**ST LEVAN SCHOOL**

**Whole school Spring Term January 2021 5.1.2021 Lockdown 3 – Risk Planning framework (changes highlighted in yellow)**

* This framework focuses just on the **core tasks** to be considered to facilitate opening under the current “protective measures” guidance
* It is not a comprehensive list of all tasks that will require consideration to establish ongoing / sustainable operating under the current context

The key document to refer to in setting out operating plans is **the most up to date** set of guidelines “Coronavirus (COVID-19): implementing protective measures in education and childcare settings - GOV.UK”

| **Key Area** | **Actions to consider** | **School’s Response / further action required? / By who?** | **Resources** |
| --- | --- | --- | --- |
| **Safeguarding** | Update all safeguarding arrangements | Update areas on website identified after review/govs to action Jul 20 | Inc in HTRTG aut term2020 |
| All staff aware of amended safeguarding policy - training to ensure new arrangements and expectations understood by all staff | Training as organised Sept with Helen Trelease + Prevent/WRAP Training 3/9 | Safeguarding policy updated Aug 20 in light of KCSIE changes |
| Ensure Tier 3 trained staff appropriately available on a daily basis | FT teacher on site each day + PT interim head | Need DSL & DDSL posters around sch  Landyards or badges to identify staff |
| **Single Central Record** | SCR needs checking & updating for the new school year.all staff/pt & temp staff/letters of assurance for contracts eg kitchen cleaners/ all govs  Staff files need to contain: application/ qualifications 2 references/ contracts/right to work in UK evidence | DB & PM to action | PM to access SCR training |
| **Attendance** | Registration arrangements to take account of staggered arrival times if needed-who registers and where? | Via office- window opened to facilitate safer contact with parents in future  Currently no visitors permitted on site | Office window now opens  Sanitisers installed  KS1 sink still to be put in  Notice to visitors on gate to ring bell or phone office for assistance |
| Clarity on staff roles and responsibilities recording attendance. | Responsibility class teacher – recorded pupils when on site- cascaded to secretary via eschools  All staff set to return Sept. Socially distanced staff meeting before summer break (none now shielding or vulnerable)  Timetable of staffing rota for 3rd lockdown created to keep everyone safe ( 3 staff on site ) & support shielding | DFE attendance record completed daily since Mar 2020  Vulnerable pupils return to Cornwall council completed during lockdown 3  Monitoring critical care workers & vulnerable pupils attendance |
| Advice to parents re absence notification. | Secretary via phone/text | Parents informed of staggered start & finish times and no parent entry to site |
| Maintain processes for following up absence. | As normal practice: PM to phone if absence reason not known by 9.30 am | Publish class attendance % on bulletins |
| **Communications to parents and incoming parents** | Website with up to date information | -Online learning contd throughout closure by both class teachers | Remote/Online learning strategy in place |
| Regular messaging via school’s usual channels | Using text/email and posting on school’s website. Fortnightly bulletins/online learning responses/ personal letters & phonecalls to families | website |
| Publish a FAQ page for parents   * Social distancing * Pick drop off arrangements * No Face to face appointments with Head or teachers * Supporting children back to school advice | Regular bulletins maintained throughout closure  Letter informing parents plans for re-opening detailing staggered start/ finish/ bubbles etc  Update letter start of SPR term re Tier 3/ critical care workers/covid strategies in place  Lockdown commenced 5.1.2021 implementing preparation letter of day before | Paper Learning packs distributed in first week  Teams meetings invites sent out to parents |
| **Cleaning/estates/site** | Complete pre-opening premises checklist | Churchill cleaning- provided covid secure paperwork Aug 20 spray requirements- handles etc using Milton solution/table tops etc all in checklist being adhered to.  4 X wall mounted Hand sanitising units installed- May 20.  Extra KS1 sink installed Aug 20  Office window released to act as hatchway  fogger purchased to fumigate room spaces | Need to reinforce hand washing is best always- hence KS1 entering through nursery past sinks each morning….all washing hands on entry…as children arrive…then straight to class…to prevent queuing + to be able to maintain  some degree of social distancing… KS2 to be planned--- same approach so pupils not all entering school at same time…ARRIVE- wash hands- into the classroom- TEACHER waiting with IWB- visual image- for pupils to focus on- questions/thunks/ etc |
| Arrange thorough ongoing clean of premises | Churchill cleaning made aware of 3rd lockdown but that school is still in operation |
