

School Risk Assessment Checklist

Thomas Whitehead CE Academy

Prior to opening September 2020 v1#
 Reviewed 2.11.2020, 5.11.2020
 Reviewed 1.1.2021
 Reviewed 11.1.2021

Staff considerations

Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Staff who are medically extremely vulnerable have been advised to rigorously follow shielding measures and to stay at home. (Clinically extremely vulnerable)	Yellow	Extremely vulnerable staff identified TA to support in Yr6 – 5.11.2020 advised to shield, home working CT risk assessment and discussion 10.7.20 TA advised to shield until 15.1.2021 – maintain contact & provide home work ass appropriate 3 staff members currently working from home due to medical conditions 11.1.2021	Individual risk assessment to be completed for CT to be completed 3.9.20 / review yr4 CT risk assessment considering tier 4 – 4.1.2021	
Staff who are clinically vulnerable are supported to work at home where possible and where this is not possible are offered the safest possible on-site roles, 2 metres apart from other people.	Green	4.11.2020 change in categories all guidance followed Pregnant staff risk assessments to be reviewed 4.1.2021 – ensure maintain social distancing from other staff - working from home (introduction of masks when moving around school & in staff room)	5.11.2020 TA to work from home Share risk assessments once reviewed 4.1.2021	
Risk assessments have been carefully completed for any clinically vulnerable staff who choose to take on roles that don't allow for	Yellow	CT risk assessment and discussion 10.7.20 All RA reviewed 4.11.2020 All RA to be reviewed 1.1.2021	Individual risk assessment to be completed for CT, discussion with CT Share risk assessments once reviewed 4.1.2021	

safe distancing. Whether this risk is acceptable has been discussed with them.				
Staff living with a medically extremely vulnerable person (someone who is shielding) have been advised to only attend the setting if stringent social distancing can be adhered to.		Strict measures in place 6.1.21, introduction of mask wearing on site by all staff and set up of bubble staff spaces to prevent mixing		
Determined staffing thresholds for opening/ remaining open have been agreed with Trustees : enabling small pupil groups; maintaining consistent staff with each group in EYs and primary; limiting changes in staff for each pupil group in secondary schools; and adhering to Early Years staffing ratios.		Pods to be established as phases but mainly taught in discreet year groups 1.1.2021 – ensure integrity of pods maintained 5.1.21 – only vulnerable and key worker children on site – 4 phase bubbles established approx. 15 children per bubble. Continue to maintain strict measures – classes sit on separate tables during lunch break 5.1.21 Each bubble has discreet break and lunch times. All surfaces cleaned between lunch sittings.		
Staff absence procedures include: a member of staff should not attend work if they or someone living in the same household has any Coronavirus symptoms.		Reminder of procedures regularly shared	INSET share again absence procedures and importance of self isolating and testing if display symptoms	
The school is able to draw on appropriately qualified staff within the Trust should a key person be absent. E.g. SENCo, DSL, Finance Manager				
The school has sufficient staff with a paediatric first aid certificate to attend the setting.			Updated training required Sufficient staff fully trained 4.11.2020 Numbers revisited to ensure compliance 4.1.21	
Contingency plans are in place should a member of staff be taken ill e.g. staff cover.			INSET – revisit protocol Continue to monitor staffing levels	

The school has assessed the impact of the crisis on individual staff and can support them signpost them to support e.g bereavement, anxiety.		Training and resources shared FSW regularly shares information with all staff and available for confidential support	Ongoing support and sharing of relevant information	
The school has the processes and means to support staff well-being and manage anxieties on reopening.		Family support worker can signpost services	Agenda item at SLT meetings to consider any further support available	
Consideration given as to when and how the school will allow external visitors and a new protocol has been developed and shared with all staff to follow		Visitors able to attend via appointment, procedures shared, working spaces identified Protocol shared and signed on entry – records kept in line with GDPR 5.1.21 all visitors to wear mask when on site and follow all other social distancing measures	INSET – visitor protocol to be shared	
Staff absence is being tracked to determine COVID related absence and other absences		SBM to monitor and ensure all procedures followed 5.1.21 email sent to remind staff of need to report all illnesses even when working from home		
Assessment Area				
The school is aware of those pupils who are clinically extremely vulnerable. They are not expected to return to school and can be supported to learn at home.		Family support worker to work with families No children currently fall into this group	Home learning to be provided	
The school has communicated with parents of shielded and clinically vulnerable pupils to continue to follow medical advice re. the vulnerable child or their siblings attending school.		Government guidelines shared, any concerns discussed with parents	Attendance to be monitored, support provided as required	
Awareness of the impact of the crisis on individual pupils / families and support provided		Family support worker provides regular support and updates	Support to be provided when identified	
The school has communicated with parents re. supporting their child's readiness to return to school.		Information shared Updates regularly shared Update to be shared with parents on school return 5.1.2021, re importance	Information to be reissued prior to start of new term 4.1.21 update to be issued	

