

**SEPTEMBER 2021 FULL RETURN OF ALL STUDENTS**

**COVID19: Re-opening Risk Assessment and Action Plan**

**SCHOOL NAME: ST JOHN PAYNE CATHOLIC SCHOOL**

**OWNER: Headteacher: Mr T COEN**

**05/01/22 UPDATE INCLUDING REQUIREMENT FOR ALL STUDENTS TO CONDUCT TWICE WEEKLY HOME TESTING**

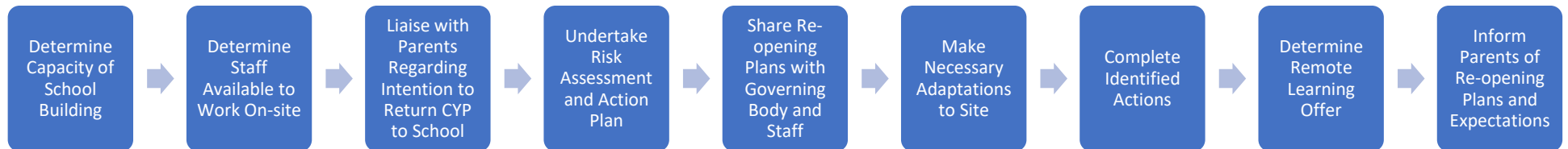
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school 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 (CP Policy during school closure + COVID19 CP & Safeguarding Policy Addendum added April 2020)
- CYP Response Plan
- 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'

Steps of Re-opening Preparation:



## Risk Assessment/ Action Plan Sections:

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action	Date	Risk Level Post-Action
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	Site Manager is unavailable	M	Capacity with Residential Senior Caretaker and caretaker	10/07/20	L
				Recorded full pre-opening premises inspection.	14/08/20	L
				Commission water treatment specialist to chlorinate and flush the complete system for all hot and cold-water systems and certify the water system is safe before the buildings are reoccupied.	14/08/20	L
				Determine with the catering manager how left over frozen food should be dealt with and action as appropriate.	20/05/20	L
		Food stored over summer	M	New networked alarm tested. Social distancing and PPE rules followed		L
		For detailed information, please refer to Appendix C / Risk		Covid –19 National Testing programme rules and regulations followed	02/03/21	

		<p>Assessment for mass testing which can be located on :</p> <p><a href="https://www.sjp.essex.sch.uk/about-us/covid-19/">https://www.sjp.essex.sch.uk/about-us/covid-19/</a></p>	M	<p>Consistent with LA guidance, we will test our new Year 7 cohort on 3<sup>rd</sup> &amp; 6<sup>th</sup> September 2021, with all other students continuing to home test.</p> <p>Mid Essex schools are committed to reflecting national restrictions unless they experience a significant rise in cases of Covid 19. Assemblies and school events will therefore continue, including our school show on 10th &amp; 11th , the certificate evening on 13th and our Advent Service on 16th December.</p> <p>Staff to ventilate areas and to use the CO2 monitors to aid in the decision making process.</p>	<p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	M
	<p>Office spaces re-designed to allow office-based staff to work safely. Adequate space between staff members</p>	L	<p>Desks repositioned. Reception doors &amp; interior office door open for ventilation</p>	<p>03/09/20</p> <p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	L	

