-test</p>	L	<p>All staff have been informed of the availability of LFD test kits, which have been distributed to those who wish to take part.</p>	25/01/21	L

	The approach for inducting new starters has been reviewed and updated in line with current situation.	New starters induction to take place in September. Staff handbook (new edition) distributed. Induction checklist completed including safeguarding training as whole staff	L		18/08/20	L
	Arrangements to furlough staff in place.	N/A				L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Amendments discussed and approved Contracts issued		Fixed term contracts extended until end of academic year	08/02/21	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	N/A				L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Check with the contractor any requirements their employer has specified before visit. Share school protocols. Track and trace forms completed Protocols shared, agreed and returned signed 48hours before being on site		All contractors are required to make an appointment, any who turn up unannounced will be turned away. All visitors to site are required to complete track and trace paperwork, wear a face mask and sanitise their hands on entry to the building. Wherever possible contact with children is avoided or kept to a minimum	05/01/21	L

	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	Share school protocols. Track and trace forms completed Protocols shared, agreed and returned signed 48hours before being on site			18/08/20	L
Group Sizes	<p>Eligible children and young people bubbles have been determined in accordance with the principle of limiting social interaction and small, consistent groups of CYP, that can remain separate from other people and groups.</p> <p>All children and young people are included in distinct groups/ 'bubbles' that do not mix and the number of children and young people in each bubble is as small as possible.</p>	<p>Pods set at the size of two classes 64 pupils max</p> <p>Pod 1- 17 Pod 2- 51 Pod 3- 64</p> <p>Toilets allocated to pods at various areas of the school Lunchtime used by 2 pods, socially distanced, one pod eating in classrooms IT suite rota'd and cleaned after use Children accompanied by adult when collecting laptops and ipads</p> <p>Playtimes staggered and play equipment allocated to pods daily with a 24hour period in between</p>	M	<p>All eligible children have been offered a space in school. Parents have been encouraged to send their children in only when there is no other option.</p> <p>The pod system has remained although there are significantly fewer children in each pod.</p> <p>As there are fewer children there is space for all three pods to be socially distanced whilst eating in the hall at lunchtime. This supports children's mental health and well-being as they are eating away from their desks.</p> <p>Each pod is to have its own allocated space to play at break times.</p> <p>This enables staff to take</p>	25/01/21	L

				a break which will support their mental health and well-being.		
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible	Class groups with consistent staff. Cross podding of staff kept to a minimum- only used in emergency in the event of staff illness and pod HLTA unavailable			18/08/20	L
	Identified solutions to any workforce capacity issues are in place.	The demands of face to face and remote teaching are high. Those working from home are finding this demanding as they have to constantly check and respond to messages.			18/01/21	
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) without reducing teaching time Staggered or limited amounts of moving around the school/ corridors Classroom design Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements 	<p>School organised into class bubbles & pods</p> <p>Pod 1- Cl1- R- 17 Pod 2- Cl2- Y1/2- 28 Cl3- Y2/3- 24 Pod 3- Cl4- Y4/5- 32 Cl5- Y5/6- 32</p> <p>Staggered start/end times determined by surname- A-N, and O-Z</p> <p>Forward facing seating arrangements</p> <p>Break and lunchtimes are in pods to limit exposure.</p> <p>Social distancing in place when queueing at lunch time (if necessary)</p>		<p>The children continue to be organised into three pods.</p> <p>The limited number of children attending school means that pods 2 and 3 come into school between 8.40am and 8.50am. The children in Pod 1 come into school from 9.00am.</p> <p>Older children are seated facing the front, whilst the younger children are in small groups.</p> <p>Each pod of children remains with their own pod for lunch and break</p>	18/01/21	L

