

COVID19: Full Opening from March Risk Assessment and Action Plan

SCHOOL NAME: West Hatch High School

OWNER: Daniel Leonard, Lisa Barker

DATE: 24th February 2021

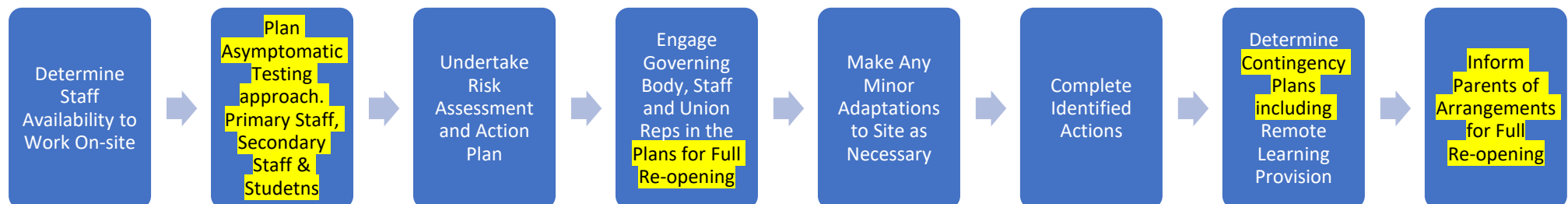
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to plan for the return to onsite education from March 8th and ensure the school continues to operate in a safe way following full opening.

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 Full Re-opening:



Risk Assessment/ Action Plan Sections:

Engagement in Risk Assessment and Planning	3
Site Arrangements	3
Emergency Evacuations	5
Cleaning and waste disposal	5
Classrooms	8
Staffing	12
Group Sizes	20
Social Distancing	21
Transport	24
Catering	25
PPE	26
Response to suspected/ confirmed case of COVID19 in school	29
Remote Education Plan	32
Safeguarding	33
Curriculum / learning environment	34
CYP with SEND	36
Attendance	37
Communication	38
Governors/ Governance	39
School events, including trips	40
Finance	41

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

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.					
Site Arrangements	Office spaces re-designed to allow office-based staff to work safely (considering remote working where appropriate).	Office does not allow for adequate space between staff members in some parts of office main office or offices throughout the school	M	No remote working will be permitted as staff are expected in school to support the pupils return. Where some offices do not allow for adherence to distancing guidelines staff will work from pre-bookable space allocated in the staffroom	24/2/21	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	Floor marking present on floors where applicable One way system in place throughout the corridors and signage in place.	24/2/21	L
	Consideration given to premises lettings and approach in place.	Non-teaching areas may be re-purposed to classrooms. Cannot be let and reassembled with sufficient time for cleaning in between.	M	Lettings risk assessment completed for swimming clubs and all external lettings STA and Swim England guidance adhered to for	24/2/21	L

				phased re-opening of pool Classroom lettings to be scheduled around cleaning regimes		
	Consideration given to the arrangements for any deliveries.	Unable to accept safe method of delivery	M	Only ordered/procured goods to be delivered to school Postal deliveries via Perspex screen in reception Delivery driver to sign via palm pilots No deliveries accepted for student, e.g. forgotten PE kit, homework, packed lunch etc. Parents to be notified as part of return to school arrangements that detention system will continue to operate and student to purchase food at school if packed lunch forgotten	24/2/21	L
	Dedicated testing site organised, signage up and cleaning processes in place (see full guidance available).			Separate Risk Assessment in place for testing facility arrangements	2/3/21	

<p>Emergency Evacuations</p>	<p>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></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Current evacuation routes would cause multiple groups of people to come into contact.</p> <p>Assembly points do not allow for social distancing if full school back in operation</p> <p>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p>	<p>M</p>	<p>Revised evacuation procedure produced and shared with all staff and students. Assembly points defined for each Year group that allows for 2m distancing</p> <p>Buddy system updated as part of the LSA rota in school</p> <p>Fire drill - Group Teacher to practice on first day back Some contact would occur during emergency evacuation but controlled by duty staff</p>	<p>24/2/21</p>	<p>L</p>
<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>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by Site Team and</p>	<p>24/2/21</p>	<p>L</p>

				housekeeper/cleaning staff Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Contract cleaners do not have enough staff	M	Regular contact with Lewis and Graves to ensure compliance	ongoing	L
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception. Classrooms do not have stocked hygiene stations (sanitiser/soap/tissues/bins). Low supply of hand soap.		Hand sanitiser available at all strategic points throughout school and in all classrooms Enhanced cleaning product purchased (spray/wipes/handrub) (Steri-7) under L&G cleaning contract for use in deep clean Specialist cleaning supplies for technical areas provided (music/tech etc.)	Ongoing	L