		of following local guidelines, nonattendance if symptomatic family member and school safety measures 5.1.21 update on partial school opening shared with parents and expectations for remote learning	13.1.21 remote learning expectations to be updated, shared with parents and publicised on the website	
The reintegration of pupils with EHCPs has been thought through and planned for individuals.		SENCO completed risk assessments for all pupils with EHCPs and shared with staff 1:1 sessions for parents SENCO and CT to support transition	SENCO to review individual risk assessments and amend as required. Any amended risk assessments to be shared with staff.	
PPE needs have been assessed according to the guidance, plans made and stocks ordered where this is required. Guidance shows that for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.		Intimate care policy amended to include the wearing of disposable aprons when providing intimate care All classes issues with emergency PPE pack If additional PPE required office to be notified to ensure adequate supplies maintained	Monitor stocks of PPE and reorder as required to maintain appropriate levels	
Pupils have been organised into consistent groups and will be kept separated from others.		Class structure established Phase pods to support intervention teaching, break and lunch time staffing. [where possible classes kept discreet] Staff to be reminded to ventilate rooms fully when left empty (break times) 4.1.2021 5.1.21 partial reopening – 4 phase bubbles established and to be kept to approx. 15 children	Good ventilation maintained across the school High level windows opened across the main building. Staff to monitor ventilation in classrooms.	
Plans are in place to supplement learning for secondary pupils with face to face support.		N/A		

Arrangements have been made for pupils in prioritised groups who need continued shielding.		No children currently classified in this group 4.11.2020	Structured home learning programme utilising, Oak Academy, Sum Dog and TT rock stars	
Drop off/ pick up protocols, minimising adult contact, have been written, including: only 1 parent to attend the site; drop off/ pick up times; distancing measures; gathering at gates and doors is not allowed; attending the site by pre-arranged appointment only.		Soft start and one way system to be introduced. Parents hand children to staff at external class doors Face coverings worn by parents and staff at drop off and collection times Regular reminders shared re importance of social distancing on site and outside school gates.	Video to be shared to demonstrate new one way system Monitor new procedures and adapt as/if required Reissue procedures prior to Spring term return	
Decisions have been made about allowing lettings, including before or after school care provision, ensuring safety, social distancing and cleaning.		BASC not to open – initially. Small numbers, space would need to be cleaned before and after use as also used during the school day as teaching space 2.11.2020 decision made to not reopen BASC due to continuing safety concerns and small numbers from across the school requesting places	Review opening of BASC as/if conditions change. 4.1.2021 to remain closed (very small number requesting places, no longer financially viable)	
Assessment Area				
Safe entrances/ exits for staff and pupils are determined e.g. staggered times/ one or multiple entrance or exit points.		Soft start and one way system to be introduced. Parents hand children to staff at external class doors Soft start to support parents with multiple children attending Regular reminders shared to support. 5.1.21 soft start suspended due to small number of children attending – one way system, masks must be worn, social distancing.	Video to be shared to demonstrate new one way system Monitor new procedures and adapt as/if required Reissue procedures prior to Spring term return	
Entry and exit arrangements have been communicated/ marked out with clear signage and will be supervised.		One way system agreed and followed	Signage and barriers to be installed to demarcate one way system	