	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required are in place.</p> <p>Students, staff &amp; visitors are required to wear a face covering in <b>all</b> indoor communal areas unless medically exempt.</p> <p>These include public transport, toilets,</p> <ul style="list-style-type: none"> <li>• Changing rooms,</li> <li>• Corridors</li> <li>• Stairwells,</li> <li>• Assembly halls</li> <li>• Canteen when queuing for food.</li> </ul> <p>Students are also welcome to wear a face covering during lessons if they wish, though this is not a school or DfE requirement.</p> <p>Updated the face coverings section to include the use of face coverings in classrooms for Year 7 and above is recommended.</p> <p>The Association of Physical Education has stated that Bubbles: These are not required so this should help the PE curriculum to continue to be</p>	<p>Bottlenecks possible at entrances to school.</p> <p>We will not operate staggered start times. Buses cannot operate different routes/times, and staggered starts would require groups beginning at later times to be supervised, since they would arrive at the regular time and congregate outside the school waiting to be allowed in.</p> <p>We will review the validity of CO2 monitors &amp; HEPA filters. All other considerations are accounted for in our RA.</p>	M	<p>Whilst social distancing is no longer required in schools, the 2-metre markers around teacher desks will remain. Teachers will be able to opt to remain within the vicinity of their desk, where possible. In this case they would mitigate potential detriment to learning &amp; progress by providing feedback they are unable to provide in class via email/SMHW and in exercise books.</p> <p>Outside the entrance- to have a board outside of the main gate visible to all students/parents.</p> <p>Windows to remain open wherever possible.</p> <p>Layout of building considered when devising entrances and exits of buildings.</p> <p>BOSCO: One-way systems via maths corridor and separate flow system throughout art &amp; photography/ICT. Where possible students will enter and exit via fire exits to limit passage through the building.</p> <p>MERICI: One way system on ground and upper floor; stairways UP (music end) and DOWN (library end).</p> <p>AQUINAS: Two separate one -way systems to allow flow at each end of the building; students to enter and exit all ground floor rooms via fire exits; other entrances/exits assigned to particular suites of classrooms within closest proximity to reduce congestion; clear signage in place throughout the building.</p>	<p>02/03/21</p> <p>Reviewed 13/05/21</p> <p>Reviewed 23/08/21</p> <p>Reviewed 28/11/21</p> <p>Reviewed 01/03/21</p> <p>Reviewed 13/05/21</p> <p>Reviewed 23/08/21</p> <p>Reviewed 28/11/21</p>	L
--	--	--	---	--	--	---

	<p>taught as planned for both core PE and in lessons where examination PE is taught</p> <p>In addition to being required on public transport and in all indoor communal areas, masks are required in classrooms until 26th January when Plan B restrictions are due to expire.</p>			<p>One-way system signs put up around each building.</p> <p>Staff presence during lesson changeover to be heightened. Students are reminded of the entrances and exits.</p>	<p>Reviewed 05/01/22</p>	L
	<p>Consideration given to premises lettings and approach in place.</p>	<p>All lettings cancelled up to April 2021</p>	L	<p>Lettings risk assessment completed (site manager); continue to review guidance in light of government Tier identification system</p>	<p>20/05/20 Reviewed 28/11/21</p>	L

	<p>Consideration given to the arrangements for any deliveries.</p>	<p>All deliveries to be to new site office in Aquinas.</p>	L	<p>Signage required and deliveries to be scheduled to departments.</p>	<p>22/05/20</p> <p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	L
<p><b>Ventilation and CO2 Monitors</b></p>	<p>A risk assessment has been undertaken to establish if there is adequate ventilation in classrooms/offices and general areas.</p> <p>Each area has been rated in order of priority and CO2 monitors placed in those ranked highest.</p>	<p>All staff are aware of the necessity for good ventilation and to open all windows and doors.</p>	L	<p>Readings from the monitors are recorded on a central spreadsheet and any recorded above 800 staff are required to open all window and doors to improve air circulation and reduce the risk of transmission.</p>	<p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	
<p><b>Emergency Evacuations</b></p>	<p>Evacuation routes confirmed, and signage accurately reflects these.</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p>	<p>Common assembly point is Aquinas playground for all Years.</p>	M	<p>September fire drill</p> <p>Walkie-talkies have been purchased for all members of SLT &amp; Fire marshals to assist communication.</p>	<p>03/09/20</p> <p>24/09/20</p> <p>Reviewed 13/05/21</p> <p>Reviewed 23/08/21</p>	

					Reviewed 28/11/21	
					Reviewed 05/01/22	
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	SITE MANAGER TO SET OUT ROUTINES WITH SLT	M	<p>Enhanced cleaning schedule implemented, ensuring that contact points, worksurfaces, door handles, taps etc. are cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by site staff and cleaning staff.</p> <p>Cleaning routines &amp; responsibilities shared with all staff (see below).</p> <p>Teams to report to HOD where replenishments are required.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Individual staff risk assessment where necessary.</p>	<p>19/10/20</p> <p>Reviewed 13/05/21</p> <p>Reviewed 23/08/21</p> <p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	L

				<p>Cleaning of desks with wipes after period 6 to enhance the cleaning regime. Desks could be wiped down P4 if clubs are taking place during lunch.</p>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		M	Prioritise schedule and areas.	03/09/20	L



