

COVID19: 'Partial' Opening Risk Assessment and Action Plan – January 2021

Rationale

As of Tuesday 5th January 2021, England entered a further national lockdown period, which will last until at least 19th February 2021. Following this the Government will review the situation and may revert to a regionally differentiated approach, where different tiers of restrictions apply in different parts of the country. Our school is currently in Tier 4. The Government has issued full Stay at Home guidance, which can be found [here](#).

The immediate impact of this lockdown announcement on the primary education sector is as follows:

- All primary (reception onwards), are to move to remote learning only for the majority of children until February half term.
- The children of critical workers and vulnerable children may continue to attend onsite, if it is absolutely necessary and they cannot stay at home.

Those who are clinically extremely vulnerable have been advised not to attend work, school, college or university, and to limit the amount of time they spend outside the home. Those deemed clinically extremely vulnerable will be contacted by letter.

The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff. If schools follow the guidance set out here, they can be confident they are managing risk effectively.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- **a requirement that people who are ill stay at home**
- **robust hand and respiratory hygiene**
- **enhanced cleaning arrangements**
- **active engagement with NHS Test and Trace**

- **formal consideration of how to reduce contacts and maximise distancing between** those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- **grouping children together**
- **avoiding contact between groups**
- **arranging classrooms with forward facing desks**
- **staff maintaining distance from pupils and other staff as much as possible**

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

The school's view

We remain committed in providing a safe and secure environment and have undertaken a full review of our risk assessment to minimise, as reasonably as we can, against the risk presented within school. We have considered government guidance and alongside, support from the Local Authority, we have produced a detailed plan to ensure all learners, their families, school staff and visitors (where essential) are as safe as possible while they are on site.

At Boreham Primary School, a range of approaches and actions will be taken. These can be seen as a set of controls that, when in place, creates a much safer system where the risk of transmission of infection is substantially reduced.

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

SCHOOL NAME: Boreham Primary School

OWNER: Ian Bowyer

DATE: 15/01/2021

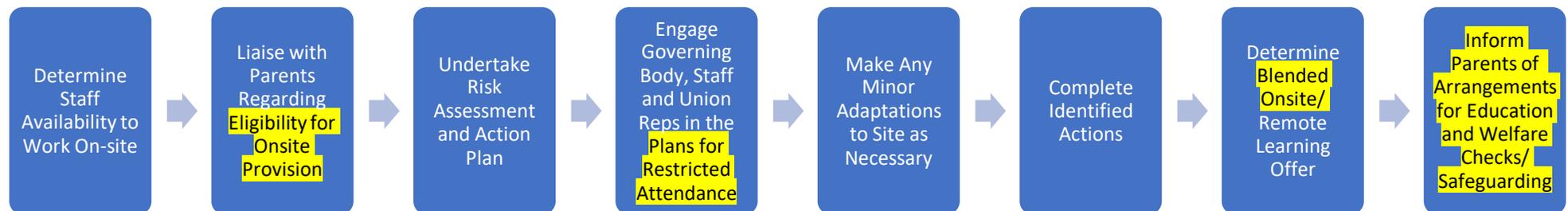
Purpose of this document:

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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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	How we will mitigate/lower risk?	When? Who?	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.	Staff absence through shielding / illness may inhibit engagement.	M	The updated risk assessment was shared with all staff and the Chair of Gobs on 05.01.21 . The risk assessment is reviewed regularly and updated accordingly to reflect any government and local authority updates and sent to all staff and governors.		L

Site Arrangements	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • Other grounds maintenance • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<i>Our caretaker is unavailable.</i>	M	In the event of the Caretaker being unavailable due to ill-health, unlocking and locking of premises can be managed by the SLT. The school can also call upon a number of external agencies if required.	SLT as and when required.	L
		<i>Site has been closed for prolonged period</i>	M	<p>The Caretaker lives on school site</p> <p>Landscape Team access school grounds to complete grounds work. Work undertaken is always away from children and staff.</p> <p>The school holds an Emergency & Business Continuity Plan.</p> <p>ICT Technician can work remotely as and when required.</p> <p>Boiler has been serviced and monthly legionella checks undertaken.</p> <p>Weekly fire alarm testing is undertaken.</p> <p>PAT testing will take place during February Half Term 2021.</p>	Caretaker & SLT	L
		<i>Food remains in the freezer</i>	M	Edwards & Blake (External Catering Provider) – frozen food can be stored for up to 6 months.	Catering Manager	L

	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between staff members of 2 metres.</i>	M Staff do not face each other in the main office. Admin staff will work on a rota basis to limit the number of staff working within the main office. Contact with other staff and children will be kept to an absolute minimum. Other staff are not permitted to enter the main school office and are to use the classroom phone in order to communicate or knock on door to speak to a member of the admin team. Office staff use the family room for refreshments and not the staffroom. The first-aid area has been relocated from the main school office to the Music room.	<i>All Staff Daily</i>	<i>L</i>
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained, especially within main corridors.</i>	M There are two bubbles in place – one for KS1 and one for KS2 pupils. Social distancing signs in place and Head Teacher to provide frequent updates on the schools systems. The back gate giving access to school site via KS2 playground will remain locked and out of use. Appropriate marked areas remain in school walkways and corridors; including crosses on carpets to mark safest crossing points. Pupil movement around school will be at an absolute minimum.	<i>All Staff, parents and pupils</i>	<i>L</i>

	Consideration given to premises lettings and approach in place.	<i>School premises (main hall) used for lettings and insufficient time for cleaning</i>	M	The school will not be letting its premises.		L
	Consideration given to the arrangements for any deliveries.	<i>Deliveries arrive during school day and delivery people are not clear what the school's approach to social distancing and entering the school premises is.</i>	M	Clear signage at front of school. When making contact with suppliers ensure a time is given for a delivery and ensure they know the schools procedures. Kitchen deliveries will all be taken via back gate. Either caretaker or member of Admin team take receipt of all deliveries.	Admin Team & Caretaker	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	<i>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</i>	H	Our well-established evacuation procedure has been revised fully with all staff. Evacuation process ensures that the two bubble groups will not come into contact and appropriate distancing will be maintained in-between each year group whilst lining up outside. All class teachers to remind their pupils of the correct evacuation procedures and expectations. Half termly fire drills. Fire door locking mechanism in new Year 4 classroom has been renewed.	All staff and pupils Class Teachers Headteacher & Fire Marshalls	L