The maximum number of pupils to be physically in the building at any time has been determined, to enable social distancing.		Full school reopening as per guidance 5.1.21 partial reopening – 4 phase bubbles established and to be kept to approx. 15 children	Good ventilation maintained across the school	
Rooms designated for use have been determined, will be used as consistently as possible by each group, with appropriate cleaning in between use should the group change.		Classes allocated Intervention spaces agreed Staff room relocated to temporary classroom 5.1.21 each bubble allocated a well ventilated staff space	Cleaning expectations to be shared INSET Good ventilation maintained across the school	
All unnecessary furniture/ items have been removed from those rooms to be used and stored elsewhere if possible.		2.11.2020 – seating reduced in staff room to improve social distancing 5.1.21- each bubble allocated own staff space	Unnecessary items to be safely stored	
Furniture is appropriately set-up to enable pupils to be socially distanced as much as possible and to be 2 meters apart in secondary schools.		Tables to be moved to support children sitting in front facing rows where appropriate Staff have clear spaces 1m+ for teaching 5.1.21 partial reopening – 4 phase bubbles established and to be kept to approx. 15 children		
Arrangements are in place reduce movement around the building.		One way system 2.11.2020 library use suspended to prevent pods crossing	4.1.2021 library to remain closed – age appropriate books to be assigned to each class to ensure access to reading materials	
Further alterations made to timetables that minimise mixing and contact e.g. assembly arrangements, breaktimes.		Break times timetabled with gap between to support social distancing Areas allocated Outside gym equipment cleaned after each pod use 5.1.21 – lunch breaks modified to ensure no cross over		
Reduced capacity is stipulated for shared spaces (including the staff room). Groups will not mix in these areas and adequate cleaning in between groups' using them is ensured.		Staff room relocated to temporary classroom due to size and good ventilation	Good ventilation maintained across the school	

		<p>2.11.2020 – seating reduced in staff room to improve social distancing</p> <p>4.1.2021 – staff to wear face coverings when moving around school and using communal spaces</p> <p>5.1.21 each bubble allocated a well ventilated staff space</p>	<p>4.1.2021 – notify staff of change to use of face coverings when not in class.</p>	
<p>Arrangements are in place help limit the number of children using the toilets at any one time.</p>		<p>Staff to monitor, Each class has their own allocated toilets</p>		
<p>Resources designated for use have been determined, will be used as consistently as possible by a group, with appropriate cleaning in between use should the group change.</p>		<p>Frequently used resources to be allocated to individuals.</p> <p>Shared resources to be cleaned after use</p> <p>Musical instrument use to be timetabled so at least 24hrs between each class using</p> <p>4.1.2021 – PE equipment to be issued to each pod to enable teaching of new units</p>		
<p>All soft furnishings, soft toys and toys or equipment that cannot be easily cleaned have been removed.</p>		<p>Unnecessary items removed</p>		
<p>Shared resources taken home and the exchange of these between pupils will be limited/ removed. E.g. reading books, library books.</p>		<p>Frequently used resources to be allocated to individuals.</p> <p>Shared resources to be cleaned after use</p>	<p>System for returning reading books to be established so that there is time before being reintroduced into available stock.</p>	
<p>Outdoor spaces will be maximised, as recommended. These areas have been risk-assessed and planned to enable groups to be separated and safe practices adhered to.</p>		<p>Break times timetabled with gap between to support social distancing</p> <p>Areas allocated</p> <p>5.1.21 – lunch breaks modified to ensure no cross over</p>		
<p>The use of outdoor equipment will be avoided unless it can be cleaned between groups and not used by groups simultaneously.</p>		<p>External equipment cleaned between use</p>	<p>System for returning PE to be established so that there is time for cleaning and time before being reused.</p>	