				<p>Lidded bins and sani-wipes 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 as part of cleaning contract with L&G</p>		
	Sufficient time is available for the enhanced cleaning regime to take place.		M	All staff advised to return to main building by 5pm in order for sufficient time to clean outbuildings before main/lettings.	24/2/21	L
	Waste disposal process in place for potentially contaminated waste, including testing waste.		M	<p>Waste bags and containers - kept closed and stored separately from communal waste</p> <p>Contaminated waste contract is in place and will continue as normal</p>	24/2/21	L
	Process in place for safe removal and/or disposal of face masks.	Discarded/littered face masks	M	All staff and students will be requested to double bag and take their own facemask home to dispose safely	24/2/21	L

				<p>Students to be instructed regarding responsible use of masks including the requirement to bring spare masks for changing where required (wet masks)</p> <p>Contaminated waste disposal bin will be made available if this is not possible</p> <p>Site staff to be provided with contaminated waste bags and litter pick/PPE if needed</p>		
Classrooms	Classrooms allow as much space between individuals as practical.	Unable to provide adequate distancing for staff/students and staff failing to adhere to briefing guidelines		<p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>Where this cannot be avoided students will be requested to wear face masks.</p> <p>Lessons that involve singing, chanting, shouting or playing</p>	24/2/21	L

			<p>instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Available windows should be opened to maximise ventilation and doors propped open where possible, particularly after lesson changeover</p>		
--	--	--	---	--	--

				<p>Teachers and Learning Support Assistants will endeavour to position themselves at a 2mtr distance from pupils and provide limited contact, ie.</p> <p><i>No contact within one metre for more than one minute</i></p> <p><i>And/or</i></p> <p><i>No contact of less than 2 metres for more than 15 minutes</i></p> <p>All classroom staff will be required to adhere to set seating plans to enable contact tracing</p> <p>Teachers should ensure that seating plans are placed on Edulink</p>		
	Classroom entry and exit routes have been determined and appropriate signage in place.	Unable to maintain sufficient distancing between 'bubbles'	H	One Way system will operate in school to reduce corridor congestion with split timetables/lunches	24/2/21	L

	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: <i>sharing of equipment should be limited to the bubble where possible and cleaned between uses if sharing across bubbles.</i></p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>Inappropriate curriculum/year group equipment in classrooms.</p> <p>Resources not easily washable, ie. aprons/gloves etc.</p> <p>No COVID19 information posters currently in place. Limited reminders/awareness for children.</p>	<p>L</p>	<p>Classrooms and other available rooms to assess capacity for staff and pupils measured and determined</p> <p>School will operate on a 'bubble' system</p> <p>All age relevant COVID posters displayed throughout school</p> <p>Separate risk assessments in place for areas that require sharing of equipment and resources, i.e. Music, Tech, Media, Science and PE</p> <p>Additional supplies purchased for non-washable shared resources, ie. aprons/gloves to enable quarantine period before re-use</p> <p>Students will be asked to bring plastic bag to store/hang uniform/belongings in changing rooms</p>	<p>24/2/21</p>	<p>L</p>
--	--	--	----------	--	----------------	----------

	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	Not possible in some specialist areas, e.g. IT classrooms	M	<p>Students will be operating in bubbles to reduce risk and all furniture re-arrange where possible (ie. not fixed desking)</p> <p>All classroom layouts to be checked and re-laid prior to return</p>	24/2/21	L
Staffing	Staffing numbers required for full re-opening have been determined including support staff such as facilities, IT, midday and office/admin staff.	Lack of adequate first aiders and key staff	H	<p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart – see guidelines above). This won't always be possible, particularly when working with some groups, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised and staff and students will be asked to wear a face covering whilst inside school.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing is</p>	24/2/21	L