	<p>Adequate cleaning supplies and facilities kept replenished.</p> <p>Arrangements for longer-term continual supplies also in place.</p>	<p>Hand sanitiser for visitors at reception.</p> <p>Classrooms will be provided with hand gel/wipes/paper towels</p> <p>Low supply of soap.</p>	M	<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>Staff to check communal areas are not congested when releasing their students from lesson. It may be appropriate to ask the class to wait for a short moment while areas clear.</p> <p>We continue to recommend regular hand washing &amp; sanitising, and we strongly advise the continuation of twice weekly lateral flow testing. Students should try to avoid close contact and test at the earliest opportunity if they experience any of the following main symptoms of Covid 19 whilst at school.</p> <ol style="list-style-type: none"> <li>1. A high temperature</li> <li>2. A new, continuous cough</li> <li>3. A loss or change to their sense of smell or taste</li> </ol>	<p>Reviewed 23/08/21</p> <p>Reviewed 05/01/22</p>	L
--	--	---	---	---	---	---

	Waste disposal process in place for potentially contaminated waste.		L	Waste bags and containers - kept closed and disposed of in general waste.	04/03/21 Reviewed 28/11/21	L
	2m distance markers to be marked around all teacher desks, teachers are able to teach without mask on if they prefer in this zone.				01/09/20 Reviewed 28/11/21  Reviewed 05/01/22	L
	Information posters displayed in classrooms, corridors, main entrance, school gate, in the staffroom and in all toilets. COVID19 information posters in place.  Form tutors and all staff to receive expectations regarding recent DFE announcements. Regular morning reminders given to students.				03/09/20 Reviewed 28/11/21  Reviewed 05/01/22	L
HR	Approach to staff absence reporting and recording in place. Risk Assessments completed for those in a vulnerable category	Staff to email HR who will then communicate with SLT/HOD	M	Individual staff risk assessment where necessary.	22/05/20 Reviewed 03/03/21	L

	Staff to notify HT of any travel plans with implications for ability to return to work in September.				Reviewed 23/08/21  Reviewed 28/11/21  Reviewed 05/01/22	L
	Plans to respond to increased sickness levels in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	SLT/back-up staff assigned to each teaching group to offer support if needed	M	New cover staff employed.	03/09/20  Reviewed 28/11/21	L
	Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. Staff aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a>		M	Bereavement Policy reviewed to reflect current circumstances	01/03/21  Reviewed 23/08/21	L

	Feedback from staff confirms that the policy of encouragement & support, and no expectations that have the potential to compromise staff wellbeing, has been well received.			Reviewed 28/11/21		
				Reviewed 05/01/22		
	Arrangements for mass asymptomatic testing of year students, as well as the accessing of home testing for staff and students are in place. Staff are clear on returning to work guidance. Workers and students exhibiting symptoms of the virus would be referred to medical staff, who would seek advice from local health services. Self-isolating arrangements would apply.			03/03/21  Reviewed 28/11/21  Reviewed 05/01/22	L	
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: employer may require them to wear PPE. This should be documented as part of Contractor risk assessment	L	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	03/09/20  Reviewed 28/11/21  Reviewed 05/01/22	L	
	Arrangements in place for externally employed adults e.g. sports coaches, music tutors. Protocols and expectations shared.	Outside agencies follow government guidelines.	L	Share amended procedures, obtain assessments outlining controls, e.g. only offer limited activities	03/09/20  Reviewed 28/11/21	L

Social Distancing	<p>The Government has removed the recommendation for students to socially distance or stay in bubbles. Students, staff &amp; visitors are required to wear a face covering in <b>all</b> indoor communal areas unless medically exempt as advised by the DfE on 28/11/21.</p> <p>These include public transport, toilets,</p> <ul style="list-style-type: none"> <li>• Changing rooms,</li> <li>• Corridors</li> <li>• Stairwells,</li> <li>• Assembly halls</li> <li>• Canteen when queuing for food.</li> </ul> <p>Students are also welcome to wear a face covering during lessons if they wish, though this is not a school or DfE requirement Other measures such as improved ventilation and maintenance of cleaning and hygiene regimes continue to be recommended as an essential part of systems to restrict transmission in educational settings. Practical subjects may request for students to wear masks if they feel this is necessary in lessons.</p> <p>Staff and students are permitted to wear face coverings in all areas of the premises including classrooms if they wish to. Staff mindful of heightened vulnerability of BAME community.</p>		<p>Reviewed 23/08/21</p> <p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	L
	<p>Information shared with parents regarding pupils travelling to school. Link to GOV.UK guidance on safe travel</p> <p>Information regarding mass testing and phased return to school sent to parents by letter and video link. In addition to being required on public transport and in all indoor communal areas, masks are required in classrooms until 26th January when Plan B restrictions are due to expire.</p>		<p>10/07/20</p> <p>26/02/21</p> <p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	L
	<p>Y7 Form tutors to familiarised their Form groups with one way systems. All other students are aware, and will be reminded (SEND department to offer support to our SEND/Vulnerable students)</p> <p>Enhanced signage to ensure students are familiar with and adhere to one-way systems and the need to wear masks.</p>	L	<p>Sanitiser stations at each entrance, and each room will have sanitiser</p> <p>Floor arrows and signage to direct students in the correct way.</p>	<p>04/09/20</p> <p>04/01/21</p>