<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p> <p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p> <p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p><i>Cleaning staff are not aware of the guidance and school procedures.</i></p> <p><i>Caretaker is unavailable or member of contracted cleaning staff is unable to work due to illness.</i></p> <p><i>Lack of cleaning equipment.</i></p>	<p>H</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. Use of disposable cleaning cloths. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>All internal doors to be wedged open during the day in order to minimise contact with door handles.</p> <p>Hand towels and hand-wash are to be checked and replaced as needed by Caretaker.</p> <p>Planned regular deliveries of cleaning equipment from KOSHEEN.</p> <p>X3 cleaners employed daily from 3:30 – 5:30pm and cleaning undertaken when minimal staff on site. Any additional cleaning required during school day will be undertaken by the Caretaker.</p>	<p>KOSHEEN.</p> <p><i>Regular checks made by Caretaker and Premises Manager and Head teacher.</i></p> <p><i>Any staff must immediately text the caretaker in first instance or phone main office.</i></p> <p><i>Daily checks of toilets carried out by Caretaker.</i></p>	<p>L</p>
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Cleaning and waste disposal	<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><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Classrooms do not have lidded bins.</i></p> <p><i>Blue hand towel runs out.</i></p> <p><i>Low supply of soap.</i></p>	<p>M</p> <p>Hand towels and soap are to be checked and replaced as needed by <u>Caretaker.</u></p> <p>Planned regular deliveries of cleaning equipment from KOSHEEN.</p> <p>Hand sanitiser available at the school entrance.</p> <p>Additional wall-mounted hand sanitisers can be found outside the main school office, outside the staffroom and within the school library area.</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.</p> <p>Bin within disabled toilet to be emptied daily and only to be used by named child.</p>	<p>KOSHEEN.</p> <p><i>Regular checks made by Caretaker and Premises Manager and Head teacher.</i></p> <p><i>Any staff must immediately text the caretaker in first instance or phone main office.</i></p> <p><i>Daily checks of toilets carried out by Caretaker.</i></p>	L
	<p>Waste disposal process in place for potentially contaminated waste which includes potential testing waste.</p>	<p><i>Bins overflow.</i></p> <p><i>Bins do not have lids on.</i></p> <p><i>Supplies of bin-bags are low.</i></p>	<p>M</p> <p>All classes have lidded bins. All contents will be double bagged.</p> <p>Disposal of all waste will be carried out daily after school. If a bin requires emptying during the day, then the caretaker will be contacted to do so.</p>	<p>KOSHEEN & Caretaker</p>	L

	Process in place for safe removal and/or disposal of face masks.			No waste bags to be stored in backdoor lobby area adjacent to Head teacher's office. Face masks and aprons and disposable gloves will be required to be used for administering first aid or intimate care. School has purchased individual visors for all staff which can be cleaned and re-used.		
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical. Classroom entry and exit routes have been determined and appropriate signage in place. Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate. Classrooms are well ventilated.	<i>Pupils and staff do not maintain appropriate distancing from one another and class bubble groups mix.</i> <i>Additional furniture in classrooms limits space available for tables to be rearranged.</i> <i>Windows do not open in classrooms.</i> <i>Gangways are not clearly defined and are partially blocked.</i>	M	Children enter and exit their classroom via the external classroom door accessed via the main school playground at beginning and end of school day and for break and lunch times too. All classrooms are equipped with sinks to ensure children are able to clean their hands regularly, including when they arrive at school, when they return from breaks, between lesson changes, before and after PE and before and after eating. Furniture which is deemed not necessary has already been removed. The two KS2 classrooms in use have been set out to ensure that all children are facing forwards in twos. Gangways are kept clear including the nearest fire exit.	All Staff	L

			<p>All internal classroom doors wedged open and when required exterior class doors can be opened too for every class as site is secure – main gates are locked.</p> <p>Key marked area for class teacher to teach from which children must not enter.</p> <p>Ensure that the classrooms remain a suitable temperature, whilst maintaining as much ventilation as possible. Open windows when the classroom is not in use i.e. break and lunch times, before and after school.</p> <p>Daily internal premises checks and any deficiencies are reported to the caretaker / main school office immediately.</p>		
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	<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>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><i>Soft toys, cushions and beanbags in EYFS setting not easily washable.</i></p> <p><i>Children and staff bring in resources from home to use in school.</i></p> <p><i>Sharing of resources and risk of cross-contamination.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	<p>M Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Class i-Pads will be wiped down before they are reused. All pupils will wash their hands before and after using i-Pads.</p> <p>Unless instructed to do so for learning purposes, children and staff are not permitted to bring in items from home.</p> <p>All pupils attending school will be allocated their own folder to put completed work in.</p> <p>All classrooms and key areas, such as toilets, have appropriate posters displayed which promote the importance of regular hand-washing and good personal hygiene.</p> <p>Daily internal premises checks.</p>	<p>All Staff</p> <p>Caretaker & Head teacher</p>	<p>L</p>
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<p>Staffing</p>	<p>Staffing numbers 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) • SENCO • Caretaker/site member • Office staff member <p>Approach to staff absence reporting and recording in place. All staff aware.</p> <p>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.</p>	<p>Staff illness may mean that staffing levels change.</p> <p>Staff are not aware of expectations when working from home.</p>	<p>M</p> <p>SLT reviews staffing capacity daily.</p> <p>Two members of SLT are timetabled to be in school each day. Each of the two bubble groups has named staff, who operate on a one week on, one week off basis.</p> <p>In communication with parents ensure that they are aware that staff absence may mean their children cannot attend school / wrap around care provision.</p> <p>Staff who are required to shield including pregnant workers will be allocated duties to enable them to work from home.</p> <p>Caretaker lives on school site.</p> <p>The school has x3 named designated safeguarding officers, two of whom work full time.</p> <p>The school has at least one member of staff who is paediatric trained, who works full time.</p> <p>With the exception of the SENCo who works 3 days a week, all remaining SLT members work full time. The Acting DHT is currently not teaching a bubble in school.</p>	<p>All Staff</p>	<p>L</p>
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			<p>Our admin team continues to operate fully staffed with two members working on site daily whilst the other two work from home. This alternates.</p> <p>All staff phone into the SBM by no later than 7:30am on the day they are to be at work.</p> <p>School has updated its Emergency and Business Continuity Plan.</p>		
Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.	<p><i>A member of the admin team is classed as clinically vulnerable.</i></p> <p><i>Staff who have exhibited any form of anxiety.</i></p>	<i>M</i>	<p>Admin Team member will have no contact with pupils and limited contact with staff. Every other week they can work from home remotely for 3 days.</p> <p>Any staff who have previously been absent from work due to stress and anxiety will require an individual risk assessment, initially through a face to face meeting.</p> <p>Confidential staff well-being questions completed.</p>	<p><i>HT & SBM</i></p> <p><i>SENCo & SBM</i></p>	<i>L</i>
Consideration given to staff clothing expectations and information shared with staff.	<i>Staff do not wear appropriate clothing.</i>	<i>L</i>	<p>The school will expect all of its staff to continue to follow the staff code of conduct with regards to appropriate dress. (Code of conduct reviewed with all staff on 02.09.20)</p> <p>All teaching staff will be expected to wear trainers for any form of physical activity.</p>	<i>All Staff</i>	<i>L</i>