				<p>not reasonably practicable in this circumstance. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene and asked to wear masks where it is not possible to adhere to distancing</p> <p>Current staffing structure is reviewed to ensure sufficient support is in place</p>		
--	--	--	--	---	--	--

	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>			<p>Staff Handbook</p> <p>HR and Cover Supervisor monitoring compliance</p> <p>Covid reporting requirements have been communicated to staff and relevant declaration forms are in place in school in order to facilitate absence planning</p>		
	<p>Risk assessments in place for those staff who are shielding, (clinically extremely vulnerable), and appropriate arrangements for mitigating risk are identified.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p><i>Shielding staff to work from home</i></p>	<p>H</p>	<p>Individual risk assessments will be updated for staff where required and in line with current DfE and Local Authority guidance for education</p> <p>Reporting procedures have been communicated to staff along with expectations on the requirements of remote working</p> <p>All CEV staff to work from home until further national guidance is received</p>	<p>24/2/21</p>	<p>L</p>

	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads	Staff failure to communicate in appropriate timescale to arrange cover	M	HR and Cover Supervisor/PA/HT monitoring compliance	24/2/21 and ongoing	L
	Consideration given to staff clothing expectations and information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).	Inappropriate clothing	M	Dress code to revert to school policy and in line with expectations of students	24/2/21	L
	Approaches for meetings and staff training in place.	Meetings cannot be adequately socially distanced and risk to SLT/Leadership Forum in particular	H	MS Teams training has now been further developed through CPD allocation All meetings will be virtual unless absolutely necessary, this includes Governors meetings to minimise access to school by visitors. Departmental meetings if not virtual must be socially distanced	24/2/21	L
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.	Sufficient staffing resource and time to enable in class and remote teaching provision	M	Expectation of remote delivery for those students shielding or isolating Remote Learning Policy has been developed and published on the school website and staff are expected to follow this	24/2/21	M

	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>Support Staff are required to lead some groups as not enough teachers on site to cover numbers.</p> <p>Staff do not have the relevant skills to redeploy into certain roles</p>	<p>M</p>	<p>LSA's to continue to provide additional support</p> <p>Other Support/Teaching staff may be re-deployed to assist with group movement/duties/team/delivery of testing facility assistance around school where staff shortages may increase safety risk</p> <p>Staff training will be undertaken if required for certain roles</p> <p>Existing workload and key priorities of core role will be reviewed in line with any additional requirements</p>	<p>24/2/21</p>	<p>L</p>
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p>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</p>		

				<p>circumstances and arrangements</p> <p>Full time Counsellor has been available in school throughout lockdown and ready for return of pupils and staff</p> <p>Regular offer of remote support where necessary</p> <p>Pastoral teams sending regular communications</p> <p>HT has communicated with all staff previously shielding</p>		
	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>	<p>Availability of testing kits and Government provision at test centres</p> <p>Time delays for arrival of test results</p>	M	<p>Employer portal now disbanded following success of national testing programme and current availability of testing centres</p> <p>Test Centres are bookable online</p> <p>LF home testing will be implemented for twice weekly testing of all staff until further national guidance is reviewed. Test kits will be provided for staff to use at home.</p>	24/2/21	M

				Full procedures to be re-communicated to staff before return		
	The approach for inducting new starters has been reviewed and updated in line with current situation.	Standard induction procedures not followed leading to issues with probation/performance and communication	M	Induction for new starters for after Easter currently under review Administration for new starters – badges/houses/photo ID process adapted between Finance/HR/IT	24/2/21	L
	Arrangements to return any furloughed staff in place.	Furloughed staff not familiar with current school operation	M	Finance and payroll procedures in place Departmental Managers to ensure staff are re-orientated back to school and up to date with current practice and procedure	24/2/21	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			HR/Payroll/Finance function has been fully operational since lockdown and procedures and approval processes adapted for remote working	24/2/21	
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			All current HR processes/cases were assessed during lockdown and resolved	24/2/21 and ongoing	

