

# COVID19: Re-opening Risk Assessment and Action Plan

**SCHOOL NAME: FRAMLINGHAM COLLEGE SENIOR SCHOOL**

**DATE: 31 AUGUST 2020**

Amendment Record and Dates:

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## Purpose of this document:

This COVID-19 Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the re-opening of the Senior School for Autumn Term 2020 and to ensure the school continues to operate in a safe way. The re-opening of boarding is covered in a separate annexe at the end of the document.

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
- 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:



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	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<b>Preparing Buildings and Facilities</b>	<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>	<i>Maintenance Staff have been furloughed leaving systems and facilities non-operational.</i>	<i>H</i>	<i>Members of Maintenance Team have been on site daily to carry out mandatory checks and urgent maintenance.</i>	<i>04/09/20</i>	<i>L</i>
		<i>Facilities have been closed down and will not be able to be mobilised.</i>	<i>M</i>	<i>Maintenance and Domestic Managers have carried out regular checks of all facilities during lockdown. Full operational checks to be undertaken of occupied areas before students return.</i>	<i>04/09/20</i>	<i>L</i>
		<i>Risk of Legionella due to water systems not being used.</i>	<i>M</i>	<i>Regular water flushing and chlorination programme has continued during closedown. Contractor to carry out testing to check water system is safe before the buildings are reoccupied.</i>	<i>04/09/20</i>	<i>L</i>

		<i>IT Network systems have not been used.</i>	<i>M</i>	<i>Head of ICT to check network, WIFI, and individual ICT is serviceable prior to pupils return.</i>	<i>04/09/20</i>	<i>L</i>
		<i>Grounds have been unused since start of lockdown.</i>	<i>L</i>	<i>Grounds staff have remained on site to ensure grounds have remained safe and operational.</i>	<i>Ongoing.</i>	<i>L</i>
		<i>Insurance cover will have been altered during closedown and requires review.</i>	<i>M</i>	<i>Finance Director has ensured appropriate insurance cover is in place for re-opening of school.</i>	<i>04/09/20</i>	<i>L</i>
		<i>Food remains in the freezer and equipment not being used</i>	<i>M</i>	<i>Head of Catering has regularly inspected the kitchen and run equipment to ensure its safe serviceability.</i>	<i>Ongoing</i>	<i>L</i>
	Reception re-designed to allow staff to work safely.	<i>Reception does not allow for adequate space between staff and visitors.</i>	<i>M</i>	<i>Reception Office layout reorganised and preventative measures in place.</i>	<i>28/08/20</i>	<i>L</i>
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at drop off point at front of school. Collection arrangements could also</i>	<i>M</i>	<i>All parents to drop off at, and collect from, houses.</i>	<i>07/09/20</i>	<i>L</i>

		<i>result in social distancing not being maintained.</i>				
	Consideration given to premises lettings and approach in place.	<i>Letting of facilities might compromise safety and stretch resources.</i>	<i>M</i>	<i>External use of Fram Leisure has continued but use of sports facilities by external groups is not currently permitted under C19 arrangements. Separate Risk Assessment for Fram Leisure has been completed and insurance cover in place.</i>	<i>Ongoing</i>	<i>L</i>
	Consideration given to the arrangements for any deliveries.	<i>Deliveries need to be carefully managed to ensure staff safety is maintained.</i>	<i>M</i>	<i>Deliveries are managed in accordance with social distancing arrangements.</i>	<i>Ongoing</i>	<i>L</i>

<b>Emergency Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of an emergency the priority is getting out of the building calmly regardless of social distancing.</i>	<i>Current evacuation routes could cause multiple groups of people to come into contact.</i>	<i>M</i>	<i>Existing evacuation arrangements can remain in place to depart building by nearest route keeping to social distancing. All students to be briefed by Tutors on Day 1.</i>	<i>07/09/20</i>	<i>L</i>
	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	<i>Allocated classrooms might not have easiest access for individuals requiring mobility support.</i>	<i>L</i>	<i>A separate RA and Fire Evacuation Emergency Plan (FEEP) has been completed to ensure suitable classrooms are provided for those requiring mobility support.</i>	<i>27/08/20</i>	<i>L</i>
<b>Cleaning and waste disposal</b>	Enhanced cleaning regime is in place in line with COVID-19: Cleaning in non-healthcare settings guidance.	<i>Additional risk of infection in school environment.</i>	<i>H</i>	<i>Domestic staff have carried out a complete deep clean prior to pupils' return.</i>  <i>Enhanced cleaning schedule in occupied areas to ensure that contact points, worksurfaces, door handles, taps etc. are all thoroughly</i>	<i>28/08/20</i>  <i>01/09/20</i>	<i>L</i>  <i>M</i>