			4.1.2021 – PE equipment to be issued to each pod to enable teaching of new units	
Dining arrangements ensure children remain in their groups, groups are separated and appropriate hygiene arrangements e.g. staggered timings/ hand cleaning/ cleaning between sittings etc.		Time table for staggered lunches – pods to eat together- additional cleaning between sittings 2.11.2020 room cleaning protocol reissued to all staff 5.1.21 – lunch breaks modified to ensure no cross over	Good ventilation maintained across the school	
Where appropriate separation and cleaning cannot be ensured, arrangements have been made for food to be taken to pupils in their classrooms.		N/A		
The school is encouraging walking/ cycling.		Information shared with parents Bike/scooter are re-positioned to the front of the school.		
Assessment Area				
There are sufficient hand cleaning stations around the site and sufficient stocks of soap/ hand sanitiser.		Additional hand sanitizer stations installed	Monitor stocks and reorder as required	
There are sufficient cleaning staff available, ensuring cleaning between sessions/ change overs of pupil groups/ deep cleans as required.		2.11.2020, 4.1.2021 room cleaning protocol reissued to all staff and record of cleaning established	Cleaning staff are also employed as lunch staff – monitor impact of additional cleaning Class staff to complete cleaning of frequently touched surfaces within their own spaces	
Additional cleaning requirements have been assessed and additional hours allocated accordingly.		2.11.2020, 4.1.2021 room cleaning protocol reissued to all staff	Expectation for staff to complete cleaning of frequently touched surfaces and handles to be shared - INSET	
Cleaning protocols and expectations are revised (e.g. revised frequency and to include		2.11.2020, 4.1.2021 room cleaning protocol reissued to all staff	11.1.21 explore purchase of fogger to be used weekly for additional cleaning of spaces	

frequently touched surfaces, furniture, equipment and resources).		4.1.2021 room cleaning protocol reissued to all staff and record of cleaning established		
Arrangements have been made for bins containing tissues to be emptied throughout the day.		Additional mid day cleaning introduced (suspended 1.11.2020 due to staff not available) class staff monitor and empty if necessary.		
Avoid the use of cloths for washing or drying e.g. use paper towels.		Paper towels used across the school	Monitor stocks and reorder as required	
Stocks of cleaning and hygiene materials and PPE (where required) have been ordered and delivered prior to opening (including additional stocks of tissues and paper towels if needed).		Resources available		
Relevant staff know procedures for re-ordering and the thresholds for re-ordering.		Procedures in place		
Site agent or other named person is responsible for monitoring and reporting stock levels of cleaning and hygiene materials.		Procedures in place	4.1.21 -ensure levels checked due to site agent absence	
Assessment Area				
Relevant changes have been made to usual safety procedures and risk assessments and communicated to all staff e.g. evacuation procedures, named people within policies.		Fire wardens allocated according to new class arrangement All staff have completed fire warden refresher (smart log)	INSET – updated evacuation policy to be shared	
There are written procedures (including named responsible people), should a case of COVID19 be suspected or confirmed.		In place		
Plans detail when a school might need to be closed/ can remain open in part e.g. if a deep clean is needed.		Clear expectations in place as per guidance	All update to be read and any changes needed made and shared	
PPE needs have been assessed in line with the guidance, any required PPE obtained and there is a plan for maintaining this.		Stocks in place and pack available in each class	Monitor stocks and reorder as required	

Health & Safety compliance checks have been undertaken, particularly in light of furniture removal and storage to support social distancing		Ongoing		
Usual planned maintenance and H&S checks have been prioritised and scheduled accordingly e.g. PAT tests, boiler servicing.		Ongoing		
Assessment Area				
Regular Communication with staff re. plans and this risk assessment e.g. keeping groups within the one room as far as possible, not mixing groups, cleaning protocols, limiting numbers of pupils using toilets at one time, use of resources/ equipment etc.		5.1.21 partial reopening – 4 phase bubbles established and to be kept to approx. 15 children	Share plan for September once agreed and confirmed by DSAMAT INSET revisit plans, expectations, procedures and protocols Staff regularly reminded to share any concerns or suggestions Reissue 4.1.2021	
Remind staff, parents and pupils of the hand cleaning advice and to clean hands frequently throughout the day.		Reminder posters displayed	Lessons to be taught and staff monitor	
The risk assessment, plans and protocols have been discussed with staff and any training needs identified.			Share plan for September once agreed and confirmed by DSAMAT INSET revisit plans, expectations, procedures and protocols Staff regularly reminded to share any concerns or suggestions Reissue 4.1.2021	
Ensure all staff are aware of the guidance and the school's procedures re. 'What Happens if Someone Becomes Unwell at an Education or Childcare Setting'?		Procedures displayed in staff room and main office Updates shared	INSET revisit plans, expectations, procedures and protocols Staff regularly reminded to share any concerns or suggestions	
The school has instructed parents not to enter the setting, or to send their child into the setting, if they or a member of their household is displaying Coronavirus symptoms.		Information regularly shared Recurring item within weekly newsletter	Reissue procedures prior to Spring term return	