	Approaches for meetings and staff training in place.	Part time staff are unable to attend meetings and training.	M	Staff briefings will be held on Mondays and Thursdays from 8:15am-8:30am weekly online. Weekly staff meeting on a Tuesday from 3:30-4:45pm online. A fortnightly TA/MDA meeting will be held on a Tuesday morning. Head teacher will continue to send out additional updates via email. Part-time staff are invited to attend all online meetings.	All Staff	L
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	Staff may not have enough time to set remote learning.	L	Class teachers are in school for 2 days every other week and for the remainder of their contracted hours, work from home to manage remote learning.	All Class Teachers	L
	<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>	TA's are required to lead a bubble group as not enough class teachers on site to cover classes.	M	<p>Where TA's are asked to lead one of the bubbles, this will be organised so two TA's work alongside each other from within their already established Key Stage bubble.</p> <p>For a small number of staff who are more vulnerable than others and where redeployment is not possible, individual risk assessments will be put in place where necessary and reviewed on a regular basis.</p>	All Staff	L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own	Pupils, staff and parents may return to school in September with increased anxieties and family attachment issues.	M	<p>All staff to have continued regular access to their Line Manager.</p> <p>All staff continue to have the option of further support from Rev Emma Wylie</p>	All Staff FGB Well-Being Committee	L

	<p>situations and that of pupils and colleagues is clear.</p>	<p>Time is not set aside to check on staff wellbeing.</p> <p>Bereavement support materials have not been shared widely with staff.</p>	<p>our named governor for staff well-being.</p> <p>Governing Body well-being Committee to continue to meet regularly.</p> <p>X2 weekly morning staff communication meetings, weekly staff meeting, regular Headteacher email updates.</p> <p>Fortnightly planned TA / MDA team meetings.</p> <p>Class teachers to phone all parents within first week of returning to school.</p> <p>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</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements and has been shared with all staff.</p> <p>The child protection and positive behaviour management policies reflect current circumstances and arrangements and has been shared with all staff.</p>	<p><i>All Teaching Staff</i></p> <p><i>SENCo / TAs / MDAs</i></p> <p><i>Class Teachers</i></p> <p><i>All Staff</i></p> <p><i>SBM</i></p> <p><i>Head teacher</i></p>	
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	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p> <p>Process in place to engage with the Test and Trace and contract tracing process.</p> <p><i>(Refer to ECC and public health guidance for more information)</i></p>	<p>Staff are not aware how to access the NHS Track and Trace guidance.</p> <p>Self-testing kits are not made available to the school.</p>	<p>M</p>	<p>School to ensure that it communicates up to date NHS Track & Trace guidance to all staff, governors and volunteers.</p> <p>The school has registered online so it can purchase additional self-testing kits for its staff when required.</p> <p>Staff to be given access to testing if they believe that have symptoms of COVID-19. Provide time for staff to attend testing if during school hours.</p>	<p>SBM</p> <p>SBM</p> <p>All Staff</p>	<p>L</p>
	<p>The approach for inducting new staff has been reviewed and updated in line with current situation.</p>	<p>Normal new staff induction procedures cannot go ahead.</p>	<p>M</p>	<p>Staff Handbook updated.</p> <p>Virtual tour of school to be created.</p>	<p>DHT</p> <p>Headteacher</p>	<p>L</p>
	<p>Return to school procedures are clear for all staff.</p>	<p>Part time staff and newly appointed staff are unaware of return to school procedures.</p>	<p>M</p>	<p>Return to school plans have been shared initially with all staff and governors and then presented by to all staff on 04.01.21</p>	<p>All Staff</p>	<p>L</p>
	<p>Arrangements to return any furloughed staff in place.</p>	<p>Adequate notice of a return to work hasn't been provided so staff are unable to return.</p>	<p>L</p>	<p>School's swimming instructor only member of staff to be furloughed.</p>	<p>SBM</p>	<p>L</p>
	<p>Any staff contracts that need to be issued, extended or amended considering the current situation have been.</p>	<p>Contracts haven't been identified in a timely fashion and therefore changes can't be made.</p>	<p>L</p>	<p>Contracts of staff who are employed to lead the before and after school care provision have had their contracts extended.</p>	<p>SBM</p>	<p>L</p>
	<p>Any HR processes that were in-train prior to or put on hold due to</p>	<p>HR processes have not been followed or resolved.</p>	<p>L</p>	<p>School to ensure that it continues to liaise with Essex HR and that staff are made aware of the named member of</p>	<p>SBM</p>	<p>L</p>