				<i>cleaned and disinfected regularly.</i>		
			<i>M</i>	<i>Handwash is to be checked and replaced as required by Domestic cleaning staff.</i>	<i>Ongoing from 01/09/20</i>	<i>L</i>
			<i>M</i>	<i>Additional hand wash basins in place at key points.</i>	<i>04/09/20</i>	<i>L</i>
			<i>M</i>	<i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i>	<i>04/09/20</i>	<i>L</i>
	Capacity of Domestic cleaning staff is adequate to enable enhanced cleaning regime.	<i>Insufficient Domestic Staff available to meet demand.</i>	<i>L</i>	<i>Domestic Manager prioritising tasks and all Domestic staff employed in-house so familiar with FC.</i>	<i>Ongoing</i>	<i>L</i>
	Adequate cleaning supplies and facilities around the school are in place.	<i>No hand sanitiser for students, staff and visitors.</i>	<i>M</i>	<i>Hand sanitiser available at each designated school entrance, each classroom and in boarding houses.</i>	<i>04/09/20</i>	<i>L</i>
		<i>Classrooms do not have tissues, detergent cleaner, clothes and gloves- to</i>	<i>M</i>	<i>Lidded bins used in classrooms.</i>	<i>04/09/20</i>	<i>L</i>

		<i>deal with unexpected incidents.</i>		<i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Each classroom has detergent spray, clothes and gloves for the teacher's use if required.</i>		
	Arrangements for longer-term continual supplies are also in place.	<i>Low supply of soap and other cleaning materials in school.</i>	<i>H</i>	<i>Stock checked, monitored and ordered in time.</i>	<i>Ongoing</i>	<i>M</i>
	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	<i>Classrooms, toilets and communal areas to be formally cleaned prior to start of day, prior to break and lunch time, and at the end of each day. Teaching staff will wipe chairs and desks with disinfectant in between lessons.</i>	<i>07/09/20</i>	<i>L</i>



	Waste disposal process in place for potentially contaminated waste.	<i>Ineffective disposal of contaminated waste.</i>	H	<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i>	<i>Ongoing</i>	<i>M</i>
			M	<i>Waste collections made early in morning when the minimum number of persons are on site.</i>	<i>Ongoing</i>	<i>L</i>
<b>Classrooms</b>	The number of staff that can use each room at any one time has been determined according to the physical capacity of the school site.	<i>FC staff need to be able to deliver teaching in a safe and practical environment</i>	M	<i>All classrooms and other workspaces have been assessed and set out to ensure that a safe number of students in their group can use a designated classroom.</i>	<i>07/09/20</i>	<i>L</i>
	Classrooms have been re/arranged to allow as much space between individuals as practical.	<i>Social distancing essential to avoid cross-contamination</i>	M	<i>Desks have been arranged for students to face the front and social distance of 1m+ where possible.</i>	<i>07/09/20</i>	<i>L</i>
	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Avoidance of bottlenecks in corridors.</i>	M	<i>Directional signage is in place for students and staff to maintain a social distance of 1m+.</i>	<i>07/09/20</i>	<i>L</i>

	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.          NB: sharing of equipment or stationery should be prevented where possible.          Shared materials and surfaces should be cleaned and disinfected more frequently.</p>		L	<i>Students will remain in Year Group classes.</i>	07/09/20	L
			M	<i>Pupils will bring in their own clearly marked stationery, iPad, headphones and take them home or to their boarding house each day for cleaning.</i>	07/09/20	L
			M	<i>Shared equipment to be avoided. If iPads and headphones are lent to individual pupils these will be clearly marked and cleaned by staff at end of each day.</i>	07/09/20	L
			M	<i>Keyboards, ICT, Art, DT, Music equipment to be wiped clean with disinfectant by teaching staff between lessons, and subject to additional regular cleaning by Domestic Staff. Wipeable and washable resources</i>	07/09/20	L

