



COVID19: **Full Opening from March** Risk Assessment and Action Plan

SCHOOL NAME: **ROCHFORD PRIMARY & NURSERY SCHOOL**

OWNER: **MR. S. OWEN (HEADTEACHER)**

DATE UPDATED: **26.02.21**

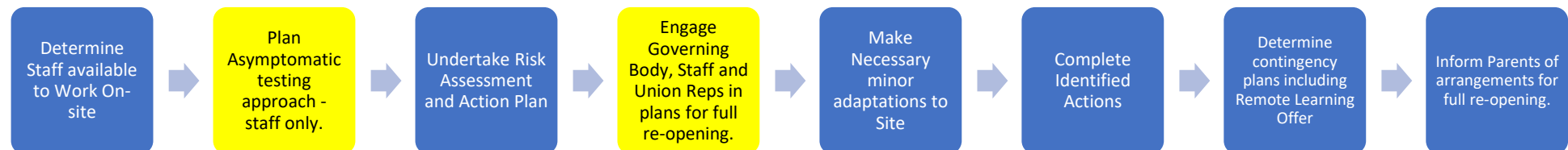
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to prepare for the full opening of the school 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 (January 2021) – to cover lockdown
- CYP Response Plan (January 2021)
- 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:





Risk Assessment/ Action Plan Sections:


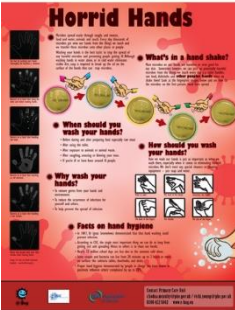
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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.			RA and any revised versions shared with staff, LGB and parents (via website).	26.02.21 Updated version	
Site Arrangements	Office space slightly adjusted to facilitate safer working environment – only 2 out of the 3 desks are in use.	Office does not allow for adequate space between staff members	M	Only 2 members of the Office Team will be based in the main office at any one given time. Where there are 3 members in school, 1 will be based in the staff room working area. Head will be in his office, which is separate.	24.02.21	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. 	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	2-meter markers are present on floors.  One-way system in place to enter and exit the school. Signage in place. All staff and visitors to wear a mask entering and exiting the building. All children to enter through car park and flow onto main playground. Markers in place to guide	Signage in place 05.01.21	L

				<i>children where to await collection from class teachers.</i>		
	Consideration given to the arrangements for any deliveries.			<i>Member of office team available to receive deliveries – no physical signing for deliveries. They will be left in reception area and sprayed with disinfectant (where necessary) before opening.</i>		
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>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</i></p> <p><i>Staff working from home are current PEEP buddies and so reassignment necessary.</i></p>	M	<p><i>Evacuation procedure has been revised and shared with all staff and children.</i></p> <p><i>Children with sensory/development issues have an updated PEEP in place.</i></p> <p><i>Summer Term 2021- Fire Drill to be diarised by Site Manager and Headteacher.</i></p> <p><i>All children with a PEEP will be looked after by designated adult member of their bubble.</i></p>		L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>			<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by Site Manager and cleaning staff.</i></p>	<p><i>Class support staff have been identified to oversee these elements throughout the working day. Fortnightly 'fogging' by new company CCS Group.</i></p>	

			<p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>		
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>		<p>Agreed that L&L Cleaning Co. will have 3 staff per day. Site Manager and L&L Manager will oversee quality of cleaning. CCS to continue with our fortnightly 'fogging' of the most used rooms. E-mailed L&L Manager (20.12.20) to ensure all cleaning staff are wearing face masks whilst inside the building with members of RPS staff present. Non-negotiable from January 2021</p>		
	<p>Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.</p> 	<p>Check hand sanitiser for visitors to reception. Check classrooms have sufficient tissues. Sufficient quantity of soap?</p>	<p>M</p> <p>Hand sanitiser available at the school entrance ✓ Lidded bins in classrooms ✓ Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach ✓ Stock check and ordering schedule reviewed, and order made (Lesley Ware and office staff). We have purchased a mobile handwashing unit designed specifically for primary schools. This will allow greater flexibility in combating the frequency and length of handwashing we will be required to undertake – utilised in EYFS.</p> 	<p>3 new hand sanitising units have been installed in the school hall to enable staff and children to spritz on entering and leaving the hall through the rear doors. Mobile handwashing machine used by EYFS in order to speed up the handwashing process.</p>	<p>L</p>