	<p>Social distancing measures that limit interaction and reduce the risk of virus transmission without causing disruption to ordinary activities should continue as far as possible</p>	<p>M</p> <p>L</p>	<ul style="list-style-type: none"> <li>• One-way systems in corridors.</li> <li>• Non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation</li> </ul> <p>Teachers will be able to opt to remain within the vicinity of their desk, where possible and to a reasonable degree mitigating potential detriment to learning &amp; progress by providing feedback they are unable to provide in class via email/SMHW. Students and staff will be regularly reminded that maintaining social distancing reduces the risk of transmission. Tutors &amp; HOYs will provide reminders, and this advice will be addressed in writing to parents.</p>	<p>Reviewed 01/03/21</p> <p>Reviewed 13/05/21</p> <p>Reviewed 23/08/21</p> <p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	
	<p>Year group collective worship and assemblies merit the return of HOY assemblies. The reintroduction of HT assemblies in the usual manner, with two Year groups together, will be reviewed. From September, each Year will attend a HOY assembly each week, and a HT assembly fortnightly.</p>	<p>01/03/21</p> <p>Reviewed 23/08/21</p> <p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	<p>L</p>		

	<p>It is no longer necessary for sporting items to be designated for individual Years' use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). However, all activity planned with PHE &amp; the Association for Physical Education guidance will considered and adhered to.</p>	<p>04/09/20</p> <p>Reviewed 23/08/21</p> <p>Reviewed 28/11/21</p>	L
<b>Testing</b>	<p>Staff and students with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to their setting, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</p> <p>In event of testing positive, students should arrange a PCR test and adhere to isolation guidance. The period has reduced to seven days, providing LFTs are negative on days six &amp; seven. Students who have previously tested positive need not test again for 90 days from symptom onset if they became ill, or from the date of a positive test if asymptomatic. They may need to test sooner if they develop symptoms during the three-month period. Symptomatic students must not attend at any time. Close contacts are not required to isolate though are strongly advised to take a daily LFT for seven days, arranging a PCR test and adhering to isolation guidance in event of testing positive.</p>	<p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	L

<b>Catering</b>	<p>Arrangements in place to provide food, including the requirement of universal free school meals. Grab &amp; go to aid supervision of canteen and hall and reduce numbers using service points. Canteen one-way system.</p> <p>Sixth-form students to assist with the serving of food in certain till points to speed up service and reduce footfall in busy areas. Outside areas open for break and lunch with AQUINAS Canteen offering Year 7-11 a wider food offering.</p>	<p>04/09/20</p> <p>Reviewed 01/03/21</p> <p>Reviewed 23/08/21</p> <p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	<p>M</p> <p>L</p>
<b>PPE</b>	<p>Students, staff &amp; visitors are required to wear a face covering in <b>all</b> indoor communal areas unless medically exempt as advised by the DfE on 28/11/21.</p> <p>These include public transport, toilets,</p> <ul style="list-style-type: none"> <li>• Changing rooms,</li> <li>• Corridors</li> <li>• Stairwells,</li> <li>• Assembly halls</li> <li>• Canteen when queuing for food.</li> </ul> <p>Students are also welcome to wear a face covering during lessons if they wish, though this is not a school or DfE requirement</p> <p>PPE requirements understood and appropriate supplies in place. Under government guidelines staff will not be provided with face masks unless fulfilling medical room cover. Medical room staff will be provided with masks &amp; gloves.</p>	<p>From 08/03/21</p> <p>14/09/20</p> <p>Reviewed 01/03/21</p> <p>Reviewed 23/08/21</p> <p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	<p>M</p>