	the COVID19 emergency, have been appropriately resolved.		staff in school who has overall responsibility for all personnel matters.		
	<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>Externally employed adults attend school and raise the risk of transmission by increasing the number of adults on site and mixing with a range of children.</i></p> <p><i>Contractors on site /visitors may not be aware of our school's protocols and expectations.</i></p> <p><i>Prospective parents are unable to visit the school.</i></p>	<p>M</p> <p>All deliveries access the main reception where they will be received by either a member of the school admin team or the caretaker.</p> <p>The school will do its utmost to ensure that all deliveries do not occur during drop off and collection times.</p> <p>Cleaning staff access the school site daily at the end of the school day via the main reception when children have left the premises.</p> <p>Any contractors are expected to report to the main reception area in the first instance.</p> <p>No volunteers on school premises during national lockdown period.</p> <p>Prospective parents will be unable to tour the school premises so the school has created a virtual tour which is published on the school website.</p>	<p>Admin Team & Caretaker</p> <p>KOSHEEN Cleaning Staff</p> <p>Admin Team & Caretaker</p>	<p>L</p>
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors,	<p><i>Externally employed adults may not be aware of our school's protocols and expectations.</i></p>	<p>M</p> <p>No Peripatetic Music teachers during National Lockdown period.</p> <p>Extra-curricular clubs have been temporarily postponed.</p>	<p>Mrs King</p>	<p>L</p>

	forest school leaders. Protocols and expectations shared.	<i>Music room is now used as the first aid room.</i>		<p>Speech, Lang, Therapy Team to prioritise those pupils with EHCP's online.</p> <p>Meetings involving LA representatives will follow the current Essex Guidance and be carried out via Zoom (EHCHNA, Specific Transition Annual Reviews, La directed meetings, SEND Cluster)</p> <p>All FGB meetings take place on line.</p> <p>Governors visits to school temporarily suspended. Head teacher meets online with C of Gobs.</p>	<p>SENCo</p> <p>SENCo</p> <p>FGB</p>	
Social Distancing / 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>	<i>A child deliberately mixes with another bubble.</i>	M	<p>Each bubble will remain in its own bubble / designated area over the course of the whole school day. The KS2 bubble group is split over two classrooms during the schools day – Lower KS2 and Upper KS2 groupings.</p> <p>Children's movement around the school will be extremely limited and no child will be permitted to leave their classroom without prior permission.</p> <p>Updated Positive Behaviour Management policy has been updated and fully reflects Covid-19 key restrictions. Policy shared with all staff, governors and pupils.</p>	<p>All Staff</p> <p>Headteacher</p> <p>All Staff</p>	M

	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			All pupils are made aware of the various types of unacceptable behaviours and the consequences of such behaviours. Risks assessments and individualised approach in place for students who might struggle to follow expectations.	SENCo	
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Teachers and other staff need to work across different classes and year groups in order to facilitate the delivery of the school timetable and to enable an educational offer as well as fulfilling lunchtime duties.	M	The staff are allocated within a specific staffing bubble – Key Stage 1 / Lower Key Stage 2 / Upper Key Stage 2. Staff are allocated to either a KS1 or KS2 Critical Keyworker / Vulnerable pupil bubble.	All Staff	L
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) without reducing teaching time Approach to avoiding children and young people entering school 	Children enter school all at once and a bottleneck is created. Insufficient staff to man arrival and departure times. Parents enter the school premises.	M	Staggered arrival and departure times remain in place with one gate for arrival and one gate for departure in operation. All children go directly into class in the morning. Key staff on duty daily, manning both gates and school playground. Parents and carers are not allowed onto the school premises or into the main school building unless given	All Staff Designated staff to oversee all arrival and departure times	L

	<p>congregating and breaching social distancing is in place</p> <ul style="list-style-type: none"> • 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><i>Space is not appropriately divided on the playground so children mix with other children from outside their class bubble.</i></p> <p><i>Children cross bubbles during their lunch break.</i></p>	<p>specific permission (ie) to collect paper learning packs.</p> <p>The back gate giving access to school site via KS2 playground will remain locked and out of use.</p> <p>Each Key Stage bubble in either the KS1 or KS2 playground.</p> <p>Both Key Stage bubbles have their lunch in their classroom.</p> <p>All children enter and exit their classroom via the external classroom door accessed via the main school playground at beginning and end of school day and for break and lunch times too.</p> <p>The KS2 classroom in use has been set out to ensure that all children are facing forwards in twos with desks side by side. Key marked area for class teacher to teach from.</p> <p>One portable hot trolley will be in operation; located in the KS2 library area. Each Key Stage bubble group will be allocated a specific time to collect their hot meals and take back to class.</p> <p>Staff are allocated to a specific bubble group for break and lunchtimes.</p>		
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				Appropriate marked areas remain in school walkways and corridors; including crosses on carpets to mark safest crossing points. Pupil movement around school will be at an absolute minimum.		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements. Cancellation of assemblies prevents celebrating children's successes.	M	Whole class assemblies have been prepared for class teachers to send out to their children to access online. See-Saw and Google Classroom will be used to celebrate children's successes.	Class Teachers	M
	Arrangements in place for the use of the playground, including equipment.	Multiple children use the outdoor playground equipment at the same time from different bubbles.	M	(Reference to Guidance for managing playgrounds and outdoor gyms – June 2020) Our outdoor gym areas and reaction walls are currently out of bounds. All children will wash their hands at the end of every break and lunchtime.	All staff timetabled to work with a bubble.	L

Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		M	Parents informed of their child's arrival and departure times.	Headteacher to ensure parents remain informed.	L
Catering	<p>Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.</p> <p>Arrangements for the continued provision of FSMs for children not attending school are in place.</p>	<p><i>In-sufficient staffing</i></p> <p><i>Food deliveries happen during the school day.</i></p>	M	<p>Our catering providers, Edwards & Blake will ensure that our Catering Manager is in school providing either a hot jacket potato with choice of filling or cold filled baguette for our children, including universal FSMs.</p> <p>If at any point the usual menu offer has to be reduced, modified, then this will be communicated to parents via our school admin team.</p> <p>Food deliveries are made to the kitchen door via the back gate and out of normal school hours.</p> <p>School is providing a £15 weekly voucher (excluding Feb half term period) for those pupils in receipt of FSM.</p>	<p><i>SBM to communicate with the Catering Manager and Edwards & Blake as and when required.</i></p> <p><i>Admin Team to ensure that all necessary school meal information and menus are communicate to parents.</i></p>	L

	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.	Children from the two different bubble groups will mix and come into contact with one another during the lunch break.	M	Both bubble groups eat their lunches in their allocated classroom and do not come into contact with each other. Each bubble group has an allocated area on the school playground for breaks and lunches and these are separated and staffed appropriately.	All staff allocated a bubble group.	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Supplies of PPE are low. Staff forget to bring their face covering into work. Staff do not like wearing a face covering and refuse to wear one.	M	Face masks / visors have been issued to all staff. When dealing with injuries to children, providing intimate care and if a pupil or adult is ill and they display symptoms similar to Covid-19, staff working within the school will be required to wear appropriate forms of PPE. The Head teacher has the authority to enforce the use of visors / face masks in communal areas. Face coverings need to be tight to the face in order to reduce the amount of aerosol transmitted through mouth and nose. Visors are open and so not a replacement for face coverings. If staff wear a visor they should also wear a mask	Hazel King to ensure that adequate PPE supplies are available.	L

				<p>When moving around the school all staff will be expected to wear a face-covering.</p> <p>Within the staffroom and family room - a face-covering will be required to be worn upon entry but can be removed when eating lunch.</p> <p>Any member of staff entering a bubble area that they do not work within ARE expected to wear a face-covering.</p> <p>All named staff manning the school gates at the beginning and end of the school day are expected to wear a face covering.</p> <p>Any member of staff who works across multiple bubbles is encouraged to wear a face-covering but this IS NOT compulsory and is at the discretion of the individual.</p> <p>Any visitors to the school will be expected to wear a face mask.</p>		
First Aid	All first-aid requirements are understood and appropriate areas and supplies are in place.	<i>Insufficient first aid supplies.</i>	M	Each bubble group has their own designated portable first aid kit and must ensure Hazel King when any supplies are running low.	All Staff Hazel King to ensure all portable first aid kits are maintained,	L

			<p>Any injury where an item of first aid kit has been used MUST BE recorded in the class first aid recording book.</p> <p>The designated First-Aid room is temporarily located in the Music room. Should the medical bed be used, then this must be wiped down immediately afterwards.</p> <p>When first-aid is administered and social distancing will be impossible, staff MUST wear a visor and disposable apron and gloves for any blood injuries / forms of vomiting. Ideally, first aid should be administered to a child by a member of staff from within the child's daily bubble.</p> <p>For any form of vomiting the school office should be contacted. In the event of a serious injury, the classroom telephones can be used to call for immediate assistance.</p> <p>For children with individual Health Care Plans we will follow procedures outlined in the event of the child becoming unwell.</p> <p>At lunchtime, when outside, if a child becomes unwell or has a minor injury (such as cuts, bruises, tiny bumps), the child/ren initially will sit on a wooden</p>	<p><i>ensure that First Aid room is appropriately equipped too.</i></p> <p><i>All Staff</i></p> <p><i>All Staff</i></p> <p><i>All Staff SEnCo Mrs Pinkney</i></p> <p><i>MDA Team Mrs Pinkney Paediatric Trained First Aider</i></p>
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			<p>bench underneath the canopy directly outside Class 4Bu in order to be treated. This area will be a designated first-aid zone and marked out accordingly. If an ice-pack is requested please phone down to the main office immediately.</p> <p>In the case of a more serious injury, which is not COVID-19 related, the member of staff will immediately notify the nearest adult in the bubble next to them, sit the child on the bench within the first-aid area and call for further medical assistance from the class phone in 4Bu.</p> <p>Mrs Pinkney, (and if not available, another paediatric first-aid trained member of staff) will attend, wearing appropriate PPE, (mask, gloves and apron) assess the child and if required escort the child to the First Aid room in school, (Music Room).</p> <p>If it is deemed necessary that the child is to go home, Mrs Pinkney or in her absence another member of staff, will remain with the child until an adult comes to collect the child. The child will be collected from the side door with the steps next to the main hall.</p>		
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<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day (within cohort of children/young people learning on-site only)</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>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 		<p>H</p> <p>The Head teacher and SBM MUST be informed immediately and in their absence the Acting DHT and/or another member of the SLT.</p> <p>Our sensory room has temporarily become an isolation (safe) room and should not be accessed at any other time. A child showing signs of COVID-19 will be taken to our safe room immediately and their parents contacted.</p> <p>Any member of staff showing signs symptomatic with COVID-19 will also be sent home immediately.</p> <p>As and when necessary, the male adult toilet, directly opposite the HT's office will be made the designated toilet.</p> <p>The Head teacher will take responsibility for informing all members of the school community with regards to responding to any suspected / confirmed cases of COVID-19 in school as well as out of school where it directly affects a member of our school community. (In the Head teacher's absence, the DHT would assume responsibility)</p> <p>In the event of the school having to close the school fully due to an</p>	<p>Head teacher and SBM</p> <p>All Staff</p> <p>All Staff</p> <p>Mrs Pinkney</p> <p>Head teacher</p>	<p>M</p>
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<p>Test, Track, Trace</p>	<p>Process in place to engage with the Test and Trace and contact tracing process.</p> <p>Refer to ECC and public health guidance for more information.</p>	<p>Staff unwilling to engage and not adhere.</p>	<p>increased number of cases, then the school will follow its Emergency Action and Business Continuity Plan with regards to media coverage.</p> <p>Report any positive staff/pupil confirmed cases to Public Health. During the pandemic this responsibility has been devolved to either the Contact Tracing Team or the DfE helpline who liaise directly with the Health Protection Team.</p> <p>M Contact the ECTT via phone or email: provide.escontacttracing@nhs.net 0300 303 2698</p> <p>Take advice from Essex HR to clarify impact on colleagues and children.</p> <p>Any individual advised to isolate by the app or by the Contact Tracing Team needs to isolate for the full amount of time advised.</p>	<p>Head teacher</p> <p>SBM</p>	<p>L</p>
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<p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p>	<p>Approach and expectations around school uniform determined and communicated with parents.</p> <p>Approach and expectations around the wearing of and changing for PE determined and communicated with parents.</p>	<p>Children not presenting with uniform due to monetary constraints or shielding and as such cannot purchase school uniform.</p>	<p>M</p>	<p>During the period of National Lockdown and the school only being partially open, children attending school do not need to wear school uniform. All children attending school are encouraged to wear or bring trainers to school as they will not change into PE kits for physical activity.</p>	<p>Head teacher</p>	<p>L</p>
	<p>Changes to the school day/timetables shared with parents.</p>	<p>Changes to the school timetable and usual routines are not clear.</p>	<p>M</p>	<p>The Head teacher has informed parents of the partial school closure during the national lockdown period. The Head teacher will ensure that regular reminders are sent out to parents as and when required.</p>	<p>Head teacher</p>	<p>L</p>
	<p>All students instructed to bring a water bottle each day. Water fountain cleaning arrangements in place.</p>	<p>Children do not bring in a water bottle to school.</p>	<p>L</p>	<p>All parents have been informed that their child will need to bring in their own named water bottle daily and take home daily in order to be washed thoroughly. If a child requires to refill their water bottle they will be allowed to do so under adult supervision, using one of the two water coolers located either side of our school hall. In the event of a child not being sent into school, parents will be contacted immediately.</p>	<p>Head teacher</p> <p>All staff supporting a bubble.</p>	<p>L</p>

