

# COVID19: Full Opening Risk Assessment and Action Plan

**SCHOOL NAME:** Alperton Community School

Headteacher: Mr McKenna

Chair of Governors: Ms M Shah

DATE: 3 September 2020

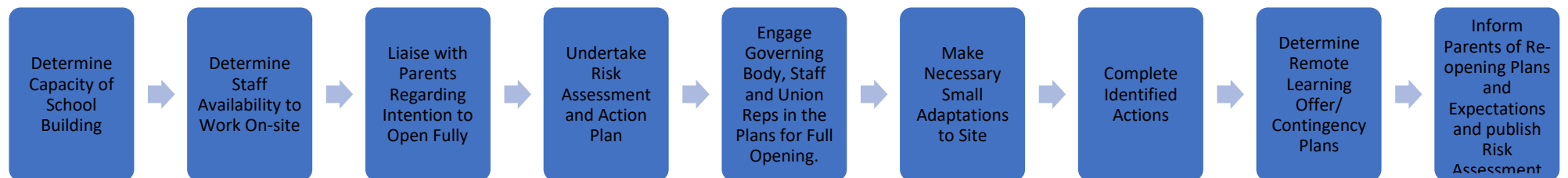
## **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full 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
- 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 Full Opening Preparation:**



## **Risk Assessment/ Action Plan Sections:**

Engagement	3
Preparing Buildings and Facilities	3
Emergency Evacuations	4
Cleaning and waste disposal	5
Classrooms	7
Staffing	8
Group Sizes	12
Social Distancing	12
Transport	14
Catering	14
PPE	15
Response to suspected/ confirmed case of COVID19 in school	15
Pupil Re-orientation	16
Remote Education Contingency Plan	17
Transition <i>into new year group</i>	18
Safeguarding	18
Curriculum / learning environment	19
Students with SEND	20
Attendance	21
Communication	21
Governors/ Governance	23
School events, including trips	23
Finance	23

*\*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
-------	------------------	------------------------	--------------------------	------------------------------------	--------------------------	---------------------------

<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.					
<b>Preparing Buildings and Facilities</b>	<p>Premises and utilities have been health and safety checked and the 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>None as regular maintenance schedules were carried out and all PPMs are on schedule.</i>	<i>M</i>	<i>Carry out a formal / recorded full pre-opening premises inspection. Additional steps taken to ensure the AHU's (Air Handling units) in the new building are only sending in fresh air all the time and not recirculating into corridors and offices/classrooms. All the filters in air con units and the NVHR units in every classroom are being cleaned over the summer.</i>	<i>04/09/2020 / SJT</i>	<i>L</i>
	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between</i>	<i>M</i>	<i>Limit the number of staff allowed at any given time in faculty offices.</i>	<i>04/09/2020 / SJT</i>	<i>M</i>

		<i>staff members, no windows for ventilation.</i>		<i>Office desks repositioned or desk spaces blocked off or <b>screen guards</b> installed wherever necessary to ensure social distancing.</i>  <i>Offices with no windows will be single use.</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>Risk of bottlenecks at entrance to school. Social distancing unlikely to be maintained.</i>	<i>M</i>	<i>Each of the year groups will be separated by year groups on entry and have their own social area before school and have staggered end to the day. See school map appendix.</i>  <i>Appropriate signage will be in place.</i>  <i>Hand sanitisers on entry to the site.</i>  <i>Additional barriers added on the pavement at ER site to separate students from the public near the bus stop.</i>	<i>03/09/2020 / SJT</i>	<i>L</i>
	Consideration given to premises lettings and approach in place.		<i>M</i>	<i>No lettings until further Government guidance on lettings.</i>		