	Provision of gloves for other staff as supplies allow (need for worksheets will be minimal, and where necessary, staff will wash hand before distributing, gloves providing a false sense of security and possibly bearing contamination)				
<b>Response to suspected case of COVID19 in school</b>	<p>COVID response checklist established</p> <p>NHS test and trace procedures are intended to ensure that all students who test positive will self-isolate from school/college for the necessary period. The Government removed the need for schools and colleges to oversee contact tracing from 19 July and for close contacts who are under 18 years and 6 months, or fully vaccinated to self isolate from 16 August. This means that where a household member tests positive, Government guidance permits children in that household to continue to attend school.</p> <p>Students and staff are advised they must not attend if they are at all symptomatic. Staff and students exhibiting symptoms will be referred to medical staff, who will seek advice from local health services. Self-isolating arrangements would apply</p> <p>Which staff member/s should be informed/ take action (HOD/SLT link and HSCO). Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated until they can go home/be collected</p> <p>Cleaning procedure in place</p> <p>Arrangements for informing parent community in place</p> <p>Staff to complete seating plans so we can identify students within 2m teacher zone in event of suspected/confirmed infection</p> <p>Staff being encouraged to use the NHS Covid-19 app in school, including in classrooms, and self isolating (if not fully vaccinated) when notified by the app or contacted by NHS test and trace.</p>	M	<p>Thermometer purchased; another on order. Temperatures will not be taken as routine, but will be of anyone displaying symptoms.</p> <p>CONSULT H&amp;S CONSULTANT/LA/GOVS</p> <p>Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves.</p> <p>Office staff to be trained on government guidelines and the sharing of statutory information with parents.</p> <p>Parents and carers will be encouraged to help ensure that secondary students test with LFTs on a twice-weekly basis, or daily when someone in the class has tested positive, and that all students seek a PCR test when a household member or other close contact has tested positive. Weekly email reminders sent home to parents.</p>	<p>Reviewed 13/05/21</p> <p>Reviewed 23/08/21</p> <p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	M

<p><b>Response to confirmed case of COVID19 in school</b></p>	<p>Approach to confirmed COVID19 cases in place: outside school hours</p> <p>Cleaning procedure in place. Arrangements for informing parent community in place. Advice from NHS 119/DFE&amp;PHE (SJP checklist)</p>	<p>M</p>	<p>Remind family of need to follow NHS guidance.</p>	<p>04/09/20</p> <p>Reviewed 23/08/21</p> <p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	<p>M</p>
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p>	<p>L</p>	<p>HOYS/Chaplain/PASTORAL/DSL &amp; DDSL: Re-orientation support. Sign up in school/Daily reminders in Form.</p>	<p>08/03/21</p> <p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	<p>L</p>
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. Students/families signposted to support agencies.</p>	<p>L</p>	<p>Wellbeing meetings for those returning. Welfare checks continue for students not attending. Wellbeing newsletter sent to parents.</p>	<p>01/06/20</p> <p>Ongoing</p>	<p>L</p>
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required (HOYS/Finance/Chaplain/Pastoral team/HOY/SLT): Financial, Increased FSM eligibility, Referrals to social care and other support, PPG/vulnerable groups, Bereavement support</p>			<p>01/06/20</p> <p>Ongoing</p>	<p>L</p>
<p><b>Transition into new year group</b></p>	<p>Online/ website support for families and young people around transition. Videos from HT, HOY, Tutors &amp; Pastoral team sent to parents &amp; cares/students, letters, preparation/getting to know you activities, New Beginnings booklet</p> <p>Year 7 will be offered the same transition support they would have received in September. Tutors will escort their tutor group on a tour of the site, and teachers will collect them from Bosco playground and accompany them to all lessons until we can be confident students are familiar with the site.</p>				