	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 	<p><i>Families have been negatively impacted by COVID-19.</i></p>	<p>M</p> <p>Provide families with details on how to access financial support including FSM eligibility.</p> <p>Allocate 9 government funded laptops to targeted vulnerable pupils.</p> <p>We will continue to signpost parents to key support at local and national level.</p> <p>FGB Well-Being Sub-Committee group to meet half termly.</p> <p>SENCo to continue to contact our vulnerable families fortnightly.</p> <p>‘One Boreham’ initiative led by Rev Emma Wylie. Rev Wylie is available daily for any member of our school community who is in need of support.</p> <p>Annual Safeguarding Action Plan</p> <p>Lead Safeguarding Officers to meet half termly.</p>	<p>SBM</p> <p>Head teacher & SENCo</p> <p>FGB Well-Being Sub-Committee group</p> <p>SENCo</p> <p>Rev Emma Wylie</p> <p>Head teacher</p> <p>DSL’s</p>	<p>L</p>
<p>Remote Education Plan</p>	<p>Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.</p>	<p><i>Increased numbers of critical worker children – means more children on site which needs careful management.</i></p>	<p>M</p> <p>School has communicated appropriately with all critical worker parents before the spring term commences.</p>	<p>Head teacher</p>	<p>L</p>

	<p>Intelligence around critical worker parents – numbers intending to take up provision is known.</p> <p>Technology support in place. DFE laptop allocation ordered.</p> <p>Critical worker families communicated with regarding the need to keep children at home as much as possible.</p>	<p>Bubble needs to self-isolate because of a positive case of COVID19.</p> <p>Pupils do not have adequate access to technology.</p> <p>Class teacher wellbeing is affected by not having sufficient time to set up home learning tasks.</p>	<p>Google Classroom and SeeSaw is used to upload year group packs, lessons, links and timetables for remote learning to take place. Paper packs can be made up for those parents who request them.</p> <p>Offer families in need a DFE laptop from school (signed agreement)</p> <p>Class teacher’s work from home x3 days a week in order to organise remote learning for their classes.</p>	<p>DHT / Class Teacher’s</p> <p>SLT</p>	
Safeguarding	<p>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></p> <p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p> <p>Appropriate risk assessments have been undertaken to ensure welfare checks are taking place in accordance with the CYP response plan.</p>	<p>New staff are unaware of safeguarding procedures.</p> <p>Existing staff have forgotten all/some of our procedures for safeguarding as they haven’t been in school.</p> <p>There is an increase in the number of children who need to be supported.</p>	<p>M</p> <p>Annual safeguarding training took place on 02.09.20 led by Head teacher / DSL</p> <p>Half termly lead safeguarding officers review meeting.</p> <p>Head teacher to train all staff in use of new whole school online safeguarding system, CPOMS.</p> <p>Class Teachers phone call home to parents within first two weeks of spring term.</p> <p>Head teacher calls home to every family in the school.</p> <p>SENCO will resume weekly calls to vulnerable pupils / families.</p>	<p>Head teacher / DSL</p> <p>Safeguarding Officers.</p> <p>Whole School</p> <p>Class Teachers</p> <p>Head teacher</p> <p>SENCo</p>	L

				National Children's Mental Health Week (Feb 1 st -5 th Feb 2021)	Whole School	
	Updated Child Protection Policy in place.	Child Protection policy doesn't reflect current situation.	L	The school has adopted the most recent Child Protection Policy and this has been shared with all staff and ratified by the FGB and published on our school website. (07.01.21)	Head teacher	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.	Support hasn't been able to take place due to social distancing.	M	Lead safeguarding officers meet regularly to review all vulnerable children. SENCo / Deputy DSL has maintained regular contact with all vulnerable pupils and their families on a regular basis since the end of March 2020. School Nurse is available to support the school and its families. Social Care and other agencies are able to meet online.	Designated Safeguarding Officers	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Protective measures not in place for individual children.	M	All individual consistent management plans to be reviewed regularly to ensure that they include protective measures. All staff affected and parents have been given copies of the plans.	SENCo	L
Curriculum / learning environment	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum 	Learning plans do not reflect school closure and home learning that has taken place.	M	Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	All Teaching Staff	L