	Sufficient time is available for the enhanced cleaning regime to take place.	Check with L&L that the usual 2 hours cleaning time with 3 cleaners will suffice.	M	<p>Cleaning Company have indicated that the usual 2 hours will be sufficient to enable enhanced cleaning to take place.</p> <p>Staff from each bubble will be cleaning throughout the day to ensure hygiene levels are high. A final clean by staff will also take place at the end of each day.</p>		L
	Waste disposal process in place for potentially contaminated waste, including testing waste.			<p>Waste bags and containers - kept closed and stored separately 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><i>Hazardous waste collection organised.</i></p>		
	Process in place for safe removal and/or disposal of face masks.			<p>Staff using face masks to attend to injured children/children requiring close contact support will only use the mask once and then dispose of it in the lidded bins.</p>		
Classrooms	Classrooms allow as much space between individuals as practical.	Too much furniture in each room to facilitate SD		<p>Any surplus furniture will be covered if not in use e.g. soft bean bags in reading corners as they would be easily contaminated.</p>		
	Classroom entry and exit routes have been determined and appropriate signage in place.	Orange, Yellow, Purple and Green only have one way in and out.		<p>Our internal classes only have 1 way of entry. Blue has a fire exit leading on to the main road.</p> <p>Red, Rainbow and Nursery can be accessed from the playground through the Early Years outdoor area.</p> <p>Y2, 3, 4, 5 and 6 will enter and exit school building through the fire door nearest Nursery.</p>		

	<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>Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.</p>	<p>Soft toys, cushions etc. in EYFS and Red not easily washable.</p> <p>See separate EYFS Risk Assessment for Nursery and Rainbow</p>	<p>L</p> <p>M</p>	<p>All children have their own pencil case/resource pack – not to be shared.</p> <p>Scissors, coloured pencils etc. can be shared in a bubble but not across bubbles. They will be cleaned and disinfected at the end of each day.</p> <p>Remove soft furnishings from classroom from EYFS/Red/Orange as necessary</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> • <u>Microbe mania</u> <p>Individual class teachers to review where pupils sit. Those pupils who have had low levels of engagement during lockdown and may require additional support should be seated nearer the front. Each pupil will have their own set of resources in a named pencil case on their desk, to limit movement around the class.</p>	 
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Staffing	<p>Staffing numbers on-site 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 (where children under 3yrs) • Designated Safeguarding Lead (DSL) <ul style="list-style-type: none"> • SENCO • Caretaker/site member • Office staff member 	H	<p><i>EYFS Lead and Nursery Lead have had Paediatric First Aid training.</i></p> <p><i>3 x Office Staff have full First Aid training.</i></p> <p><i>HT (DSL) will be on site daily.</i></p> <p><i>DDSL is on site Tuesdays, Wednesdays and Thursdays.</i></p>	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>		Office Manager will continue to deal with recording of staff absence – same procedures will continue (follow staff handbook)	
	<p>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p> <div style="text-align: center;">  </div>		<p><i>No member of staff is shielding or is deemed clinically extremely vulnerable.</i></p> <p>← <i>Clear screens have been purchased for staff to use when working closely with children.</i></p> <p><i>2 x 2 metre screens have also been purchased to mitigate risk for adults working on a 1:1 basis (where necessary)</i></p>	L

	<p>Plans to respond to increased sickness levels are in place.</p> <p>Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>		<p><i>TAs in bubbles are able to cover in the absence of the Class Teacher.</i></p> <p><i>Non-class-based Deputy available to cover T, W, T (if necessary).</i></p> <p><i>HT (Designated Safeguarding Lead) in daily. DDSL, in absence of HT, works T, W and T.</i></p> <p><i>Further DSL (CT) at PAAN in the absence of HT and DH.</i></p>	24.02.21	L
	<p>Consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).</p>		<p><i>Staff advised to wear clothing which is easily washable.</i></p> <p><i>Smart/professional wardrobe to be worn.</i></p>		
	<p>Approaches for meetings and staff training in place.</p>		<p><i>Staff meetings will resume in the main hall allowing for social distancing.</i></p>		
	<p>Staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision agreed and communicated.</p>		<p><i>OAK TRUST resources recommended by the DfE are used to supplement our Google Classroom platform in the event of bubble closure/children self-isolating/school closure.</i></p> <p><i>Teachers will make loom videos to introduce the week's learning in the event of further closures www.rochford.essex.sch.uk see REMOTE LEARNING tab.</i></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><i>TAs are required to lead groups as not enough teachers on site to cover numbers.</i></p>	<p><i>Staff to return to their usual Autumn Term bubbles.</i></p> <p><i>All staff are able to return to work on 08.03.21</i></p>		