<p><b>What will need to be different this year because of COVID19?</b></p>	<p>Primary to Secondary Vulnerable children</p> <p>Children with SEND</p> <p>Physical and sensory needs, including adaptations, equipment etc (lead in times)</p> <p>Post 16 School Leavers</p>	<p>HOY form sent out Year 6 to Year 7 transition information from primary schools</p> <p>Vulnerable children individually invited in for a tour of the school.</p> <p>HOY maintaining contact/Rayleigh Careers Advice &amp; Guidance</p>	<p>L</p>	<p>Consistent with LA guidance, we will test our new Year 7 cohort on 3<sup>rd</sup> &amp; 6<sup>th</sup> September 2021, with all other students continuing to home test.</p>	<p>Reviewed 23/08/21</p> <p>Reviewed 05/01/22</p>	<p>L</p>
<p><b>Safeguarding</b></p>	<p>Individual risk assessments are in place and welfare checks being undertaken.</p>	<p>DSL &amp; DDSL Risk assessments and welfare check process reviewed and updated.</p>	<p>M</p>	<p>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements.</p> <p>Maintain overview &amp; contacts with vulnerable families established during partial closure (SJP Procedures for supporting students)</p> <p>Individual risk assessments will be carried out – and reviewed where previously carried out – for staff defined as CEV or unable to be vaccinated for medical reasons and for pregnant women in their third trimester of pregnancy.</p>	<p>04/09/20 Ongoing</p> <p>Reviewed 23/08/21</p> <p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	<p>L</p>
	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>	<p>DSL &amp; DDSL Preparation for supporting pupils and receiving disclosures (process reminder, refresher training)</p>	<p>M</p>	<p>Staff refresher training session on processes and procedures and the revised wellbeing material.</p>	<p>04/09/20</p>	<p>L</p>
	<p>Updated Child Protection Policy.</p>	<p>DSL &amp; DDSL: Approach to responding to the safeguarding</p>	<p>L</p>	<p>Supporting families with vulnerable CYP to attend.</p>	<p>04/09/20 Ongoing</p>	<p>L</p>

	Work with other agencies has been undertaken to support vulnerable CYP and families.	elements of Mental health and wellbeing.		Welfare checks for those not in school are happening, actions taken where necessary.  Have regular keep in touch meetings/calls with people working at home to talk about any work issues. Line managers to contact staff on a weekly basis.		
	Consideration given to the safe use of physical contact in context of managing behaviour.		L	Review individual consistent management plans to ensure they include protective measures.	04/09/20 Ongoing	L
<b>Curriculum / learning environment</b>	The school will continue to offer a full broad and balanced curriculum, with no student required to drop a subject.					
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered. Curriculum plans revised to accommodate Ofqual adaptations to 2021 assessment.  Whole school approach to adapting curriculum (S/M/L term), including: Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes.  Online learning provision and home communication to be a focus with Show My Homework & Edulink. Provision & capacity is enhanced, with teachers trained in delivering live lessons via Microsoft Teams				Ongoing	
	Each activity should be risk assessed and should not be run unless the risks can be mitigated  <ul style="list-style-type: none"> <li>• Art/Photography</li> <li>• PE</li> </ul>		M	All practical rooms will become available for all Year groups.	08/03/21  Reviewed 23/08/21	

	<ul style="list-style-type: none"> <li>• Practical science lessons</li> <li>• DT/ FT</li> <li>• Drama/Dance</li> <li>• Music</li> </ul>			<p>Reviewed 28/11/21</p> <p>Reviewed 05/01/22</p>	
	PE lessons to be delivered		<p>Changing rooms to open from 07/06/21. Cleaning arrangements organised to facilitate this.</p> <p>Updated the face coverings section to include the use of face coverings in classrooms for Year 7 and above is recommended.</p> <p>The Association of Physical Education has stated that Bubbles: These are not required so this should help the PE curriculum to continue to be taught as planned for both core PE and in lessons where examination PE is taught</p>	<p>08/03/21 Reviewed 13/05/21</p> <p>Reviewed 23/08/21</p> <p>Reviewed 05/01/22</p>	
	<p>Behaviour policy amended. Expectations revisited with students upon return in September in welcome assemblies and via Form tutors. Our Sanctions Tariff accounts for deliberate refusal to co-operate to the detriment of other's learning or health and safety.</p> <p>Students, staff &amp; visitors are required to wear a face covering in <b>all</b> indoor communal areas unless medically exempt as advised by the DFE on 28/11/21.</p>	L	Students advised of updated expectations (parents & carers informed).	<p>08/03/21</p> <p>Reviewed 28/11/21</p>	L