	<p>Consideration given to the arrangements for any deliveries.</p>	<p><i>Risk of contamination from the delivery drivers</i></p>		<p><i>As far as possible, deliveries at ER will be routed to gate 3 (long drive) or will be delivered at the reception ensuring social distancing at all times.</i></p> <p><i>Deliveries at SA will be routed to the student entrance gates or will be delivered at the reception ensuring social distancing at all times.</i></p>		
	<p>Use of Lift</p>	<p><i>Risk of contamination from more than one user in the small confined space if rules are not followed</i></p>	<p><i>M</i></p>	<p><i>Sufficient signage to ensure ONLY One user at a time and is for essential users ONLY.</i></p>	<p><i>28/08/2020</i> <i>SJT</i></p>	<p><i>L</i></p>

<p><b>Emergency Evacuations</b></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><i>Current evacuation routes would cause multiple groups of people to come into contact.</i></p> <p><i>Staff absence could lead to shortage of support to evacuate and so reassignment is necessary.</i></p>	<p>M</p>	<p><i>In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p><i>Fire Drills planned by year group.</i></p> <p><i>Regular reminders to staff and students of evacuation procedures.</i>  <i>Register to identify students with reduced mobility and a member of staff will be allocated for emergency evacuation.</i>  <i>Student emergency buddy to support students with limited mobility.</i></p>	<p>Sept 2020 / SJT</p>	<p>L</p>
-------------------------------------	---	---	----------	---	------------------------	----------



<p><b>Cleaning and waste disposal</b></p>	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u></p>	<p><i>Cleaners not following the correct procedures or chemicals</i></p>	<p><i>H</i></p>	<p><i>Retraining and regular reminders are given to the cleaners on correct chemicals, disposables to use and additional supervision set up to ensure cleaners are able to carry out a thorough cleaning.</i></p> <p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that high usage contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected throughout the day.</i></p> <p><i>Paper towels and hand wash are to be checked and replaced as needed by caretakers and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	<p><i>Aug 2020 / SJT</i></p>	<p><i>L</i></p>
---	--	--	-----------------	---	------------------------------	-----------------

	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>	<p><i>Risk of lack of cleaning hours</i></p>		<p><i>Regular review of cleaning schedules and to ensure a full coverage during the day and in between lessons.</i></p> <p><i>Additional cleaning hours have been planned to ensure coverage during the day.</i></p>	<p><i>Sept 2020 / SJT</i></p>	
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>Insufficient hand sanitiser, disinfectant spray or other consumables in stock.</i></p>	<p><i>M</i></p>	<p><i>Hand sanitiser available at all entrances and numerous points around the building including classroom &amp; office spaces.</i></p> <p><i>Personal hand sanitiser bottle issued to every member of staff which can be refilled on site as needed.</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Lidded bins in classrooms.</i></p> <p><i>Stock check and ordering schedule reviewed and order made well in advance.</i></p>	<p><i>Sept 2020 / SJT</i></p>	<p><i>L</i></p>

	Waste disposal process in place for potentially contaminated waste.		M	<i>Potentially contaminated waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</i>  <i>Waste collections are scheduled for outside the school hours.</i>	<i>28/08/2020 /SJT</i>	L
	Process in place for safe removal and/or disposal of face masks.	<i>Contamination through improper use of face coverings</i>		<i>Students will be advised on the safe use of face coverings</i>	<i>03/09/2020</i>	
<b>Classrooms</b>	Classrooms have been re/arranged to allow as much space between individuals as practical.			<i>Site team rearranged classroom layout in accordance with DfE guidance and ensure 2 metre gap between students and staff.</i>	<i>03/09/2020 SJT</i>	
	Classroom entry and exit routes have been determined and appropriate signage in place.			<i>Clear signage for one way routes and staircases set out around both sites.</i>	<i>03/09/2020 SJT</i>	
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be		L	<i>Students and parents are informed about the equipment which must be brought to and not</i>	<i>Sept 2020 CLZ</i>	L