	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p><i>Inclusion Team will lead on this: Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</i></p> <p><i>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</i></p>	<p><i>Wellbeing and Recovery Action Plan completed by Inclusion Team -shared with all staff and LGB (Autumn 2020)</i></p>	
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>			<p><i>Home testing kits were delivered to RPS w/b 18.01.21.</i></p> <p><i>Office Manager has accessed instructional webinars – how and when staff are to access a test and reporting arrangements.</i></p>		
	<p>Arrangements to furlough staff in place.</p>			<p><i>N/A</i></p>		
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<p><i>Site Manager and Office Manager will check with the contractor any requirements their employer has specified before visit.</i></p> <p><i>Share school protocols.</i></p>		
	<p>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.</p>			<p><i>CPRSSP support will resume on site 10.02.21.</i></p>		
	<p>All bubbles have been determined in accordance with the principle of limiting social interaction and</p>		<p><i>M</i></p>	<p><i>Bubbles set at the size of a year group.</i></p>	<p><i>L</i></p>	

Group Sizes	<p>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><i>EYFS (Rainbow and Sunshine Nursery) will form one 'bubble' so they can share the outside learning space (see separate RA)</i></p>		
	<p>Staffing allocations to groups determined, minimising contact with multiple groups as much as possible</p>			<p><i>Teacher and TA to form 'bubble' with their class. We have reviewed groups so that each small group receiving support is drawn from one class only; pupils from each class bubble will be allocated intervention time for an afternoon session. Interventions will take place in a designated area, where the member of support staff will maintain a distance from the pupils. Pupils will bring all equipment they require with them to the intervention area. The area will be cleaned after each group. Staff will wash their hands between each group.</i></p>		
	<p>Identified solutions to any workforce capacity issues are in place.</p>			<p>√</p>		<p>18/01/21</p>
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 <ul style="list-style-type: none"> • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches <ul style="list-style-type: none"> • Toilet arrangements 			<p><i>Sunshine Nursery: 8:45 – 11:45 Green & Blue Class: 8:45 – 3:20 Yellow & Purple Class: 8:45-3:20 Red & Orange Class: 8:45- 3:10 Rainbow Class: 8:45-3:10</i></p> <p><i>2.5 m markings in corridors</i></p> <p><i>Break times staggered/ Use toilets in class (cleaned after)/designated toilets for play and lunchtimes</i></p>	<p><i>Full re-opening letter sent 26.02.21</i></p>	

			<p><i>Lunches staggered with only 2 'bubbles' in the hall at any one time (EYFS & KS1 together). Both bubbles will be on different sides of the hall to ensure social distancing.</i></p> <p><i>Staff have designated areas (The Pod & The Bubble) for comfort and lunch breaks. Staff also have designated toilets.</i></p>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>		<p><i>Designated entrance and exit for all bubbles. Cones and barrier to ensure one way in and one out.</i></p> <p><i>Headteacher on duty each morning to guide children to their designated line.</i></p> <p><i>Timings of break and lunch times strictly adhered to in order to ensure there are no clashes in the narrow corridors.</i></p>		
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>		<p><i>Handwashing and cleaning</i></p> <p><i>Conversations with parents</i></p> <p><i>Risk assessments and individualised approach in place for students who might struggle to follow expectations.</i></p> <p><i>Posters displayed in each room.</i></p> <p><i>Parent/Child agreement issued.</i></p>		
	<p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p> <p><i>Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</i></p>		<p><i>Assemblies are within bubbles</i></p>		