	Physical Activity: students will receive the statutory 2hrs for PE, with some KS3 classes receiving 2½ hrs. Extra-curricular activity will be introduced within DFE & AFPE (Association for Physical Education) guidance.					
<b>Catch-up</b>	Catch-up funding will be assigned to HODs to deploy for academic enrichment and professionally delivered revision sessions within the school day, and to HOYs for Pastoral care. We will guard against students simply being required to complete more work. Work provided during partial school closure has supported students to progress. A programme of intensive tuition and intervention would compromise the environment we wish to establish to support students' mental health & wellbeing so that they are able to fulfil their potential.		L	Teachers will assess students' learning throughout partial school closure, prioritising aspects of the curriculum for specific attention. As is custom, support will be targeted where it is most required.  Catch-up funding used to buy laptops so that students who do not have a computer at home can access on-line learning.  An online tutoring programme commissioned for selected students.		
<b>CYP with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies.  Annual reviews, requests for assessment	SENDCO: Approach to provision of the elements of the EHCP including health/therapies.	M	Virtual meeting with SEND Inclusion partner	29/05/20 13/5/20 Ongoing Reviewed 05/01/22	L
<b>Attendance</b>	Approach to supporting attendance for prioritised year groups determined. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, access to remote learning will be provided.  AO to continue liaison with MECES.		L	Attendance officer support for students not attending  Communication - parents to inform the school if a child is not attending. AO to monitor- parent portal (Edulink) to allow parents to monitor their child attendance.	08/03/21 Reviewed 28/11/21 Reviewed 05/01/22	L

	Approach to support for parents where rates of PA were high before lockdown.		L	AO to contact parents of non-attenders to seek verification/Reason	29/05/20 Ongoing	L
Communication	Detailed plan to revert to original rooms shared with staff, and communicated to parents 15.10.20  Further communications have been regular and parents will be informed of further changes via email, EduLink and social media communications.	Headteacher & SLT	L		30.09.20/ 15.10.20  Reviewed 13/05/21  Reviewed 28/11/21	
	Parents and students are informed of changes to curriculum, examinations and school procedures.	Arrangements & expectations outlined by Headteacher/HOY	L	<p>Pupil communications around 2020-21:</p> <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Expectations when in school travelling to &amp; from school safely</li> <li>• Updates of one-way system sent to all staff, parents and students.</li> </ul> <p>From 28/11/21;</p> <p>Students, staff &amp; visitors are required to wear a face covering in <b>all</b> indoor communal areas unless medically exempt as advised by the DFE on 28/11/21.</p> <p>These include public transport, toilets,</p> <ul style="list-style-type: none"> <li>• Changing rooms,</li> <li>• Corridors</li> <li>• Stairwells,</li> <li>• Assembly halls</li> <li>• Canteen when queuing for food.</li> </ul>	<p>Reviewed 04/01/21</p> <p>Reviewed 13/05/21</p> <p>Reviewed 23/08/21</p> <p>Reviewed 05/01/22</p>	L

				<p>Students are also welcome to wear a face covering during lessons if they wish, though this is not a school or DfE requirement. Masks are to be worn over the mouth and nose and are not to be treated as an accessory. The following measures will continue.</p> <ol style="list-style-type: none"> <li>1. One way systems.</li> <li>2. Enhanced supervision during lesson change overs.</li> <li>3. Year group zones during break &amp; lunch. <i>*tighter zoning if cases increase</i></li> <li>4. Fountains for bottle refill only.</li> <li>5. Continued promotion of safe hand hygiene.</li> <li>6. Sanitiser available in all rooms, and students strongly advised to have a personal supply.</li> <li>7. Weekly reminders to parents about LFT</li> <li>8. Weekly reminders to students about DFE guidelines</li> </ol>		
	On-going regular communication plans determined to ensure parents are kept well-informed. Weekly update letters sent to parents		L	Letters, website updates, social media	Weekly	L
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken prioritised.				Ongoing	
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.				Ongoing	
	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.				Ongoing	
<b>School events, including trips</b>	The school's annual calendar of events has been reviewed and decisions made on cancelling or going	Plan in place for reviewing future events.	H	Plan for re-instating school trips. Individual trips to be risk assessed as usual, and with particular regard for COvid-19 restrictions & guidelines.	AUGUST 2020	M



	ahead with events in the immediate term, including school trips.			Geography field trip is running on 10/05/21-14/05/21 in line with government guidance.	Reviewed 13/05/21  Reviewed 23/08/21  Reviewed 28/11/21	
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		Awaiting form to claim. Cost centre in place for additional costs and spreadsheet.	Reviewed 28/11/21	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. Budget adjustments have been allowed for and discussed by the Governors' Finance committee			Continue phased approach to re-instating lettings.	Reviewed 05/01/22	
	Insurance claims, including visits/trips booked previously.					
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> </ul> All in house. Some catering staff furloughed					

	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.
--	--