	<p>cleaned and disinfected more frequently [source: protective measures guidance].</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><i>Soft furnishings, cushions and beanbags are not easily washable.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for students.</i></p>	<p>M</p> <p>L</p>	<p><i>shared at school with others.</i></p> <p><i>Students at KS3 will be based in form classes for most lessons.</i></p> <p><i>Every classroom has been provided with a fixed wall mounted hand sanitiser for students and teachers to use on entry and exit.</i></p> <p><i>Every teacher has been provided a pack which includes a hand sanitiser, disinfectant wipes, board markers, eraser, etc.. so they don't have to share with another member of staff. Every classroom has classroom pack of basic resources, eg. hole punch, stapler, mini whiteboards which will only be shared with that particular class.</i></p> <p><i>Practical subject have prepared and shared procedures to minimise risk e.g. art, music, science</i></p> <p><i>Remove soft furnishings.</i></p>	<p>04/09/2020 SJT</p> <p>Sept 2020 SLT Line Managers</p>	<p>L</p> <p>L</p>
--	---	--	-------------------	---	--	-------------------

				<i>Posters are displayed across the sites on Social Distancing and hand hygiene advice Posters.</i>		
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.			<i>All chairs are checked to ensure no soft / fabric chairs are removed except in office with dedicated seating or student chairs in form rooms.</i>	<i>28/09/2020</i>	
<b>Staffing</b>	Staffing numbers required for the entire eligible cohort have been determined including support staff such as facilities, IT, and office/admin staff.  Including at least one of the following: <ul style="list-style-type: none"> <li>● First aider</li> <li>● Designated Safeguarding Lead (DSL)</li> <li>● SENCO</li> <li>● Facilities team</li> <li>● Office staff member</li> </ul>	<i>Key personnel unable to work.</i>	<i>H</i>	<i>A review of staff roles we have a reserve/shadow structure in case of key staff absences</i>	<i>GMK / Sept 2020</i>	<i>M</i>
			<i>H</i>	<i>Ensure cover if necessary</i>	<i>Sept 2020</i>	<i>L</i>
	Approach to staff absence reporting and recording in place. All staff aware.	<i>Staff not following attendance procedures</i>	<i>M</i>	<i>HR to remind staff about absence reporting and particularly timely communications with the school to ensure arrangements are in place.</i>	<i>Sept 2020 HR</i>	<i>L</i>

	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.		<i>H</i>	<i>HR to arrange risk assessments for staff who were previously shielding or living with family members who were shielding.</i>	<i>Sept 2020 / HR</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>Careful monitoring of staff absences esp cover supervisors and plan the weekly cover arrangements to ensure weekly rather than daily assignments.</i>	<i>Sept 2020 / HR</i>	<i>L</i>
	Consideration given to staff clothing expectations and information shared with staff.		<i>M</i>	<i>Ensure HR communicate this consideration to staff</i>	<i>Sept 2020 HR</i>	<i>L</i>
	Approaches for meetings and staff training in place.		<i>M</i>	<i>No formal staff or team meetings unless social distancing can be accommodated. There will be clear communication to staff on event by event basis.</i>	<i>Ongoing NJE</i>	<i>L</i>
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.		<i>M</i>	<i>Remote education support plan will be in place and staff will be informed of any changes in their role.</i>	<i>Sept 2020 IWA</i>	<i>L</i>

	<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><i>Risk of additional adults required to lead some groups as not enough teachers on site to cover numbers.</i></p>	<p>M</p>	<p><i>Redeployment will be considered on a case by case with HR in discussion with the member of staff.</i></p> <p><i>Line Managers to ensure staff are thoroughly briefed on role and expectations before commencement of any activities</i></p>	<p>Sept 2020 HR/GMK</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><i>Staff mental health and wellbeing</i></p>	<p>H</p>	<p><i>Staff are aware of available support and advice for schools and pupils</i></p> <p><i>The Bereavement procedure has been reviewed to ensure it reflects current circumstances and arrangements</i></p>	<p>Sept 2020 NHZ/NJE/ HR</p>	<p>M</p>
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p>			<p><i>HR to produce guidance on testing procedures and follow on for +ve/-ve test results and implications for the household &amp; school.</i></p> <p><i>HR to survey staff at the start of term to ensure all staff follow the quarantine procedures.</i></p>	<p>Sept 2020 HR/SJT</p>	