				Any issues that have arisen during lockdown are being dealt with under remote adapted procedures		
	<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>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p>	24/2/21	
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>			<p>Music lessons will be expected to resume after Easter and appropriately distanced using music practice rooms/studio space as per the Music Departmental risk assessment in place</p> <p>Risk assessments are shared along with amended procedures, outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p>	24/2/21 and ongoing	

				<p>Specialist chemicals and PPE has been ordered by Finance Dept. and is in place in departments</p> <p>Testing requirements will be communicated to staff</p>		
Group Sizes	<p>All 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>		M	<p>Bubbles have been determined per year group size and KS5</p> <p>Yr 7 are in fixed classes groups throughout all lessons, other year groups are in their normal class groups which may change at KS3 due to setting and at KS4 due to options</p> <p>Full year group bubbles will come into effect during break and lunch when zoned areas will be in operation</p> <p>Break will be in bubbles but each bubble will use the dining room. Strict hand sanitiser regimes in place and surfaces wiped between bubbles. No tables or chairs available at break – standing only.</p>	24/2/21	L

	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible	Timetable constraints	M	Curriculum model has been adapted Less paired teaching groups Groups set with no more than 3 teachers unless requested by departments Teachers under allocation will be given priority covers	24/2/21	L
	Identified solutions to any workforce capacity issues are in place.	Failure to anticipate lack of available staffing	M	Cover requirements are monitored and reported daily Agency contracts in place Priority cover arrangements monitored for capacity	24/2/21 and ongoing	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 Staggered or limited amounts of moving around the school/ corridors Classroom design Break and lunch times are staggered. Plans for social distancing during these 	Secondary school curriculum means multiple teachers and classrooms	M	School organised into bubbles to reduce movement and interaction between bubbles in corridors and communal spaces. Common approach to mutual respect and a 'can you step back please ethos'	24/2/21	L

	<p>times in place, such as when queuing for lunches</p> <ul style="list-style-type: none"> • Toilet arrangements 			<p>One way system in operation throughout school site</p> <p>Staggered start, finish, break and lunch times per year group</p> <p>Students will continue to be rotated on two week cycle around the food offer at dining hall, Quad Pod and Snack Shack Areas</p> <p>New ramp queuing system in operation at Dining Hall</p>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>			<p>On arrival, students timetables designed to move to either assembly or straight to form or lesson, depending on bubble</p> <p>Duty staff on school gates to assist with dispersing any gathering</p> <p>No extra curricular activity outside of school hours until next phase of restrictions are reviewed</p>		

	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p>Failure of students to comply with requirements</p>	<p>M</p>	<p>Conversations with parents</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations and meetings with AHT</p> <p>Persistent breaches will be dealt with by school behaviour policy which has been adapted</p> <p>Renewed Home School Agreement</p>	<p>24/2/21</p>	<p>L</p>
	<p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p>	<p>Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</p>	<p>M</p>	<p>Assemblies are within year group bubbles and will be limited to essentials only and rarely with any face to face contact. Weekly assemblies to be provided by video link.</p>	<p>24/2/21</p>	<p>L</p>
	<p>Social distancing plans communicated with parents, including approach to breaches.</p>			<p>HT delivering messages regularly via parentmails and HR newsletters</p>	<p>Ongoing</p>	
	<p>Arrangements in place for the use of the playground, including equipment.</p>	<p>Cleaning of equipment between bubbles</p>		<p>No equipment will be in use during break and lunchtimes</p> <p>NB: outdoor equipment should not be used unless it is appropriately cleaned</p>		

				between groups of children and young people using it, and that multiple groups do not use it simultaneously.		
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	Unable to maintain social distancing if parents drop off and congregate in main school car parks	M	HT in regular communication with parents Park outside to drop off and collect New pedestrian and vehicle gate in operation Visitor parking by logged appointment only	24/2/21	L
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			Staggered start to school day to enable this		
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.			New cycle shelter is being installed to facilitate additional provision and will be pre-bookable		
	Arrangements in place with transport providers to support any staggered start/end times.			Transport providers arrangements are in place to support changes		
	Children and young people reminded to wear face coverings on public and school transport.			HT to communicate prior to return Students are reminded by duty staff on arrival at school and sent to	24/2/21 and ongoing	