	<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>Google Classroom and SeeSaw is used to upload year group packs, lessons, links and timetables for remote learning to take place. Paper packs can be made up for those parents who request them.</p> <p>Live link lessons with small groups and the whole class will enable the class teacher and children to celebrate key successes and achievements.</p> <p>Outdoor learning to be encouraged actively as and where possible and the school has uploaded weekly PE challenges and 50 challenges to complete out of school.</p> <p>School to publish its Covid 'Catch Up' Expenditure Plan.</p> <p>School to publish its own remote blended learning offer.</p>	<p><i>Class Teachers</i></p>	
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	<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 • DT/ FT 	<p>Some activities are more challenging and physical and may not be accessible for all pupils attending school.</p>	<p>M <i>Interpreting the Government Guidance in a PESSPA Context – July 2020)</i></p> <p>All PE games sessions will be taught outside and sets of equipment will be held by each bubble for their own use.</p> <p>Any member of teaching staff who is considering to plan any type of DT/FT/practical Science investigation should discuss with the HT / Risk Assessment Manager in the first instance before they are undertaken to assess risk of sharing resources and lack of social distancing.</p> <p>All singing related sessions will not take place for the time-being, with greater emphasis placed upon musical appreciation through listening and playing musical instruments. All instruments to be signed out in a record book and cleaned thoroughly before re-use.</p>	<p>All Teaching Staff</p>	<p>L</p>
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	<p>Our Positive Behaviour Management policy has been reviewed and amended where necessary in line with current circumstances.</p> <p>Arrangements for teaching pupils how to keep themselves safe online are in place.</p>	<p><i>A child accidentally / persistently does not follow our positive behaviour management policy, and, as a result, endangers themselves, other pupils and staff.</i></p> <p><i>Behaviour policy does not reflect the current situation.</i></p>	<p>M Policy has been reviewed and updated and key changes with regards to social distancing / class bubbles etc have been disseminated to all staff, pupils and parents. The policy has been ratified by the FGB and published on the school website.</p> <p>Staff to ensure that Behaviour Reflection Forms are used as and when required.</p> <p>Continue to maintain an up to date Head teacher's Behaviour Log</p> <p>School retains a copy of GROW risk assessment for a child who is educated in another setting.</p> <p>Remote Learning Agreement to be sent out to parents.</p>	<p>Head teacher</p> <p>All Staff</p> <p>Head teacher</p> <p>GROW / SENCo</p> <p>Acting DHT</p>	<p>L</p>
<p>CYP with SEND</p>	<p>Approach to provision of the elements of the EHCP including health/therapies in place.</p> <p>Consider any CYP who may need additional support whilst learning at home and consult with the family and other agencies involved.</p>	<p><i>Unable to provide provision outlined within an EHCP – (ie) Gym Trail / OT Plan</i></p> <p><i>Our Sensory Room cannot currently be accessed.</i></p> <p><i>Some children with an EHCP find social distancing challenging, particularly if they do not have a designated adult with them.</i></p>	<p>M Speech, Lang, Therapy Team to prioritise those pupils with EHCP's.</p> <p>Meetings involving LA representatives will follow the current Essex Guidance and be carried out via Zoom (EHCHNA, Specific Transition Annual Reviews, La directed meetings, SEND Cluster)</p> <p>SENCo continues to contact vulnerable pupils and families on a weekly basis.</p>	<p>SENCo</p>	<p>L</p>

				DFE laptops have been loaned to identified children.		
	Annual reviews.	<i>Annual Reviews don't take place due to social distancing requirements and/or the child not being in school.</i>	M	Ensure that all Annual Reviews have been completed within the appropriate timeframe. Annual Reviews to be carried out via Zoom.	SENCo	L
	Requests for assessment considered.	<i>Requests for assessment don't take place as the child is not in school.</i>	M	Continue weekly calls to parents as and when required. Relevant paperwork to be posted or collected safely.	SENCo	L
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for CYP to understand new rules i.e. social distancing.</i>	<i>Engagement with child and/or family is difficult. Regression of behaviours over lockdown and increased anxiety.</i>	M	SENCo to continue to make regular contact with vulnerable children and their families. Continue to communicate with all parents and staff and update individualised risk assessments / behaviour plans accordingly. Social Stories to be used and reference to the self-regulation prompts.	SENCo	L
Attendance	Children and young people eligible to attend onsite have been identified and supported to attend where appropriate. Ensure first day contact is operating for those children eligible to attend. Critical worker families communicated with regarding the need to keep children at home as much as possible.	<i>Children and/or parents are reluctant to attend school.</i>	M	Currently, only Critical Keyworker children and those children who are deemed vulnerable are to attend school. These groups have been contacted by the school before the spring term commences.	Head teacher	L

Communication	Information shared with staff around the restricted attendance plan, including amendments to usual working patterns/practices and groups. Union representatives informed of restricted attendance plans.	<i>Staff are not attending school before it reopens due to childcare arrangements or health concerns.</i> <i>Governors unaware of the schools recovery and reopening plan.</i> <i>Unions raise concerns and adaptations expected.</i>	M	Updated risk assessment shared with all staff and Governors on 05.01.21. Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak. Head teacher meets with Chair of FGB on a regular basis online. Contact Essex HR for support and advice as and when required.	<i>Head teacher</i> <i>SLT / Early Years Lead</i> <i>Head teacher & CofGovs</i> <i>SBM</i>	<i>L</i>
	Risk Assessment published on website, where more than 50 staff.	<i>School website is not accessible for technical reasons.</i>	M	The school has less than 50 staff but will make paper copies of the risk assessment available if requested and publish it on their school website.	<i>Head teacher</i>	<i>L</i>
	Communications with parents on the: <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 	<i>Parents do not receive communication because they don't use Parentmail.</i> <i>The school's expectations are not adhered to following cost implications, shielding and choice.</i>	M	Headteacher communicated with all parents about the partial reopening of school on 05.01.21. Paper copies provided for any parents not using Parent mail.	<i>Head teacher</i> <i>Admin Team</i>	<i>L</i>