				<i>HR to prepare guidance on self-testing kits</i>		
	The approach for inducting new starters has been reviewed and updated in line with current situation.			<i>SLT lead &amp; HR to constantly review guidance for staff induction. All staff will be reminded on PD days at the start of term.</i>	<i>Sept 2020 HR/ NJE</i>	
	Return to school procedures are clear for all staff.			<i>All procedures will be clearly set out for staff, parents &amp; students and communicated as widely and clearly as possible.</i>	<i>01/09/2020 GMK</i>	
	Arrangements to return any furloughed staff in place.			<i>No staff furloughed</i>		
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			<i>HR to review and action for short term staff</i>	<i>30/06/2020 HR</i>	
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			<i>None to be resolved</i>		
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.			<i>Facilities team set out very clear restrictions of movement and access to specific areas of the building to ensure any on</i>		<i>L</i>



	<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><i>M</i></p>	<p><i>site work is isolated from staff and students.</i></p> <p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p> <p><i>Updating the Covid message on reception for visitors and standard questions. No visitors including parents allowed on site without appointment.</i></p>	<p><i>Sept 2020 / SJT</i></p>	
	<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><i>Specific risk assessments for any externally employed adults e.g Social workers, Exclusion officers, counsellors etc..</i></p> <p><i>Audit of which providers are due to come during this term.</i></p>	<p><i>Sept 2020 / SLT Leads</i></p> <p><i>SJT</i></p>	

<b>Group Sizes</b>	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	<i>Specialist rooms shared between bubbles increases the risk.</i>	<i>M</i>	<i>Bubble set at the size of 4 classes other than social times at KS3. Year Year group bubble at Y10, 11 &amp; 6<sup>th</sup> form. Timetable set up to keep specialist rooms specific to one bubble where possible. The timetable analysis will indicate cleaning needs to be undertaken between lessons to minimise risk.</i>	<i>01/08/2020</i>	<i>L</i>
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.			<i>Secondary school curriculum means multiple teachers and classrooms. Not feasible due to curriculum demand and split site.</i>		

<b>Social Distancing</b>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>● Staggered school drop off/pick up times and locations (if possible) without reducing teaching time</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> <li>● Toilet arrangements</li> </ul>		<i>H</i>	<p><i>Students have specific entrances, social spaces, staircases(at ER) for each year group, based in form classes for most lessons at KS3, separate toilets, separate canteen spaces, staggered end to the day, limited movement around the building. Always escorted by teachers at KS3 and most of the lessons at SA are doubles.</i></p> <p><i>Arrangements for end of the day bus queuing and sibling collection, ban on using local shops, lollipop person, physical barriers outside school gates to separate from public, one way systems.</i></p> <p><i>Sign on Lift to ensure it is not used unless absolutely essential and only one in one out policy at all times.</i></p>	<i>Aug 2020</i>	<i>L</i>
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>			<p><i>Students have specific entrance route, social area and staircase. Organising classes in</i></p>		

				<i>forms before entering their respective entrance points/floors.</i>		
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			<p><i>Handwashing or hand sanitising will take place at the start and end of every transition.</i></p> <p><i>Conversations with parents. Covid annex to the behaviour policy and shared with students and staff at the start of term.</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations</i></p>	Sept 2020 / CLZ	
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</i>		<i>Assemblies will continue remotely except the 4 form bubble at Ealing road</i>		
	Social distancing plans communicated with parents, including approach to breaches.			<p><i>Social distancing expectations have been clearly set out before arrival. A reminder will be sent before the start of term.</i></p> <p><i>Home School agreement to be updated and signed off by parents.</i></p>	Sept 2020 / CLZ	Sept 2020 / CLZ