				Student Services if no mask		
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen has been closed over lockdown	M	<p>Catering risk assessment in place</p> <p>Food service to resume normal operation</p> <p>Kitchen has remained in operation throughout all lockdown to provide a food service for vulnerable and priority groups</p>	24/2/21	L
	Arrangements for the continued provision of FSMs for eligible children not attending school due to shielding or self-isolation are in place.	Families new to fsm eligibility not receiving provision over holiday periods	M	<p>FSM provision and checking service has been operational throughout all periods, including provision of voucher system throughout holidays and all vouchers pre-ordered and delivered</p> <p>Procedures in place for immediate checking and provision for those new to free school meal eligibility</p> <p>Arrangements for FSM families to receive vouchers in line with the staggered start to term</p>	24/2/21 and ongoing	L

				following testing programme		
	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.			Additional food outlet (2nd snack shack) installed) Split lunches across bubbles with rotation over two weeks in order that students have wider food offer Dining Hall Main Hall/ Snack Shack Quad Pod/Gym Break rotated around court areas		
	Arrangements for food deliveries in place			This is reviewed on a case by case basis This has not been a requirement to date as all families requested vouchers	24/2/21 and ongoing	
PPE	PPE requirements understood and appropriate supplies in place.	Lack of stocks of appropriate face coverings		First aider PPE provision in place First aid procedure communicated to front office	24/2/21 and ongoing	

				Stock checks and ordering process in place with Finance		
	Approach to face coverings updated to include inside the classroom where social distancing is not possible, for secondary schools and outside of the classroom only for primary staff.	Inappropriate use of masks Poor behaviour		<p>Although no recommendation for PPE for general use in schools, All staff and students will be required to wear an appropriate mask or visor inside the school building, ie. classrooms, communal spaces, offices and corridors and when walking around the school or visiting colleagues where face to face contact cannot be avoided and social distancing cannot be maintained</p> <p>Teaching staff, including LSA's supporting in classrooms can teach without wearing a face mask but are expected to wear a face mask if they are not 2m away from students</p> <p>Students are expected to already have their own masks as they are required to wear them on public transport</p>	24/2/21	

				<p>Staff may wish to wear their own washable face masks (not kitchen staff) but stocks of disposable masks will be available on request and for students and staff who have lost their mask throughout the day</p> <p>Scarves covering faces will not be permitted</p> <p>Visors can be worn by teaching staff but must also wear an appropriate face mask underneath</p> <p>Consideration will be given to personal choice (disposable/washable) but must be used responsibly and appropriately at all times</p> <p>Exemption – card will only be granted following discussion with parents.</p> <p>General first aid provision (not accident or emergency care): Students choosing not to wear face masks for</p>		
--	--	--	--	---	--	--

				<p>personal choice and not defined medical reasons (as per the current DfE guidelines) will be assessed and isolated in medical and expected to be collected from school</p> <p>Kitchen staff will expected to wear disposable face masks that are changed at least 4 hourly where social distancing cannot be maintained</p>		
<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>Breach of medical confidentiality</p>		<p>Covid symptomatic – new and persistent cough/high temperature/change ie normal taste or smell:</p> <p>Covid Management: Direct to First Aid Advise HT/SLT Lead Treat with PPE Isolate in Medical room whilst awaiting collection Send home to self-isolate for 10 days Advise to get test Advise household to self-isolate 14 days Advise to get test</p>	<p>24/2/21 and ongoing</p>	

				<p>Medical room to be cleaned Wait test results</p> <p>We will not be informing parents/teachers/others students at this stage of a 'suspected' case – other staff and pupils do not need to self-isolate/ unless they develop /symptoms themselves or requested to do so by NHS Test and Trace</p> <p>Clear – come back to school if well and no symptoms</p> <p>Positive: COVID-19 Rapid Response Team Action will be implemented The school will immediately contact our local Health Protection Team on notification of a positive test result from a staff member or pupil The HPT will conduct a rapid risk assessment to establish contacts and ensure they are asked to self-isolate</p>		
--	--	--	--	--	--	--