				<i>are regularly cleaned and washed.</i>		
	Resources which are not easily washable or wipeable have been removed.	<i>Soft materials not easily washable</i>	<i>M</i>	<i>Any soft furnishings and non-essential resources removed from classrooms.</i>	<i>04/09/20</i>	<i>L</i>
			<i>M</i>	<i>All books remaining in classrooms are taped off, with signage not to be touched.</i>	<i>04/09/20</i>	<i>L</i>
	Information posters are displayed in every classroom, at the main entrance, at building entrances, in corridors and in toilets.	<i>Importance of widespread reminders to students and staff of COVID-19 information in place.</i>	<i>M</i>	<i>COVID-19 posters at entrances in toilets, classrooms, corridors and communal areas.</i>	<i>04/09/20</i>	<i>L</i>
<b>Staffing</b>	Teaching and Support Staffing numbers to be ascertained to maintain an effective school.	<i>Insufficient staff able to attend school.</i>	<i>H</i>	<i>Staff audit undertaken to ensure sufficient staff available to work on-site.</i>	<i>04/09/20</i>	<i>M</i>
	Arrangements are in place for staff who remain furloughed or are working from home.		<i>L</i>	<i>Line managers maintaining regular contact with furloughed and non-furloughed staff at home.</i>	<i>Ongoing</i>	<i>L</i>
	Communication arrangements					

	are in place with those staff and their role in continuing to support the working of the school is clear.		<i>L</i>	<i>Regular MS Teams meetings taking place.</i>	<i>Ongoing</i>	<i>L</i>
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.		<i>M</i>	<i>Plans in place to respond as required.</i>	<i>04/09/20</i>	<i>M</i>
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable.		<i>L</i>	<i>Normal staff dress regulations will be in place. Pupils will wear uniform and parents advised to provide clean clothes each day wherever possible. Outdoor clothing to be hung separately.</i>	<i>07/09/20</i>	<i>L</i>

Appropriate arrangements for Staff meetings and INSET in place.		<i>L</i>	<i>All meetings either by Teams or to meet socially distanced requirements.</i>	<i>Ongoing.</i>	<i>L</i>
The approach for inducting new starters has been reviewed and updated in line with current situation.		<i>M</i>	<i>Head of Admissions maintaining regular contact with new pupils and parents.</i>	<i>Ongoing</i>	<i>L</i>
Return to school procedures are clear for all staff.		<i>M</i>	<i>RA and briefing material sent out ahead of new term. Regular SLT and Staff Meetings in place.</i>	<i>04/09/20</i>	<i>L</i>
Arrangements to return any furloughed staff in place.		<i>L</i>	<i>SLT and HR work closely together to give furloughed staff sufficient notice of returning to work.</i>	<i>Ongoing</i>	<i>L</i>
Any staff contracts requiring issued, extension or amendment in the current situation have been actioned.		<i>L</i>	<i>HR managing.</i>	<i>Ongoing</i>	<i>L</i>
Any HR processes that were in-train prior to, or put on hold due to, the COVID19 emergency, have been appropriately resolved.		<i>L</i>	<i>HR managing.</i>	<i>Ongoing.</i>	<i>L</i>

	<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>		<i>L</i>	<i>No parents permitted inside buildings or on site except for drop-off and collection. All contractors only allowed on site by prior arrangement. All report to Reception and school protocols are shared with discussion taking place on suitable levels of PPE in accordance with usual arrangements.</i>	<i>01/09/20</i>	<i>L</i>
	<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>		<i>M</i>	<i>Sports Coaches and Peripatetic Music Teachers receiving specific advice on the terms of their return.</i>	<i>04/09/20</i>	<i>L</i>
<b>Group Sizes</b>	<p>Class and Tutor groups have been determined by Years and Houses.</p>		<i>M</i>	<i>Student numbers managed with Year Group and House Group groups.</i>	<i>07/09/20</i>	<i>L</i>

