



September 2020 – Risk Planning framework

- This framework focuses just on the **core tasks** to be considered to facilitate opening under the current guidance
- It is not a comprehensive list of all tasks that will require consideration to establish ongoing / sustainable operating under the current context
- This operational planning framework should be read in conjunction with the
 - ‘Covid – 19 Health and Safety Risk Assessment’

The key document to refer to in setting out operating plans is “Guidance for full opening – schools”

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Key Area	Actions to consider	School’s Response / further action required? / By who?	Who is responsible
Safeguarding	Review all safeguarding arrangements to ensure in line with policy	All staff will complete the KCSIE training via National college before the September opening and KCSIE tier 2 training	All staff
	All staff aware of amended safeguarding policy - training to ensure new arrangements and expectations understood by all staff	The policy is posted on the school website and staff are required to re read	All staff
	Ensure Tier 3 trained staff appropriately available on a daily basis	There is always either Mr Illsley or Mr Manley on site	Head
Attendance	Registration arrangements to take account of staggered arrival times if needed-who registers and where?	Registers will be taken when the pupils are in school and timings will allow for siblings in other pods	All teachers
	Clarity on staff roles and responsibilities recording attendance.	The coding system will be communicated by the office.	Office staff
	Update parents on attendance expectations inc. absence notification.	Parents will be emailed to restate the Government expectation that all pupils will return to school in September	Head
Communications to parents and incoming parents	Website with up to date information	The website will include all documents sent to parents via email	Deputy Head
	Regular messaging via school’s usual channels	The pod / class email system will be the way we communicate with parents in September.	Class teacher Head

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	Publish a FAQ page for parents <ul style="list-style-type: none"> • Social distancing • Staggered arrangements for start and end of day • No Face to face appointments with Head or teachers • Supporting children back to school advice 	The FAQ will be sent to all parents before the end of this term. This will include the pod arrangements and start times and finish times. Meetings with school staff will continue to be via phone or zoom. The Local authority and EWO support might be needed for some families.	Head
Cleaning/estates/site	Ensure continued premises compliance	The compliance works have been continuing over the lockdown months	Head, ICT 4
	Review cleaning routines in line with latest government guidance: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care	Cleaning measures are in place – with the employment of an additional cleaner to support the deeper and more frequent cleaning demands.	Head
	Check fire safety plan remains appropriate and is communicated to staff	Fire procedures will be highlighted by the teachers in each pod and a run through of exit routes and assembly points will take place in the first week. Fire check points have continued to take place on Thursday mornings	Head
Social distancing and grouping preparation	Zone and mark drop off and pick up areas with clear signage Consider one way systems for parents	The front playground will be sectioned off using barriers. These will demarcate the route onto the school for staff and the two areas for pods to arrive and be collected from.	Head
	Consider routines / organisation / supervision of <ul style="list-style-type: none"> • Ensuring at least 2 m between staff • Classrooms, children facing the front, appropriate sharing of equipment... • office space and staff room • canteen/hall/dining room • corridors • toilets 	Staff will endeavour to socially distance from each other Classrooms will be organised in rows for the pupils and each child will have their own equipment The hall will not be used for dining as we have opted for packed lunches in the classrooms	See agreed practice doc

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		<p>The corridors are tight but staff will minimise the times children are outside their room.</p> <p>Toilets will need to be shared with other pods but the children will only be allowed one at a time and will wash their hands after using. Cleaning will take place twice a day</p>	
	<p>Review, place appropriate SD reminders / signage for adults and children in and around school</p>	<p>Signage will remain in place for hand washing and social distancing. These will be revisited on day one of the return to school.</p>	<p>Head / office staff</p>
	<p>Define procedures for managing visitors to sites</p>	<p>Visitors to site will need to be agreed prior to their arrival.</p>	<p>Office staff</p>
PPE / medical resources	<p>Ensure staff know procedures for CV19 testing and reporting to HT</p>	<p>Any child or adult that displays the symptoms of COVID 19 are reported to the office immediately</p>	<p>All staff</p>
	<p>Review / restock PPE station in school</p>	<p>We constantly review and order when necessary our PPE stock</p>	<p>Class teachers</p>
	<p>Ensure sufficient stocks of hand sanitizer, soap and paper towels</p>	<p>Sanitizer, tissues and soap is reordered as necessary</p>	<p>Cleaners/ office staff / head</p>
	<p>Request parents notify the school of any changes to children's medical conditions</p>	<p>We ask parents to notify the school the outcome of a Covid 19 test so we can inform the pod members and take the necessary steps if the test was to prove positive.</p>	<p>Office staff / head</p>
	<p>Update emergency contact details for all children</p>	<p>SIMs sheets will be emailed</p>	<p>Office staff</p>
	<p>Ensure suitably trained First Aid/member of staff available in school daily</p>	<p>The school has the necessary First Aid cover in school each day</p>	<p>Head</p>