	<ul style="list-style-type: none"> Staggered start and end times Expectations when in school and at home 					
	<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 	<i>Pupils are not aware of the plans and key changes that have been made.</i>	M	<p>Key information for the partial re-opening of schools was sent out to all parents before the spring term commenced.</p> <p>Staff leading bubbles to go through key arrangements with their own class, re-inforce expectations around behaviour, social distancing, classroom layout, class bubble, timetables etc as well as agreeing a new class charter with their pupils.</p>	<i>Head teacher</i>	<i>L</i>
	On-going regular communication plans determined to ensure parents are kept well-informed		M	Regular Head teacher updates to go out to parents.	<i>Head teacher</i>	<i>L</i>
Governors/ Governance	<p>Meetings and decisions that need to be taken are prioritised.</p> <p>Governors have oversight of restricted attendance plans and risk assessments.</p> <p>Governors have oversight of all staff wellbeing and appropriate arrangements in place to support</p>	<i>Governors are unable to fulfil their statutory duties effectively and in full due to social distancing requirements and not being able to visit the school.</i>	M	<p>Updated Risk Assessment resent to FGB members.</p> <p>FGB meetings for the new academic year have been agreed. Meeting are all online.</p> <p>FGB attended Annual Safeguarding Training.</p>	<i>Head teacher & FGB</i>	<i>L</i>

	<p>Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i></p> <p>Approach to communication between Leaders and governors are clear and understood.</p>			<p>Annual Safeguarding Action Plan and FGB Monitoring Schedule shared with FGB.</p> <p>Our FGB has full membership for 2020-21.</p> <p>Head teacher and Cof Govs meet at least once fortnightly online.</p> <p>Relevant DfE and LA updates are sent out to FGB.</p> <p>Minutes of FGB meetings includes a key action timeline.</p> <p>FGB Sub Committee Well Being Group.</p> <p>Headteacher half termly report to FGB.</p>		
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>Children will miss out on the educational value of going on a school trip or having a special visitor into school.</i>	M	During the national lockdown period and partial school closure no educational trips / visits can take place.	SLT	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance	<i>Children will mix across established bubbles.</i>	M	During the national lockdown period and partial school closure no extra-curricular school clubs will take place.	SLT	L

Finance	<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p> <p>Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM</p> <p>Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.</p>	<i>Costs incurred are not recorded so can't be refunded.</i>	M	<p>A Covid-19 cost centre has been set up to document all related expenditures and is reported to the FGB.</p> <p>No claims to be submitted as of yet as the costs involved can be subsidised by the school budget.</p> <p>The Boreham Ladies Choir are currently not letting our school hall. Minimum financial impact.</p> <p>Early Bird & Night Owl provision is not able to go ahead during the National Lockdown period and partial re-opening of the school.</p>	SBM	L
	Insurance claims, including visits/trips booked previously.	<i>Claims are not made due to poor record keeping.</i>	M	The school has not booked any trips / visits currently.		L
	<p>Reintroduction or re-contracting services, such as:</p> <ul style="list-style-type: none"> • Cleaning • IT support • Catering 	<i>Existing contractors are no longer able to provide a service.</i>	M	<p>IT Support to fully re-commence from January 2021.</p> <p>Cleaning contract has remained in place throughout Covid-19.</p> <p>Edwards & Blake, (External Catering Provider) to run a slightly reduced provision during the national lockdown period.</p>		L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	<i>Inability to engage and liaise. Online meetings ineffectual for need.</i>	M	School to continue to remain a member of the Chelmsford Schools Teaching Alliance (CSTA), River Chelmer Custer Partnership (RCCP) and Chelmsford School's Sports Partnership (CSSP)		L

<p>Testing</p>	<p>Test kits are securely stored and distributed to staff.</p>	<p><i>Test kits could go missing and then there are not enough tests to distribute to staff.</i></p>	<p>M <i>Separate Risk Assessment in Place</i> Tests arrived and two test kits labelled to distribute to every member of staff who has decided to engage. Test kits can be collected from the school. The test kits have been laid out in alphabetical order in a secure room.</p>	<p>SBM All Staff</p>	<p>L</p>
	<p>Staff are aware of how to safely take and process the test. Shared with staff:</p> <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 <p>Staff are aware of how to report their test results to school and to NHS Test and Trace.</p>	<p><i>Staff do not administer test correctly which gives a false result.</i></p> <p><i>Test kits are not stored securely.</i></p>	<p>M <i>Separate Risk Assessment in Place</i> All staff communicated with on 21.01.21. All staff sent the NHS Leaflet, accompanying letter, video link.</p> <p>School has successfully accessed the resources on the sharing platform.</p> <p>The school has a named Covid Co-ordinator and a specific email address for staff to send their test results too.</p> <p>All staff who have opted to engage with the Lateral Flow Rapid Testing programme are aware of how to record and report their test results.</p> <p>The school maintains a test kit distribution log and a test results log too.</p> <p>Any spare /new delivery of tests are checked and then stored securely.</p>	<p>Covid Co-ordinator</p> <p>All Staff</p> <p>Covid Co-ordinator</p>	<p>L</p>
	<p>Staff are aware of how to report any incidents both clinical and non clinical.</p>	<p><i>Staff are not fully aware of this procedure and therefore could put others at risk.</i></p>	<p>M All staff have been made aware of our reporting procedures which includes school holiday times too.</p>	<p>Covid Co-ordinator</p>	<p>L</p>

					All Staff	
	Process in place to monitor and replenish test supplies.	<i>School does not receive adequate supplies and therefore staff are unable to test themselves.</i>	M	The school have registered with the NHS to receive further supplies.	Covid Co-ordinator	L

THIS RISK ASSESSMENT WILL BE REVIEWED ON A REGULAR BASIS BY THE HEADTEACHER **UPDATED 29.01.21**