	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.		<i>M</i>	<i>Staff numbers managed to meet demand.</i>	<i>17/09/20</i>	<i>M</i>
	Boarding provision needs to be managed under separate protocols		<i>H</i>	<i>Boarding provision is covered in the annexe to this document.</i>	<i>Ongoing.</i>	<i>L</i>
<b>Social Distancing</b>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>• Drop off/pick up times and locations</li> <li>• Staggered or limited amounts of moving around the school/ corridors</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches</li> </ul>		<i>M</i>	<i>Day students to be dropped off at, and collected from, boarding houses.</i>	<i>15/06/20</i>	<i>L</i>
			<i>M</i>	<i>Two way but socially distanced student and staff flow through school.</i>	<i>07/09/20</i>	<i>L</i>
			<i>M</i>	<i>All students facing the front and socially distanced at 1m+ where possible.</i>	<i>07/09/20</i>	<i>L</i>
			<i>M</i>	<i>Breaks to be taken in houses in house groups. Lunchtimes staggered for Year Groups using different access and exit points to the Dining Hall.</i>	<i>07/09/20</i>	<i>L</i>

	<ul style="list-style-type: none"> <li>Toilet arrangements</li> </ul>		M	<p><i>Students encouraged to use toilets in boarding houses. Toilets in main school available for staff and students but with restricted occupancy.</i></p>	07/09/20	L
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.		L	<p><i>Parents will generally use their own car and encouraged to avoid car-sharing with other families.</i></p>	07/09/20	L
			M	<p><i>School minibus service is operating to schedule but with Government School Transport COVID- 19 statutory measures in place.</i></p>	07/09/20	L
	Approach to avoid pupils entering school congregating and breaching social distancing is in place.		L	<p><i>Clear arrangements circulated to each parent and pupil in advance and signage in place. Induction training in place for Day 1.</i></p>	07/09/20	L



	Approach to assemblies – if still occurring, plan in place to manage social distancing.		<i>M</i>	<i>The only assemblies will be for Year or House Groups with social distancing in place.</i>	<i>07/09/20</i>	<i>L</i>
	Social distancing plans communicated with parents, including approach to breaches.		<i>M</i>	<i>Communications with parents made before start of term.</i>	<i>01/09/20</i>	<i>L</i>
	Arrangements in place for the use of external exercise or sports equipment		<i>L</i>	<i>Only staff supervised sport taking place using students' own equipment or rigorous cleaning of any shared equipment if required.</i>	<i>07/09/20</i>	<i>L</i>
<b>Catering</b>	Arrangements in place to provide food on site.	<i>Catering Department has been closed with equipment shut down.</i>	<i>M</i>	<i>Equipment has been run, maintained and serviced during closedown. It has been deep-cleaned ready for start of term.</i>	<i>15/06/20</i>	<i>L</i>
			<i>M</i>	<i>Water available from water machines which are cleaned regularly in line with C-19 regulations.</i>	<i>01/09/20</i>	<i>M</i>

	Arrangements for when and where each tutor group will take lunch (and break time) are in place so that children do not mix with children from other tutor groups.		M	<i>Meals to be prepared and served by staff in suitable PPE.</i>	07/09/20	M
			M	<i>Meals to be served to separate Year Groups whose arrival and departure in the Dining Hall are monitored.</i>	07/09/20	L
			M	<i>School café is operating on a specific year group rota.</i>	07/09/20	L
			M	<i>Each pupil to bring in their own clearly marked water bottle and to be taken home each evening.</i>	07/09/20	M
<b>PPE</b>	PPE requirements understood and appropriate supplies in place.	<i>PPE provision to meet safety requirements and its wearing to be consistent so as not to engender concern.</i>	M	<i>Routinely, PPE will not be worn by staff or pupils, in line with Government advice. PPE masks, gloves, eye protection, aprons available in each Department and other key areas for</i>	07/09/20	M