				<p>No temp testing on arrival to school as unreliable indicator</p> <p>Lateral flow testing will be available for all pupils prior to being readmitted to school 1st test will be via community hubs, 2nd and 3rd test will be available from school prior to commencement of home testing programmes</p> <p>Full guidance can be found here:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place 			<p>As above</p> <p>Full lettings risk assessments in place for out of hours activities</p>		

	<ul style="list-style-type: none"> • Arrangements for informing parent community in place • Contact tracing arrangements if needed 			External lettings will not be resumed until next phase of national lockdown rules are implemented		
	<p>Process in place to engage with the Test and Trace and contract tracing process. <i>Refer to ECC and public health guidance for more information.</i></p>			<p>PHE East of England Health Protection Team, Second Floor Goodman House, Station approach Harlow, Essex, CM20 2ET EastofEnglandHPT@phe.gov.uk; phe.EoEHPT@nhs.net 0300 303 8537 option 1</p>	24/2/21 and ongoing	
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.			<p>Our existing Remote Education Plan will be used for those students still not able to access learning at school This can be found on our website: https://www.westhatch.net/page/?title=Remote+Education+Provision&pid=127</p>	24/2/21	
	Technology support in place. DfE laptop allocation ordered, for contingency purposes.			DfE laptops continue to be ordered and delivered as more stock is released	24/2/21	

Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Increase in disclosures on return to school		<p>refresher undertaken remotely</p> <p>CPOMS system now in place</p> <p>All Staff refresher training session on processes and procedures and revised wellbeing material emailed to all staff.</p> <p>Refresher online videos produced to all staff via Safeguarding Lead & online staff training platform</p>	24/2/21 and ongoing	
	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	CYP previously deemed to be safer at home and family are anxious about returning to school.	M	<p>Individual assessments in place</p> <p>Welfare checks being undertaken by pastoral teams</p> <p>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups</p>	Ongoing throughout lockdown and summer term	L
	Updated Child Protection Policy in place (Feb 2021).			Adopted Temporary COVID19 Child Protection Policy		

	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.			Ongoing led by pastoral team		
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			<p>Review individual consistent management plans to ensure they include protective measures</p> <p>SLT duty staff available to maintain order as per behaviour policy plans.</p> <p>Face coverings to be worn when dealing with individual students</p>		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			<p>New T&L policy written and distributed to staff</p> <p>MS Teams extensively developed throughout lockdown</p>	24/2/21	
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p>			Department risk assessments in place		

	<ul style="list-style-type: none"> • PE – including activity in the DFE guidance • Practical science lessons • DT/ FT 					
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising ‘non-curriculum’ learning that is being done at home • capturing pupil achievements/ outcomes • utilising the DFE ‘catch-up’ funding and programmes • contingency remote learning plan 			<p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support</p> <p>Guidance from HT as to best practice whilst teaching in classroom</p> <p>PSHE – adapted curriculum adopted focussing on wellbeing and returning to school</p> <p>Live teaching has been in place during recent lockdown</p>		
	<p>Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.</p>			<p>As above</p>		
	<p>Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.</p>			<p>Online Safety has been reviewed and adapted throughout lockdown with increased controls implemented, staff training and implementation of</p>	<p>24/2/21</p>	

				behaviour policy and sanctions		
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.			<p>Ongoing review with SEN department</p> <p>EHCP school access during lockdown period</p> <p>LSA support to be provided in classrooms</p> <p>Medial card system to remain in use whilst back in school</p> <p>External therapy provision at school to resume in usual circumstances</p>		
	Annual reviews.			Will continue to be held remotely wherever possible until next phase of national lockdown programme is implemented	24/2/21	
	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>			SEN Department will work closely with all students on return and support meetings will be held virtually as above		