| Set out cleaning routines in line with latest government guidance:  Regular, correct handwashing  Social distancing for older children  Create bubbles to reduce transmission inc lunch & play times  Stagger start & end times  Encourage catch it /kill it/ bin it approach lidded bins in all rooms  Drama & PE & Capoeira to take place outside | Churchill contractor responsibility- covid secure paperwork proof received-  robust checking/monitoring of ew regulations by implementation by all by interim head & CoG- daily/ then weekly after September staggered start. |
| Ensure necessary compliance checks in date (Legionella, fire alarm check, gas, boilers, heating systems etc) | Clive Ellacott- to continue to monitor provision. | Flushing through water happening weekly again  New boiler installed – timings of coming on now correct |
| Check fire safety plan remains appropriate | Carried out in August – yet to receive report |
| **Laundry** | Consider clothing for pupils, dress code for staff so that newly washed clothes can be worn each day (?) | In place for July Y6 2 weeks as per letter to parents & staff.  Recommend daily change of clothes to limit transmission in letter for Sept opening. |  |
| **Social distancing preparation** | Zone and mark drop off and pick up areas with clear signage  Consider one way systems for parents | -Parents not permitted on premises, children picked up by staff from gate.  -Only Reception starters parents will be permitted on site to settle children initially /transition taking place in Sept as unable to in summer term– letters sent to this effect. | -Payment for dinners recommended online  -Any queries by phone or email  - any correspondence by electronic means |
| Establish pick up / drop off routines | Staggered- by family surname not bubble to prevent families with siblings in different class having to wait to drop off /pick up second child in letter to parents July 2020 | -weekly pick up/ drop off of weekly paper learning pack by drive by- use of box to place work in – wipe over with cleansing wipes/ use of sanitiser |
| Consider routines / organisation / supervision of   * classrooms * office space and staff room * canteen/hall/dining room * corridors * toilets | 2 class bubbles created  Staggered start /end time  Separate lunch & play times ( tables to be cleaned in between) &toilets  Assemblies & clubs cancelled  Peripatetic teachers outside for drama/PE/Capoeira | Refer to examples/DfE guidance- and latest safety requirements  -DFE guidelines updated to staff & parents as required |
| Set up medical room to isolate children who may display symptoms of COV 19 whilst in school | In sch office where PPE thermometer also located  PM to contact parent to collect child ASAP | Parents also informed not to send children into sch if under the weather with anything just in case |
| Set up intimate care facilities | n/a- unless vomit diaorrhea- use staff toilet facilities in this instance |
| Check /amend safety plan for nappy changing | n/a |
| Place appropriate signage for adults and children in and around school- hand washing etc | Handwashing signs up  Catch it kill it bin it signs up  Covid 19 information sign up at gate for visitors / parents | Tier 4 poster on gate 4.1.21 |
| For Pupils with EHCPs who are transported to schools, liaise with LA transport teams on ensuring adequate social distancing to and from the school | No children needing transport  EHCP risk assessment/ action plan has been provided for phased entry return |  |
| **Transport** | Consider any transport implications - pupils with EHCPs who receive transport? Implications of staggered pick up drop off. | Not applicable currently |  |
| **PPE / medical resources** | Establish CV19 testing support for all | Staff received RFT kits Jan 2021 using twice weekly | Track & Trace information readily available if required |
| Set up PPE station in school | PM & interim head to contact parent if any child taken ill at sch.  Child isolated in office/ staff to wear PPE/ child temperature taken to inform parent | PPE in school office |
| Ensure sufficient stocks of hand sanitizer, soap and paper towels | In place currently- checking with Rob /Churchill contractor on a weekly basis | Liaise with interim head/secretary/ to ensure any possible shortfall is addressed ahead- so no running out of anything |
| Distance thermometer – set out routines for use | Not to be used on children unless suspect infection | Thermometer acquired  Staff to take temperature daily  Children’s temperature taken daily in Spr term at gate on 4.1.21 |
| Request parents notify the school of any changes to children's medical conditions & emergency contacts | Inform parents as to expectations re this well ahead in information pack emailed/and texts | Annually revisited to refresh  Reminder went out in first bulletin of year |
| Ensure suitably trained First Aid/member of staff available in school daily | Addressed as staff all trained- also why MF needed to attend with AF- who is paediatric trained- when Y6 on site in July | Db organised cpd log for safeguarding /first aid /team teach etc |