				<i>administration of First Aid if required. Suitable PPE worn by Domestic staff in line with usual Domestic Work Method Statements. Teaching staff will each have a visor for wearing where appropriate.</i>		
	Long term approach to obtaining adequate PPE supplies in place.	<i>Supplies of PPE proving scarce and expensive.</i>	<i>M</i>	<i>Supply chains being constantly monitored for availability and efficient purchasing.</i>	<i>Ongoing.</i>	<i>M</i>
<b>Response to suspected/ confirmed case of COVID19 in school</b>	Approach to confirmed COVID19 cases in place: during school day	<i>Any child or staff member returning to school is eligible for COVID-19 testing.</i>	<i>H</i>	<i>Procedure set out in DfES advice to be followed.</i>	<i>07/09/20</i>	<i>M</i>
	<ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action.</li> </ul>		<i>M</i>	<i>Senior Deputy Head will be informed.</i>	<i>07/09/20</i>	<i>L</i>
	<ul style="list-style-type: none"> <li>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> </ul>		<i>H</i>	<i>Student will be isolated in the Clarke Martin Reading Room and looked after by Reception staff before being referred to Medical Centre staff for triage. Parents</i>	<i>01/09/20</i>	<i>M</i>

			<i>M</i>	<i>then informed and student tested. Further direction sought from PHE. Staff member would be isolated in the Clarke Martin Reading room and/or immediately go home or next of kin contacted, and testing would be undertaken.</i>	<i>01/09/20</i>	<i>L</i>
	<ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> </ul>		<i>M</i>	<i>Previously occupied area will be vacated to allow for deep cleaning to immediately take place.</i>	<i>01/09/20</i>	<i>L</i>
	<ul style="list-style-type: none"> <li>• Arrangements for informing parent community in place</li> </ul>		<i>L</i>	<i>Parent and staff community informed by Principal.</i>	<i>01/09/20</i>	<i>L</i>
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating pupils away from certain parts of the school to clean</li> </ul>	<i>Any child or staff member returning to school is eligible for COVID-19 testing.</i>	<i>M</i>	<i>Public Health England will be informed immediately and advice requested for appropriate course of action.</i>	<i>01/09/20</i>	<i>M</i>

	<ul style="list-style-type: none"> <li>• Arrangements for informing parent community in place</li> </ul>		L	<i>The School community including parents will be advised of the situation.</i>		
			M	<i>The Principal would advise the School Community of the situation and parents would be required to follow current Government advice.</i>	01/09/20	L
	<ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> </ul>		M	<i>The Principal to consult with staff to assess risk of their attendance at school.</i>	01/09/20	L
			M	<i>Pupils to be relocated and relevant areas of the school to be deep cleaned.</i>	01/09/20	L
<b>Pupil Re-orientation back into school after a period of closure/ being at home</b>	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.		L	<i>Record keeping system in place.</i>	Ongoing	L
	Approach and expectations around school uniform		L	<i>Pupils to wear school uniform and ideally</i>	04/09/20	L

determined and communicated with parents.			<i>cleaned each day where possible. Parents advised.</i>		
Changes to the school day/timetables shared with parents.		<i>L</i>	<i>Parents and pupils advised.</i>	<i>07/09/20</i>	<i>L</i>
All students instructed to bring a water bottle each day. Water machines in use with strict social distancing and cleaning arrangements in place.		<i>M</i>	<i>Each pupil to be in possession of a marked water bottle and taken home each day for cleaning.</i>	<i>07/09/20</i>	<i>L</i>
Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.		<i>L</i>	<i>Effective online teaching has been in place last term.</i>	<i>04/09/20</i>	<i>L</i>
This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.		<i>L</i>	<i>Regular social media and other communication with all pupils in place to celebrate a range of achievements.</i>	<i>07/09/20</i>	<i>L</i>
Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		<i>L</i>	<i>Usual support in place with weekly My Concern Log circulated.</i>	<i>Ongoing.</i>	<i>L</i>