	Social distancing plans communicated with parents, including approach to breaches.			<i>Behaviour Policy (COVID Supplement) distributed to all stakeholders via website www.rochford.essex.sch.uk</i>		
	Arrangements in place for the use of the playground, including equipment.			<i>All equipment used will be cleaned between use. See separate EYFS RA for Rainbow and Nursery resources.</i>		
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.			<i>Discussion had with Catering Manager for full re-opening expectations. Full menu will be available as usual.</i>	23.02.21	L
	Arrangements for the continued provision of FSMs for children not attending school due to shielding or self-isolation are in place.			<i>Catering Team will arrange for food packs to be available in the event of children needing to self-isolate.</i>	24.02.21	
	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.			<i>New lunch timetable distributed. KS2 Children will eat in hall (2 bubbles at a time). EYFS & KS1 will eat in hall together (distanced).</i>	26.02.21	
	Arrangements for food deliveries in place			√		
PPE	PPE requirements understood and appropriate supplies in place.			<i>School has sufficient supply of face masks, face shields, aprons and gloves.</i>		

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 <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 			<p><i>Office Team member (SA, AR, LW) and HT/DH to be informed.</i></p> <p><i>'New' Medical Room (old Cookery Room) to be used for minor injuries etc.</i></p> <p><i>Suspected COVID-19 cases to be isolated on designated bench outside (weather permitting).</i></p> <p><i>L&L Cleaning company to be informed immediately.</i></p> <p><i>Template letters available for informing parent/community – HT/DH or Office Manager.</i></p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 			<p><i>Children to be moved to a different room (if possible) where a specified area needs a deep clean.</i></p> <p><i>If a whole site deep clean becomes necessary, the school will close to allow this to happen. Parents notified immediately.</i></p> <p><i>Template letter to inform parents (on server)</i></p>		
	<p>Process in place to engage with the Test and Trace and contact tracing process within cohort of children/young people learning on-site only. Refer to ECC and public health guidance for more information.</p>			<p><i>Staff members and parents/carers understand that they will need to be ready and willing to:</i></p> <p><i>book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit provide details of anyone they have been in close contact with if they were to test positive for</i></p>		

	 			<p>coronavirus (COVID-19) or if asked by NHS Test & Trace</p> <p><u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <u>testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>PHE East of England Health Protection Team, Second Floor Goodman House, Station approach Harlow, Essex, CM20 2ET</p> <ul style="list-style-type: none"> • View on Google Maps • View on Open Street Map <p>EastofEnglandHPT@phe.gov.uk or phe.EoEHPT@nhs.net Phone: 0300 303 8537 Out of hours advice: 01245 444 417 (Essex)</p>		
	<p>Technology support in place. DfE laptop allocation ordered, for contingency purposes.</p>			<p>We received 14 laptops through the DfE allocation. Families have been identified and laptops distributed accordingly.</p>	<p>A Device Loan Agreement has been created and signed by the school and parent.</p>	<p>13.01.21</p>
<p>Safeguarding</p>	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>			<p>Staff refresher training session on processes and procedures and the revised wellbeing material. Support staff have access online training on wellbeing. Inclusion Team have access to a</p>		

				<i>plethora of resources which teachers will supplement into their planning.</i>		
	Updated Child Protection Policy in place February 2021).			<i>Adopted most recent Child Protection Policy</i>	<i>February 2021</i>	
	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.			<i>SEND Lead and inclusion Manager have utilised external support as and when necessary.</i>		
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			<i>Review individual consistent management plans to ensure they include protective measures.</i>	<i>√</i> <i>24.02.21</i>	
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			<i>Teachers have adapted new planning to incorporate need for catch-up and time devoted to wellbeing of the child.</i>		
	<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 sport • Practical science lessons <ul style="list-style-type: none"> • DT/ FT 			<p><i>EYFS/KS1 – learning through play activities have been modified. Plans in place for regular cleaning of any equipment used. Less child-initiated activities will be available to ensure safety.</i></p> <p><i>PE lessons will be conducted within year group bubbles with coach socially distancing. No contact sports have been planned for the first term. This will be reviewed in line with latest guidance. Swimming has been postponed for the time being.</i></p>		
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum 			<i>Staff are trained and supported in front of classroom delivery style and aware of how</i>		