		<p>Pods assigned designated toilets.</p> <p>Staff areas are designated to pods.</p>		<p>times. They are allocated spaces in the dining hall and on the playground to enable staff to take turns supervising their pod and having a meaningful break. As there are reduced numbers of staff in school social distancing is possible in the staff room and staff are able to take a break in the staff room if they wish.</p>		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	<p>On arrival, students move straight to their class room and sit at named table and wait for rest of class to arrive/class to begin.</p>		<p>Children who are waiting for gates to be opened are encouraged to wait in a space, away from the person in front of them. Once the gate is open the children go to their classroom and should wash their hands.</p>	05/01/21	
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	<p>Handwashing and cleaning (if needed)</p> <p>All children made aware of expectations on arriving back to school</p> <p>Conversations with parents of children who may not be able to conform or refuse to conform and engage.</p>		<p>Remind children of expectations. Reinforce the handwashing rules</p>	05/01/21	

		<p>Behaviour log to identify who breaches the rules deliberately and behaviour systems in place to deal with repeat offenders- Fordham Fairway</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations- JJ SENCo</p>				
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<p>Monday – JS to conduct 2x pod assemblies in the hall 9.15-9.30 9.40-10</p> <p>Tuesday – whole school zoom assembly Francis.</p> <p>Wed – Pod group assemblies.</p> <p>Thurs – class assembly</p> <p>Fri – whole school zoom celebration assembly</p>		<p>Monday – EHT conducts whole school Zoom assembly with all children invited.</p> <p>Thursday HoS holds three Celebration assemblies one for each pod via Zoom.</p>	11/01/21	L
	Social distancing plans communicated with parents, including approach to breaches.	<p>Letter sent to parents explaining all social distancing plans before term begins – Aug 2020</p> <p>RA available on request</p>			18/08/20	L
	Arrangements in place for the use of the playground, including equipment.	<p>Staggered break and lunch times for each pod.</p> <p>Play equipment dedicated to pods.</p> <p>Static play equipment rota'd to pods with 24hrs in between</p>		Reduced number of children in school means that all children can have the same lunch break whilst maintaining their pods. Once outside there is sufficient space to	25/01/21	

				allocate areas for each pod to play in.		
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Letter sent to parents explaining all social distancing plans before term begins and how the school is organised following guidance– Aug 2020.			18/08/20	L
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.	n/a - no children travel by organised transport			18/08/20	
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	n/a - no children travel by organised transport			18/08/20	
	Arrangements in place with transport providers to support any staggered start/end times.	n/a - no children travel by organised transport				
	Children and young people reminded to wear face coverings on public and school transport.	n/a - no children travel by organised transport			18/01/21	
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	Catering risk assessment to be reviewed by catering manager BM Liaise with catering team	L	School kitchen closed as reduced number of children attending school	05/01/21	L

		<p>weekly on protocols and flash points</p> <p>Re-open kitchen to provide hot or cold meals for children from 2nd week in Sept 2020.</p>				
	Arrangements for the continued provision of FSMs for children not attending school are in place.			Vouchers ordered via Wonde in the first instance. Once the DfE set up alternative suppliers' vouchers ordered via Endenred	05/01/21	
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	<p>Lunch sitting A time: 12.00- 12.30 location: Hall- Pod 1</p> <p>Lunch sitting B time: 12.30 - 1.00 location: Hall Pod 3</p> <p>Opposite ends of hall so no contamination points and separate exits and entrances</p> <p>Pod 2 enter via different door, collect food and eat in classrooms</p>		<p>As there are reduced numbers of children in school, we are able to have each pod, within its own designated area eating in the hall. This is better for children and staff as they are eating away from their desks whilst one member of staff supervises their pod and the other has a lunch break.</p>	25/01/21	
	Arrangements for food deliveries in place			N/A as we are providing food vouchers	05/01/21	