<p>Protocols for attending the site, drop off, pick up and not gathering at gates or doors have been communicated to staff and parents.</p> <p>Consider reminder notices for parents and visitors to be displayed in suitable areas</p>		<p>Soft start and one way system to be introduced. Parents hand children to staff at external class doors</p> <p>Reminders displayed and regularly shared</p> <p>5.1.21 soft start suspended due to small number of children attending – one way system, masks must be worn, social distancing.</p>	<p>Video to be shared to demonstrate new one way system</p> <p>Monitor new procedures and adapt as/if required</p> <p>21.9.20 introduced wearing of face masks at collection and drop off</p> <p>Reissue procedures prior to Spring term return</p>	
<p>Communications to staff and to parents about procedures should they, or a member of their household, have Coronavirus symptoms.</p>		<p>Information regularly shared</p>	<p>Reissue procedures prior to Spring term return</p>	
<p>Parents and staff made aware of the new protocols for communicating with class teachers and the school office.</p>		<p>Information regularly shared</p>	<p>Ensure all new parents are registered with clasdojo and have working email</p> <p>28.9.20 office to establish clasdojo group to support parental messaging</p> <p>Reissue procedures prior to Spring term return</p>	
<p>Communications with parents of vulnerable children needing PPE about the arrangements in place.</p>		<p>SENCO completed risk assessments for all pupils with EHCPs and shared with staff</p> <p>1:1 sessions for parents SENCO and CT to support transition</p>	<p>SENCO to review individual risk assessments and amend as required.</p> <p>Any amended risk assessments to be shared with staff.</p>	
<p>Communication with any contractors needed to support the school's plans. E.g. cleaners, caterers.</p>		<p>N/A</p> <p>2.11.2020 new catering contract – all procedures shared</p>	<p>Reissue procedures prior to Spring term return</p>	
<p>Communication with the transport providers/ LA re. transport arrangements and plans conveyed to parents.</p>		<p>N/A</p>		
<p>Provide parents with the guidance on safe travel.</p>		<p>Regularly shared</p>		
<p>Communication with lettings or before and after school providers about plans and arrangements.</p>		<p>N/A</p>		
<p>Communication with staff within different pods or with the admin team, SLT as required</p>		<p>Regular communication via, email, video conferencing</p> <p>Class phones</p>		

		4.1.21 – all meetings to be held virtually		
Assessment Area				
Arrangements for those staff in the extremely vulnerable group and unable to attend work. (Clinically extremely vulnerable)		N/A 4.11.2020 changes in categories announced all guidance followed TA advised to shield until 15.1.2021 – maintain contact & provide home work ass appropriate	Individual risk assessment to be completed for CT to be completed 3.9.20 / review yr4 CT risk assessment considering tier 4 – 4.1.2021	
Clear and regular communication links with those staff shielding/ not able to attend the setting.		N/A 5.11.2020 staff member now shielding contacted, work to be agreed and set – regular communication to be maintained to support wellbeing TA advised to shield until 15.1.2021 – maintain contact & provide home work ass appropriate		
Maintaining sufficient staff to deploy in the school, enabling social distancing for staff and pupils.		All staff to be deployed on site 5.1.21 partial reopening – 4 phase bubbles established and to be kept to approx. 15 children All other staff to support with remote learning	18.1.21 introduction of daily virtual catch up/plenary with all children 25.1.21 introduction of intervention/support virtual sessions	
Ensure the same teacher/ other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, recognising some rotation of specialist secondary staff.		Staff allocated to each pod Staff working across pods to maintain social distancing where possible – clear face coverings available if requested 5.1.21 partial reopening – 4 phase bubbles established and to be kept to approx. 15 children. Staff working on a rota in class or supporting remote learning	Changes to PPA provision to ensure teachers are not working across multiple bubbles 4.1.21	