	<ul style="list-style-type: none"> 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 			<p><i>best to provide students with additional support.</i></p> <p><i>Teachers aware of work set/covered at home.</i></p> <p><i>All DfE remote learning expectations are in place.</i></p>		
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			<p><i>Slightly amended expectations have been communicated to children and families – see website.</i></p>	Supplement to policy updated September 2020	
	Arrangements for teaching pupils how to keep themselves safe online are in place.			<p><i>E-Safety tips regularly shared with families through school Facebook and website and in Remote Learning Policy and covering letter.</i></p>		
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.			<p><i>Detailed guidance in place from LA – SEND Lead following.</i></p>		
	Annual reviews.			<p><i>SEND Lead has followed LA/DfE guidance and has this in hand.</i></p>		
	Requests for assessment.			<p><i>Inclusion Team are available to discuss any potential 'new' requests. Same system will remain in place as 95% of the work can be conducted remotely. Ascertaining the child's views can still be done if they are in school but via telephone if not.</i></p>		
	Consider any CYP who may need additional support whilst learning at home and consult with the family and other agencies involved.			<p><i>Inclusion Team have discussed children who may find remote learning challenging and have had regular discussions with their families.</i></p>		

Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			<p>Parents to be informed of mandatory attendance and the need to be at school every day to support effective catch-up and re-integration.</p> <p>Office Team member/HT/DH present each day to follow-up any attendance queries.</p> <p>Pastoral Lead will co-ordinate 'transition visits' for those children identified as struggling with the idea of returning.</p>		
	Approach to support for parents where rates of persistent absence were high before closure.			<p>Same routines will be followed as we usually do – only difference would be no requests for face-to face would be made. Would be via a phone call.</p>		
Communication	Information shared with staff around the full re-opening plan, including amendments to usual working patterns/practices and groups.			<p>Yes – RA shared with all staff and families via website</p>		
	Union representatives informed of restricted attendance plans.			<p>We do not currently have a union representative</p>		
	Risk Assessment published on website.			<p>√</p>		
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • current arrangements for education and welfare checks/ safeguarding arrangements <ul style="list-style-type: none"> • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning <ul style="list-style-type: none"> • Attendance • Uniform • Transport • Behaviour 			<p>Regular communication via website and School Facebook page.</p> <p>RA is shared on website.</p> <p>Inclusion Team are in regular contact (at least weekly) with vulnerable families and children with EHCPs.</p>	<p>Letter sent out 26.02.21</p>	

	<ul style="list-style-type: none"> • Test and trace • Staggered start and end times • Contingency Plans <p>Expectations when in school and at home</p>			<i>Survey Monkey conducted 17.01.21 to gauge parental opinion on successes of remote learning and possible areas to improve – results to be shared once information collated</i>		
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Current arrangements for education and welfare checks/safeguarding arrangements • Social distancing arrangements <ul style="list-style-type: none"> • Staggered start times • Expectations when in school and at home • Travelling to and from school safely 			<i>Non-negotiables shared with pupils during full return are still valid</i>		
	On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, social media (Facebook)</i>		
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.			<i>Virtual governing body meetings (01.03.21)</i> <i>HT and COG hold weekly Zoom meetings</i>	<i>01.03.21</i>	
	Governors have oversight of full re-opening plans and risk assessments. Approach to communication between Leaders and governors is clear and understood.			<i>Updated RA for March 2021 shared with staff, SEEAT and COG. COG also copied in to all correspondence with parents.</i>		
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>			<i>COG is aware of Headteacher wellbeing materials and supports HT via regular Zoom meetings.</i> <i>Staff wellbeing is shared with LGB in HT reports/updates.</i> <i>SEEAT have bought in to the Staff Wellbeing Programme which all staff have access to (log in details shared with all).</i>		

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.			<i>Off-site whole class trips have been postponed for the Spring Term. This will be reviewed for the Summer Term in line with NHS/DfE guidance.</i>	24.02.21	
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			<i>Business Manager and Finance Assistant are maintaining a paper trail for proof of additional expenditure.</i>		
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			<i>SEEAT Financial Director and Business Manager</i>		
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<i>SEEAT Financial Director and Business Manager have liaised with HT</i>		
	Insurance claims, including visits/trips booked previously.					
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 			<i>Cleaning of the site continues daily. IT support via Soft Egg has continued virtually/remotely.</i>		
Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			<i>Head's Steering Group meetings to determine further ways of common support across the SEEAT moving forward.</i>			
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance			<i>Before and after school clubs will recommence w/b 08.03.21.</i>		