| **School resources/ordering** | Order resources required for delivering provision | 2m distance circles ordered  Thermometer acquired | -consortium order placed prior to holiday  Safe space maintained when school open |
| **Catering** | Communicate with catering providers to share plans and predicted numbers to facilitate on-site food provision | Interim head/secretary to liaise with Chartwells direct- + Tash (cook)  Arranged staggered bubble mealtimes with interim clean KS2 first | food voucher scheme extended over summer and Christmas holidays & during 3rd lockdown for PP |
| Continue FSM vouchers for those not in school | ONGOING |
| **Staff wellbeing & safety** | Staff rota to welcome children at gate on staggered entry & exit  Office window to be used as hatch when parents are on site ( not currently)  PPE equipment available from office as required  Signing in & out ipad to be used by secretary & staff temperatures taken daily. Masks not worn unless becomes mandatory | Y6 provision only planned for July-due to risk assessment and staff circumstances- as well as building/space constraints/ expect fulltime return of children and staff for September | Masks now being worn by some staff |
| **Provision - in school** | Set sch out as per current gov guidelines:   * two classes = 2 bubbles * whole sch topic ‘Space’ & drama production end Aut term * no assemblies/ no clubs/no breakfast club * staggered start & end/ lunch(with clean in between) & playtimes * Drama PE & Capoeira to be outside with no sharing of equipment * Intervention to take place in spare classroom with cleansing upon each change of pupil * Separate toilet blocks in use per bubble | - parents informed of Sept intentions to be able to re-open safely  - cleaning contractors provided own paperwork to prove covid secure  - any onsite contractors provided covid risk assessments | -Fogger purchased to fumigate classrooms regularly but protective clothing required to use |
| Prepare support materials for parents - preparing children to return | - parents & staff informed of Sept intentions to be able to re-open safely  - re-iterated Spr 2021  - potential re-opening 8.3.21 | Made separate arrangements for EHCP- child vulnerable healthwise own risk assessment JF & DB  Risk assessment updated Spr 2021 in light of increased risk |
| Develop sequence of lessons to address children's experiences during lockdown | Teachers in planning – utilise as many sources as possible. | AF utilised this on YR 6 in July/ prepped for Sept  Recovery curriculum used for Aut term  Remote strategy on website  Remote learning continues Spr topics English/ Maths/ Phonics |
| Plan a range of activities to support children’s wellbeing - think social, emotional, physical and mental wellbeing | Teachers in planning- interim head to check | TIS training teachers & head july 20 |
| Prepare lessons & role modelling on social distancing – consider Covid amendment to school’s behaviour policy to reflect protective measures/Catch it kill it bin it reminders & hand washing demonstrations for younger |  | Share practice |
| **Staff CPD / induction to work environment**  **Communication** | Plan appropriate training time to ensure staff understand;   * Changes to relevant policies e.g. Safeguarding, behaviour * Daily routines | August action led by interim head. | Staff meeting July 20 to introduce  Staff meeting am 4th Sept to discuss routines & policies  Weekly brief ins update staff via email during lockdown |
| Staff understand appropriate use of PPE:  <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care> | Interim head + staff | Latest government advice  Followed  Some staff now wearing visors/masks to increase protection measures |
| Book TIS training to prepare staff in supporting mental wellbeing of pupils | TIS training actioned July |  |
| Set up regular feedback sessions with staff to ensure operating procedures are constantly reviewed |  | Mon am brief ins to continue/Tues short staff meeting with teachers  Head & Chair regularly review staff confidence regarding safety in the workplace |
| Establish regular feedback sessions with colleague HTs to share and emerging best practice | Via PET DB SB  Webinars Director of Education fortnightly DB  CAPH weekly updates DB & disseminate to staff  School messenger weekly updates DB  Gov guideline releases & updates DB & Chair of govs | Support from these different elements has contributed to strategies set in place and collaborative decision making |
| **Mental health and wellbeing** | Set up regular short meetings to review impact on staff of new working arrangements / rotas | CoG weekly as from September  Interim head available via email full time/ present in sch on most pertinent days usually Mon /Tues | Feedback systems working well and adapting to |
| **Governance** | Plan/schedule virtual or what format? GB meetings for the 20/21 academic year or on site following current guidance?? | CoG to liaise with Geoff re this and plan ahead | -HT report to govs July 20 outlining covid action taken  HT update Aut 2020   * Gov meetings via zoom continue |
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