Staff have been informed about H&S guidance and updates to policy e.g. arrangements to manage first aid or if you/ another adult/ a child becomes ill.		Regularly shared	INSET revisit plans, expectations, procedures and protocols Reissue 4.1.2021	
Staff are aware of PPE guidance and any need for PPE.		Regularly shared Intimate care policy amended to include wearing of disposable apron	INSET revisit plans, expectations, procedures and protocols Reissue 4.1.2021	
Staff workload, providing for pupils learning in school and at home has been taken into account.		5.1.21 partial reopening – 4 phase bubbles established and to be kept to approx. 15 children. Staff working on a rota in class or supporting remote learning in blocks of at least a week.	Structured home learning programme utilising, Oak Academy, Sum Dog and TT rock stars Home learning protocol shared 17.9.20 5.11.2020 – SLT agenda item	
Staff are aware of, and supported in the use of, the bereavement policy/ support available and how to access this for themselves, pupils or families.		Policy shared Family support worker to provide additional support		
Recruitment processes have been determined, continuing to enable safer recruitment.				
Staff induction processes are updated re. new policy/ procedures alongside required checks.		No new employees to start in September	4.1.2021 – Year 1 teacher to start (5.1.2021 SLT to lead induction)	
Extend or revisit any staff contracts or processes impacted by the current situation, communicating any changes to staff e.g. timescales.		N/A		
Pupils				
Assessment Area				
Pupils know where the hand cleaning stations are and to use them frequently.		Regular reminders and timetabled across the day to ensure good had hygiene		
Where possible keep pupils 2m apart. Brief transitory contact is low risk e.g. passing in corridors.		Contact to be minimised and pods not to cross each other due to timetabling of breaks and spaces allocated Yr2 upwards all desks front facing 5.1.21 partial reopening – 4 phase bubbles established and to be kept to approx. 15 children.	Good ventilation maintained across the school	

Ensure that pupils are in the same small groups at all times each day and that groups are not mixed during the day, or on subsequent days.		Phase pods with discreet class teaching 5.1.21 partial reopening – 4 phase bubbles established and to be kept to approx. 15 children. Staff working on a rota in class or supporting remote learning	Good ventilation maintained across the school	
Pupils know they must stay in the same groups and not mix beyond their own group.		Regular reminders		
Groups of pupils are based in the same classroom each day and this is cleaned thoroughly before and after any other groups use it.		Class and outside spaces allocated and timetabled 5.1.21 partial reopening – 4 phase bubbles established and to be kept to approx. 15 children. – learning spaces allocated for children Yr1-6	Good ventilation maintained across the school	
As far as possible, pupils sit in the same place, at the same tables/ desks.		Seating plans recorded 5.1.21 partial reopening – 4 phase bubbles established and to be kept to approx. 15 children. – learning spaces allocated for children Yr1-6	Staff to allocate seating to children when age appropriate	
Pupils know the protocols for using toilet areas.		No changes required to current procedures due to each classroom having their own toilets		
Engage parents/ children in resources such as E-Bug and PHE school resources.		Regularly shared and lessons taught in school		
Educate pupils in cleaning hands, 'catch-it, bin-it', and safe distancing.		Regularly shared and lessons taught in school Posters- age appropriate, to remind and reinforce		
Bins for tissues are emptied throughout the day.		Additional mid day clean introduced All bins have lids to reduce transmission		
Help is available for those pupils who cannot clean their hands independently.		Staff to monitor and provide support as required Hand wipes to be available for children with sensory issues.		