Attendance	<p>Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.</p>			<p>HT has communicated attendance expectations to students and families regularly including expectations surrounding testing requirements</p> <p>Risk assessment and individualised approach to allay fears where necessary</p> <p>All children will be welcomed back to school and we will follow DfE and Essex CC guidelines at all times</p> <p>Attendance Team to revert to standard attendance coding for non-authorised absence</p>		
	<p>Approach to support for parents where rates of persistent absence were high before closure.</p>			<p>Support and procedures prior to closure to resume</p> <p>Individualised risk assessment and virtual meetings</p> <p>Standard PA procedures have been followed throughout lockdown</p>	24/2/21	

				and will continue on return		
Communication	Information shared with staff around the full re-opening plan , including amendments to usual working patterns/practices and groups.			Plans fully communicated by HT throughout lockdown and following return after half term Latest adaptations to full re-opening to be communicated w/c 22 Feb and 1 March as national guidance is released	<i>24/2/21 and ongoing</i>	
	Union representatives informed of full re-opening plans.			Union guidance has been incorporated where practicable and communicated to Staff Reps	24/2/21 and ongoing	
	Updated Risk Assessment published on website.			Completed	5/2/21	
	Communications with parents on the: <ul style="list-style-type: none"> • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace 			HT in regular communication with parents. Dedicated COVID-19 page on school website containing all relevant documentation including all HT communications	24/2/21	

	<ul style="list-style-type: none"> Staggered start and end times Expectations when in school Contingency plans 					
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Staggered start times Expectations when in school and at home Travelling to and from school safely 			<p>Undertaken on first day of back and virtually for Home School Agreement</p> <p>HT form time videos</p>	24/2/21	
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>			<p>Letters, website updates, social media and HT Newsletter and MS Teams</p>		
Governors/ Governance	<p>Meetings and decisions that need to be taken are prioritised.</p>			<p>Virtual meetings to continue</p>	24/2/21	
	<p>Governors have oversight of full re-opening plans and risk assessments.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>			<p>Members have been consulted throughout, weekly and have clear oversight of strategy. Plans consulted with Governors prior to opening. Agreement made to keep virtual meetings in place. Regular communication between link governors and SLT.</p>		

				Full meeting schedules in place.		
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.			All Governor activity is currently held virtually with the exception of H&S Site visits. Governors have access to school Gateway and have continued with the required meeting schedules as planned.		
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>			Chair of Governors is in daily communication with Headteacher to ensure all relevant policies are updated accordingly and Headteacher and SLT staffing and wellbeing is supported		
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.	Failure to follow local and national guidance		All calendar events re-scheduled, deferred or changed to alternative where possible All trips in the short term cancelled whilst travel restrictions remain in place – awaiting exam board guidance for 'practical' element replacement Parents refunded for all cancelled trips		

				Insurance claims now all settled and subjugation in place where required		
				School follows all EVOLVE guidance alongside DfE and OEAP Guidance		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			Ongoing by Finance Department	24/2/21 and ongoing	
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			Finance will attempt to recover all associated reimbursement costs as and when new phases of claims windows are opened		
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Tracked by Finance and reported to Finance and Premises Committee		
	Insurance claims, including visits/trips booked previously.			Resolved		
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 			n/a contracts have been ongoing		
	Consideration given to any support that may be brokered through			HT communicating closely with Essex CC Schools Governance,		

	working together, for example, partnerships, trusts etc.			ASCL, CSI and ASHE to ensure compliance and good practice across schools networks		
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance			Breakfast club will not resume until after Easter Extra-curricular activity will resume after Easter and will continue to operate within the bubble scheme		
Testing	Test kits are securely stored and distributed to staff and students (secondary).			All resources are appropriately stored and access restricted to key ATS staff	24/2/21	
	Staff and students (secondary) are aware of how to safely take and process the test. Shared the following : <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 			The ATS system for LF testing has been in operation for key staff and vulnerable students throughout lockdown and will be extended for March return. First phase student testing will be undertaken at local hubs in partnership with Essex CC Phase 2 and 3 of student testing will be done at school ATS during normal operational hours	24/2/21	

				All staff and students will be provided with full instructions via the local hub facility for the first phase of testing (students), staff will be provided with assistance and guidance at school to ensure confidence by implementation of the home testing process.		
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.			Information will be available via the school website, emails and via the internal gateway		
	Staff and students (secondary) are aware of how to report any incidents both clinical and non-clinical.			As above		
	Process in place to monitor and replenish test supplies			Initial supplies will be triggered by receipt of completed test via the hub and ATS systems – further stock control and ordering will be facilitated by the Finance /Admin teams		