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School resources/ordering	Ensure there is sufficient resources so there is no sharing of frequently used equipment	Teachers audit their stock prior to the start of term to ensure we have sufficient resources and pots to hold them	Class teachers
Catering	Communicate with catering providers to share plans and predicted numbers to facilitate on-site food provision	We are in contact with Caterlink regarding September organisation and choices.	Head /office staff
Staffing	Establish availability of staff based on their personal circumstances <ul style="list-style-type: none"> Defining duties for remote workers 	All staff have filled in a suitability to work from. Those who still need to isolate in September will be covered by additional staff.	Head / Governors
	Consider requirements for trained staff being on rota e.g. first aid, team teach	All first aid and team teach staff are onsite	Head
	Consider how peripatetic staff are prepared / trained to maintain protective measures	The music service will need to adhere to our social distancing and Covid 19 procedures when visiting the school.	Head / County Guidelines
Provision - in school / home learning	Identify and maintain successful remote learning practices where appropriate	We are being trained as a whole school to deliver the curriculum using a learning platform. All teachers and TAs are taking part in the INSET training	Class teachers and TA's
	Prepare support materials for parents - preparing children to return	FAQ is being sent to all parents along with the procedures and times for returning to school in September.	Head
	Consider preparations for pupils with SEND / EHCP - taking account of the protective measures / staffing arrangements. Preparing / reassuring children and their parents for a safe return in September	EHCP will be supported by their 1:1 TA's in September. The children who have not been in since the pandemic began will have additional support planned	SEND resources / training
	Review / refine PSHE program to support children's wellbeing - think social, emotional, physical and mental wellbeing	Wellbeing will be a focus for all staff on the return to school for pupils. We will use a range of materials, circle time, Life wise and other resources to support the children and adults back into the school in September.	All staff
	Prepare lessons so children understand 'protective measures' particularly measures 1 – 4	The children will receive a comprehensive induction as part of their return to school	Class teachers

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	Review Covid amendment to school's behaviour policy – ensure this is shared and understood by parents, staff and pupils	to ensure each child is aware of the measures in place to protect them and others. The amended behaviour plan will be sent to parents prior to our return	
Staff CPD / induction to work environment	Plan appropriate training time to ensure staff understand; <ul style="list-style-type: none"> • NEW "System of Controls" from https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak • Numbers 1 -4 must be in place in all schools, all the time • Changes to relevant policies e.g. Safeguarding, behaviour • Daily routines • Staff distancing arrangements 	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.	
	Staff understand appropriate use of PPE: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care		Latest government advice
	Maintain regular feedback sessions with staff to ensure operating procedures are constantly reviewed	Ensure that communication lines are kept open on a day to day basis to highlight concerns and successes.	Head and All staff
	Maintain regular feedback sessions with colleague HTs to share lessons and emerging best practice	RLG meetings will continue to take place via Zoom	Head and teachers
Mental health and wellbeing	Maintain regular short meetings to review impact on staff of working arrangements	Short, distanced staff meetings to ensure that communication lines are kept open on a day to day basis to highlight concerns and successes.	Head and teachers

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	Leaders maintain regular HT hangouts and personal / informal support networks wherever possible	As and when catch ups	Headteacher colleagues
Governance	Plan/schedule virtual GB meetings for the 20/21 academic year as per summer term or on site following current guidance	Currently fortnightly but increasing or decreasing as necessary	Head / Governors
Visitors to school site	Define procedures for managing visitors to sites, including record keeping to support track and trace	Ensure anyone entering the building signs in using the ipad system in the entrance hall. Wipes will be available for users.	Office staff