Support for those children who cannot easily understand or remember safety and hygiene measures e.g. social stories, symbols, braille etc.		Staff to monitor and provide support as required Hand wipes to be available for children with sensory issues.		
Staff seek to prevent the sharing of stationary and other equipment where possible.		Stationary to be provided for individual use		
Shared materials and surfaces are cleaned more frequently.		2.11.2020 room cleaning protocol reissued to all staff 4.1.2021 room cleaning protocol reissued to all staff and record of cleaning established	Expectation for staff to complete cleaning of frequently touched surfaces and handles to be shared – INSET Reissue protocol 4.1.2021	
Appropriate support for pupils who may have difficulty settling back into school.		Family support worker SENDCO Reintegration curriculum planned and taught	Ongoing support available 5.11.2020 – second lockdown, staff aware may impact on some children, increased anxiety if parents now at home	
Emotional support for pupils who may not be able to return to school yet e.g. health reasons/ in non-returning year groups.		Family support worker SENDCO Currently no children fall into this category		
Managing anxiety e.g. support re. school refusers/ managing elective home education requests or other attendance issues.		Family support worker SENDCO DSL		
A revised curriculum and planned additional provision for pupils' SEMH on return to school and for those not returning.		Training provided to support Reintegration curriculum planned and taught	Monitor impact of revised curriculum Consider ongoing impact during Spring term and revise planning/timetable as required	
Timetables and curriculum adapted to include more socially distant activities where needed.		Planned as appropriate Reintegration curriculum planned and taught 5.1.21 remote learning reintroduced for the majority of children	18.1.21 – daily virtual plenaries for all children	
Plans and activities to help pupils to socially distance and further plans to support SEND pupils to understand this.		SENDCO arranged 1:1 meetings for parents and CT to support transition	Individual risk assessments to be updated as/if required	

Those activities that it would not be possible to do have been identified with a rationale as to why not.				
Guidance and arrangements in respect of pupils needing 1:1 or physical handling, communicated clearly to staff, parents and pupils.		SENDCO arranged 1:1 meetings for parents and CT to support transition Ongoing discussions in place as appropriate	Individual risk assessments to be updated as/if required	
Trained staff, communication processes and resources to provide bereavement support. The availability of which is communicated to parents.		Policy shared Training completed Family support worker		
SEND Reviews/ actions outstanding for pupils with SEND have been rescheduled appropriately.		Ongoing Video conferencing utilised when appropriate 5.1.21 – for all meetings		
Arrangements made in respect of any specialist provision on site and communicated to all relevant people.		Visitors able to attend via appointment, procedures shared, working spaces identified All visitor read and share new protocol 5.1.21 – visitors kept to a minimum and face masks must be worn when on site.	INSET – visitor protocol to be shared	
Transition				
Intentions/ initial plans for transition have been communicated to parents.		Ongoing Classdojo utilised		
Planning pupil groups on return/ for September with contingencies for continued social distancing.		Plan in place 5.1.21 partial reopening – 4 phase bubbles established and to be kept to approx. 15 children. – learning spaces allocated for children Yr1-6		
Shared approach across cluster schools to reduce anxiety and ensure smooth transitions to new settings for pupils.			No discussions with local schools-	
Creativity in enabling transition activities to support pupils in preparation for September.		Ongoing Classdojo utilised	Transition arrangements amended for Early years	

			In year new starts all expectations shred prior to joining	
Transfer/ receiving of meaningful information to receiving setting/ teacher.		Information shared as/when appropriate to ensure GDPR Staff held transition meetings with receiving secondary schools		
Careers guidance/ work experience arrangements.		N/A		
Liaison and arrangements for year pupils in exam year groups.		N/A		
Liaison and arrangements for pupils due to leave school.		Information shared as/when appropriate to ensure GDPR Staff held transition meetings with receiving secondary schools LAC pupils and pupils transferring to special schools attended new setting to support transition.		
Safeguarding				
Any additional risk assessments required to safeguard vulnerable pupils are in place. Will any of these pupils be prioritised for a return?		All safeguarding policies followed addendum updated and shared SENCO reviewed EHCP risk assessments and updated as/if required		
Any necessary changes or addendums have been made to the safeguarding Policy, which has been reviewed for further changes.		Addendum kept under review and shared with staff if amended DSL regularly liaises with TRUST lead		
Governors aware of the interim safeguarding guidance and how this has been included in their policy.		Shared with Governors as/if required		
Ensuring a DSL is available to the school, in person, by phone or virtually in all staffing scenarios, and that staff are aware of these arrangements.		Team of 4 – 1 always on site Regular meetings to share information	Exploring introduction of CPOMS to support practice and sharing of information in an effective and time efficient way (free trial until the end of September to evaluate) CPOMS purchased for the start of the Spring term	