PPE	PPE requirements understood and appropriate supplies in place.	Supplies stored in school designated cupboard- Full set in medical area and designated treatment area Supplies monitored by admin office VC/KS			18/08/20	
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place 	<p>HT or HoS (in their absence a member of the SLT) to be immediately informed of child becoming ill, they will make the decision as to whether the child should be collected. Office staff to contact parent and ask them to collect child immediately from designated room.</p> <p>PPE equipment to be collected by first-aider and walkie talkie to be taken when escorting child to 'waiting for collection space'</p> <p>Any child showing symptoms to be isolated in the designated area in the Hall entrance toilet until a parent arrives to collect them (supervised by a first-aider). If the child need the toilet, they will use the one in this room only.</p> <p>Parents asked to check temperature of child before</p>			18/08/20	

		<p>coming to school and not bringing them if unwell.</p> <p>Minster informed to complete cleaning in areas child has been. If she is not on site the area will be closed off and DM will be instructed to clean the area</p> <p>Parent community informed of a confirmed case as advised as instructed by DfE and by Public Health England via Parent Mail and ClassDojo App</p> <p>Follow advice of PHE and DfE</p>				
	<p>Approach to confirmed COVID19 cases in place: outside of school hours (within cohort of children/young people learning on-site only)</p> <ul style="list-style-type: none"> Cleaning procedure in place Arrangements for informing parent community in place 				18/08/20	
	<p>Process in place to engage with the Test and Trace and contract tracing process within cohort of children/young people learning on-site only.</p> <p><i>Refer to ECC and public health guidance for more information.</i></p>	<p>Concern that parents may not engage with testing for their child.</p> <p>Also concern that parents may tell school the child is unwell when this is not the case</p>		<p>Proof of test to be provided to school.</p> <p>Or</p> <p>Child to self-isolate for ten days if no test taken</p>	18/08/20	

Remote Education Plan	Blended approach between physical and remote learning developed, including support for those CYP who are shielding/clinically vulnerable.			Remote Learning Offer on school website	25/01/21	
				Information shared with parents	04/01/21	
	Intelligence around critical worker parents – numbers intending to take up provision is known.	Increased numbers of critical worker children – means more children on site which needs careful management		Children organised into three bubbles Rec, Yrs. 1, 2 and 3 and Yrs. 4, 5 and 6	05/01/21	
	Technology support in place. DFE laptop allocation ordered.			Parents informed of availability of school laptops if required.	13/01/21	
				Offers of computers from members of the public, an iPad has been deployed	11/01/21	
	Critical worker families communicated with regarding the need to keep children at home as much as possible.			Letter to parents Newsletter article	04/01/21 08/01/21	
Safeguarding	Consideration has been given to identifying pupils who should be prioritised for onsite provision due to their vulnerabilities. <i>Refer to DFE guidance for definition of vulnerable.</i>	Children identified using school based criteria, such as SEN or local knowledge of family situation		Attendance of these children is carefully monitored	05/01/21	
	Appropriate risk assessments have been undertaken to ensure welfare checks are taking place in accordance with the CYP response plan.	CYP not eligible to be on-site are learning from home, including clinically extremely vulnerable.	M	Every child and parent/ carer receive a regular welfare check (at least weekly).	18/01/21	L

	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff refresher training session on processes and procedures and the revised wellbeing material.	22/02/21	
	Updated Child Protection Policy in place (January 2021).			Adopted most recent Child Protection Policy	13/01/21	
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.			Welfare checks have resulted in further phone calls. We have not had to contact outside agencies as yet.	18/01/21	
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			Review individual consistent management plans to ensure they include protective measures.	18/08/20	
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			All teachers are setting work within the topic for this term, however work has been adjusted to match home learning requirements.	05/01/21	
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE – including no contact 				05/01/21	

	sport <ul style="list-style-type: none"> • Practical science lessons • DT/ FT 					
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that is being done at home • capturing pupil achievements/ outcomes • utilising the DfE 'catch-up' funding and programmes • responding to DfE remote learning expectations 			Full discussion and consideration has been given to our remote learning offer and the in school offer to ensure equality of access and with consideration to teacher workload.	03/01/21	
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.				18/08/20	
	Arrangements for teaching pupils how to keep themselves safe online are in place.			Information shared with parents and available on the school website.	04/01/21 18/08/20	
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.			All children with EHCP are in school so that support can be continued.	05/01/21	
	Annual reviews.			To be organised as needed by JJ	05/01/21	