Testing	Test kits are securely stored and distributed to staff.			<i>Yes – distributed to all staff on 25.01.21</i>	<i>25.01.21</i>		
	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 			<i>Updated instructions handed out with each test kit.</i> <i>Covering letter sent to all staff with examples given as to frequency of testing.</i> <i>Log designed and completed.</i>			
	Staff are aware of how to report their test results to school and to NHS Test and Trace.			<i>All staff to inform Office Manager (via e-mail) when test taken and result. This information is then logged electronically.</i>			
	Staff are aware of how to report any incidents both clinical and non-clinical.			<i>Yes.</i>			
	Process in place to monitor and replenish test supplies			<i>We had 108 kits (7 tests in each pack) delivered which will last for some time.</i> <i>As stocks run low, we will re-order.</i> <i>No re-order link available as of 03.02.21.</i>			

APPENDIX 1

Responding to a suspected or confirmed case of COVID-19:

Overview:

Child or staff member develops symptoms. They self-isolate immediately

Child or staff member accesses a test.

If **positive**, contact the Essex Contact Tracing Team on 0300 303 2698 or the DFE Helpline for advice and to identify who needs to self-isolate as a result. The contact the Schools Communication Team to notify them of a positive case.

In order to assist with identifying close contact schools will need to know which children:
attend before and after school clubs
are in which bubble/groups within school

If the test result is **negative**, child or staff member can return to school/work once feeling well (as usual practice).

COVID-19 early outbreak management

Primary, secondary and special schools, and alternative provision for schools

Who should use this information?

Leadership and management of primary, secondary and special schools, and alternative provision for schools. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. For any other possible health issue you should follow your existing processes. Education providers should also be aware of any local arrangements with their Local Authority in case of parallel reporting of cases.

For England only.

What you can do to manage a possible outbreak

Confirm

Staff and pupils must not come into the setting if they have symptoms. If you are informed about a potential case or cases, check whether they have had a test (**Box 1**). <https://www.gov.uk/get-coronavirus-test>. If tested negative and are well, they can return to the education setting.

If tested positive, they must self-isolate for 10 days from the day they were tested. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Contacts

Identify any close contacts of the confirmed case in your setting using **Box 2**.

Remember, contact might occur when travelling or on breaks. Talk to the case and make a full list. <https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

Check

Check your setting. Refer to DfE guidance for schools which sets out the actions settings should take to minimise the risk of transmissions of coronavirus (COVID-19) within their setting <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>. You may want to redo your risk assessment.

Call

Call the Schools Advice Line on 0800 046 8687 and select the option for reporting a positive case to speak with an advisor. If you are advised to partially or fully close the building, you should notify the Department for Education via the [Education Setting Status](#) form.

The schools advice line will work with you to assess the risks and advise what actions you should take.

There are some circumstances when the PHE HPT would like you to call them (see **Box 3**). <https://www.gov.uk/health-protection-team>

Box 1. Symptoms check list

The main symptoms of coronavirus (COVID-19) are:



a high temperature – hot to touch on your chest or back (no need to measure your temperature)



a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours



a loss or change to your sense of smell or taste – this means that it is different to normal

Box 2. Identifying contacts

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms. For example, a contact in the setting can be:

- a person who has had face-to-face contact (within 1 metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within 1 metre
 - having physical contact, or
 - contact within 1 metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive or in a large vehicle or plane near someone who has tested positive

Box 3. When to call your local Health Protection Team

- you've taken the action outlined but are still seeing more cases
- you're thinking you might need to close because of the number of people affected
- somebody in your education setting has been admitted to hospital; You're getting significant interest from local media

To access more information refer to the guidance below or search the titles on GOV.UK:

- [guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)
- [COVID-19: cleaning in non-healthcare settings](#)
- [coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- [supporting children and young people with SEND as schools prepare for wider opening](#)
- [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [coronavirus: travel guidance for educational settings](#)
- [guidance for full opening: special schools and other specialist settings](#)