Are all staff aware of LA arrangements for contacting the LADO, MASH, social workers.		Regularly shared		
Where staff have been deployed/ appointed, they are aware of the safeguarding processes and codes of conduct they should adhere to.		Regularly shared		
Safer recruitment processes being adhered to.		Ongoing if required		
The SCR is up-to-date and monitored with changes to staffing/ volunteers in the school.		Regular monitoring by DSAMAT as part of ongoing systems 4.1.21 – new staff member added 11.1.21- relief catering staff added		
Informing relevant staff of any 'need to know' information for pupils.		As required Ongoing 5.1.21 protocol for reporting non-contact/engagement with remote learning shared.	CPOMS purchased for the start of the Spring term Regular reminders to be shared with staff – weekly record sheets.	
Preparation for a possible increase in disclosures/ concerns on return.		Training attended Release time allocated for class based DSL & DDSL	Updates to be shared with safeguarding team 4.1.2021	
Recording and reporting of incidents during the closure. Any further reporting/ following-up needed?		Procedures in place Regular communication maintained and recorded	CPOMS purchased for the start of the Spring term	
Communication with vulnerable families during the closure and on return.		Procedures in place Regular communication maintained and recorded Family support worker/ SENDCO/SLT regularly shares any relevant information to support parents and maintain regular contact		
The e-safety/ online safety policy covers all safeguarding risks for pupils accessing learning at home.		DSL regularly reviews and circulates if any amendments made.		
Families' access to support during school closure has been evaluated e.g. food parcels, pastoral support.		Ongoing support provided. December – FSW identified families requiring support, support in place	Complete on return 18.1.21 – FSM vouchers to be distributed via Edenred	

		5.1.21 – food parcels provided by Aspens		
Families will need on-going engagement/ communication whilst returning to normality have been identified.		Family support worker DSL SLT		
Safeguarding lessons learnt during this crisis?		Training completed Concern re low number of concerns raised – staff training to support all when return		
Governors’ understanding of the ways that the crisis has impacted on staff/ pupils/ the school and their ability to support the school during a transition to normality.		Ongoing communication		
Both Trustees and Governors are involved in the discussion and planning for reopening.		Planning meeting arranged for 13.7.20 5.1.21 plans discussed	Updates to be shared	
Governors know how they will support Leaders during phases of reopening and how they will assure themselves of the safety of staff and pupils. What will the determining factors be for the decisions they will need to make?				
Leaders have evaluated what it is feasible for the school to do and how will this be communicated to reassure parents/ other stakeholders/ LA or Trust authorities.		Plan designed which is manageable and appropriate to the school and community Regularly reviewed		
Planned reviews to evaluate what is happening on a regular basis.		Monthly review of plan 4.11.2020 – full review due to changes in guidance and national lockdown. 1.1.2021 full review due to change to Tier 4 and updated guidance issued. 4.1.21 – partial opening of school, clear expectations for remote learning	13.1.21 – revised protocol to be discussed and shared. All teachers and TAs to have daily involvement	
Aspects of governance/ meetings/ reporting that can be put aside to fully enable and support leaders to manage the immediate situation have been identified.				

Governors/ leaders have determined how they will communicate the intended plan for re-opening the school.				
Financial/ business/ resourcing				
Catering contracts and facilities as pupils begin to return.	Green	Hot lunches to be provided from September 4 lunch sittings timetabled to support social distancing		
Any financial loss to the school/ ability to claim back losses from the government is known.	Red	No areas identified 4.11.2020 increased costs of cleaning materials – allocated budget will not be sufficient	1.1.2021 – ongoing concerns re increase costs associated with cleaning materials	
Sufficient cleaning materials.	Yellow	Ongoing Regular orders placed to ensure sufficient resources available		
PPE available if appropriate.	Yellow	Packs available for each class Regular orders placed to ensure sufficient resources available	Weekly monitoring of PPE – reorder as required	
Learning materials/ resources in stock ready for pupils on return.	Green	Orders placed to ensure sufficient resources available		