	Requests for assessment.			To be organised as needed by JJ	05/01/21	
	Consider any CYP who may need additional support whilst learning at home and consult with the family and other agencies involved.			Welfare calls to be undertaken by SLT (JJ to link with SEN families)	18/01/21	
Attendance	Children and young people eligible to attend onsite have been identified and supported to attend where appropriate.				04/01/21	
	Ensure first day contact is operating for those children eligible to attend.				Ongoing	
	Critical worker families communicated with regarding the need to keep children at home as much as possible.			Letter and newsletter	08/01/21	
Communication	Information shared with staff around the restricted attendance plan, including amendments to usual working patterns/practices and groups.			Staff and pupil rota updated on a weekly basis and shared with staff	04/01/21	
	Union representatives informed of restricted attendance plans.	We do not have any union representatives				
	Risk Assessment published on website.			RA to be shared with staff and governors first. Aim to upload to website by half term	12/02/21	

	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • current arrangements for education and welfare checks/ safeguarding arrangements • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times <p>Expectations when in school and at home</p>			<p>Welfare checks explained in newsletter.</p> <p>Remote learning explanation letter</p>	<p>15/01/21</p> <p>04/01/21</p>	
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Current arrangements for education and welfare checks/safeguarding arrangements • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely • 			<p>All communication with pupils via Class Dojo</p>	<p>04/01/21</p>	

	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, weekly newsletters		
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.			All meetings to go ahead as planned via Zoom	04/01/21	
	Governors have oversight of restricted attendance plans and risk assessments. Approach to communication between Leaders and governors is clear and understood.			All correspondence sent to parents is copied to governors. Information to be published on the website is sent to governors as a courtesy and for comment before it is published.	04/01/21	
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.			All aspects of governance are to continue as usual, with the exception of governor visits to school.		
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>			Governors are updated on staff wellbeing by EHT and HoS at Governors meetings	13/01/21 And 23/03/21	
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			No school visits are planned for the spring term 2021		

Finance	Additional costs incurred due to COVID19 are understood and clearly documented.				ongoing	
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			Claim for food vouchers supplied by Wonde to be submitted when guidance published	ongoing	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	N/A				
	Insurance claims, including visits/trips booked previously.	N/A				
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> Cleaning IT support Catering 	N/A				
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			Partnership working agreement with Chappel Primary School now active. HT visits Fordham for 0.2 fte per week	01/01/21	
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance			We cannot operate wrap around care at the moment as children from different bubbles would mix together.	Review in line with re-opening guidance.	
Testing	Test kits are securely stored and distributed to staff.			All test kits stored in the main office.	26/01/21	

				Staff have to sign for their kit.		
	Staff are aware of how to safely take and process the test. Shared with staff: <ul style="list-style-type: none"> NHS instruction leaflet Training video and online resources on the document sharing platform Contact details if queries Process for reporting incidents 			Staff guide shared with all staff via School Ping Video guide shared with staff via school emails Reminders to be sent on the days staff should take their tests (if necessary)	25/01/21 26/01/21 Ongoing from 27/01/21	
	Staff are aware of how to report their test results to school and to NHS Test and Trace.			Details of reporting procedures in staff guide. These will be reinforced on reminder messages sent via school emails	25/01/21 Ongoing from 27/01/21	
	Staff are aware of how to report any incidents both clinical and non clinical.			Staff guide	25/01/21	
	Process in place to monitor and replenish test supplies			EHT understands that supplies will be refreshed every three weeks.	19/01/21	