	Consideration of the impact of COVID19 on families and whether any additional support may be required		<i>L</i>	<i>House and SLT teams maintaining communication with all families, offering support if applicable.</i>	<i>Ongoing. Usual procedures apply.</i>	<i>L</i>
<b>Transition into new year group</b>	Online/ website support for families and young people around transition.		<i>L</i>	<i>HMs maintaining contact with pupils and parents for internal transition. Admissions Registrar maintaining contact with new parents and pupils.</i>	<i>Ongoing</i>	<i>L</i>
<b>Safeguarding</b>	Individual risk assessments are in place and welfare checks being undertaken.	<i>Re-opening arrangements not reflected in risk assessment.</i>	<i>M</i>	<i>Review risk assessments for pupils to ensure they reflect any changes due to reopening arrangements.</i>	<i>Ongoing</i>	<i>L</i>
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		<i>M</i>	<i>LS staff have remained active during lockdown supporting pupils.</i>	<i>Ongoing</i>	<i>L</i>
	Updated Child Protection Policy in place.		<i>M</i>	<i>College Safeguarding Policy updated to include new processes relevant to current circumstances.</i>	<i>04/09/20</i>	<i>L</i>

	Work with other agencies has been undertaken to support vulnerable CYP and families.		<i>M</i>	<i>As required and co-ordinated through the welfare team and DSL.</i>	<i>Ongoing</i>	<i>L</i>
	Consideration given to the safe use of physical contact in context of managing behaviour.		<i>L</i>	<i>Actioned.</i>	<i>Ongoing</i>	<i>L</i>
<b>Curriculum / learning environment</b>	Current teaching and learning plans, revised expectations and required adjustments have been considered.		<i>L</i>	<i>Pupils will be meeting with Tutors to review their academic and pastoral situation. The pupils will also have a range of co-curricular offered.</i>	<i>07/09/20</i>	<i>L</i>
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?  Each activity should be risk assessed and should not be run unless the risks can be mitigated		<i>M</i>	<i>All staff and pupils will receive appropriate induction training and information before group sessions commence on any adaptations that have been made to the learning and activity environment and the safety procedures in place.</i>	<i>07/09/20</i>	<i>L</i>
<b>Communication</b>	Information shared with staff around the re-opening plan,		<i>M</i>	<i>Effective lines of communication</i>	<i>Ongoing</i>	<i>L</i>



	returning to site, amendments to usual working patterns/practices and groups.			<i>maintained with staff from the Principal and SLT.</i>		
	Re-opening plans shared with governors.		<i>L</i>	<i>Complied with.</i>	<i>Ongoing</i>	<i>L</i>
	Communications with parents: <ul style="list-style-type: none"> <li>• Social distancing plan</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> </ul>		<i>L</i>	<i>Effective lines of communication maintained with parents by Governors, the Principal and SLT.</i>	<i>Ongoing</i>	<i>L</i>
	Pupil communications around: <ul style="list-style-type: none"> <li>• Changes to timetable</li> <li>• Social distancing arrangements</li> <li>• Importance of keeping in Designated Groups. Expectations when in school and at home</li> <li>• Travelling to and from school safely</li> </ul>		<i>L</i>	<i>Effective communication maintained with pupils by HMs, the Principal and SLT.</i>	<i>Ongoing</i>	<i>L</i>
	On-going regular communication plans determined to ensure parents are kept well-informed		<i>L</i>	<i>Letters, website updates, social media.</i>	<i>Ongoing</i>	<i>L</i>
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken prioritised.		<i>L</i>	<i>Meetings of the Governing body and</i>	<i>Ongoing</i>	<i>L</i>

				<i>specific Governors Groups continue to take place regularly on MS Teams.</i>		
	<p>Governors are clear on their role in the planning and re-opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>		<i>M</i>	<i>The SLT are regularly updating the Governors and keeping the Welfare and Health &amp; Safety Governors Groups informed of changes to the Risk Assessment and Action Plan.</i>	<i>Ongoing.</i>	<i>L</i>
	<p>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.</p>		<i>M</i>	<i>Finance Director (FD) and SLT regularly meeting with Governors to manage overall financial position.</i>	<i>Ongoing</i>	<i>L</i>
<b>School events, including trips</b>	<p>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.</p>		<i>M</i>	<i>All requests for trips are considered by the Senior Deputy Head for approval.</i>	<i>07/09/20</i>	<i>L</i>

<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.		<i>M</i>	<i>Finance Director (FD) and SLT regularly meeting with Governors to manage overall financial position.</i>	<i>Ongoing</i>	<i>L</i>
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