				<i>Behaviour annex has been added in light of the Covid-19 restrictions</i>		
	Arrangements in place for the use of the playground, including equipment.		<i>M</i>	<i>Outdoor areas are segregated for each year group.</i>  <i>Each group uses only one set of equipment or ensure the equipment is properly cleaned before the use by another bubble.</i>	<i>Sept 2020 NHZ</i>	<i>L</i>

<b>Transport</b>	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.			<p><i>Parents have been informed of the importance to avoid public transport and try to cycle or walk as much as possible to and from school.</i></p> <p><i>Parents will need to consent for students to use the buses.</i></p> <p><i>Separate Bus queues inside the school gates to help reduce cross bubble interactions outside school.</i></p> <p><i>Increased capacity for cycle parking in school.</i></p> <p><i>Controlled movement across the main road to west bound bus stop.</i></p> <p><i>KS4 students must use the bus stops nearest to the Stanley avenue site as set out in the parents newsletter.</i></p>	Sept 2020	
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			N/A		
	Support in place for students who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.			N/A		

	Arrangements in place with transport providers to support any staggered start/end times.			<i>Ongoing liaison with TfL to provide greater bus capacity for the start and end of school day.</i>		
<b>Catering</b>	Arrangements in place to provide food to students on site, including the requirement of universal free school meals.		<i>L</i>	<i>Catering contractors have prepared a risk assessment and have put additional measures to ensure food is provided on site in a safe manner. Careful monitoring of trays and cutlery when we are able to provide a hot meal offer. All members of the catering team will wear face shields when serving staff or students.</i>	<i>01/09/2020 SJT</i>	<i>L</i>
	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.			<i>Extended break time to give students more time to purchase and consume food.  At Ealing road, separate food collection points for each year group.  At Stanley Avenue, staggered entry times to the canteen with segregated seating areas for Y10 &amp; Y11s.</i>	<i>Sept 2020 / SJT</i>	

				<p><i>Dedicated seating tables for 6<sup>th</sup> form on both sites. Canteen staff will ensure the biometric reader is wiped after it is used by each student.</i></p>		
--	--	--	--	---	--	--



<p style="text-align: center;"><b>PPE</b></p>	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p>	<p><i>PPE guidelines do not require use of PPE in schools unless a student has suspected COVID</i></p>	<p style="text-align: center;"><i>M</i></p>	<p><i>Ensure PPE stock is checked regularly and maintained as necessary. First aiders to receive specific training on the use of PPE. All staff will be issued with face shields. In the first instance it will be optional for staff to choose whether or not to wear these. It is optional for staff to wear a face covering outside of a classroom. It is optional for students to wear a face covering outside of the classroom. Students are not permitted to wear a face covering in the classroom. We need to communicate how to use a mask safely and need to know who are exempt to people using masks.</i></p>	<p style="text-align: center;"><i>28/8/2020 SJT</i></p>	<p style="text-align: center;"><i>L</i></p>
---	---	--	---	--	---	---

<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>● Which staff member/s should be informed/ take action</li> <li>● Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>● Cleaning procedure in place</li> <li>● Arrangements for informing parent community in place</li> </ul>		L	<p><i>Clear written procedures in place for steps to follow for any suspected / confirmed COVID19 cases including isolation, testing, communication with home etc..</i></p> <p><i>Separate designated isolation rooms on each site.</i></p> <p><i>Cleaning contractor prepped and is able to carry out specialist deep cleaning as per guidance</i></p>	01/09/2020 / SJT	L
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>● Approach to relocating students away from certain parts of the school to clean, if possible</li> <li>● Cleaning procedure in place</li> <li>● Arrangements for informing parent community in place</li> </ul>			<p><i>No after school clubs until further review.</i></p> <p><i>No lettings or use of the building outside of normal working hours</i></p>	<i>Step by step guide for first aiders / admin to follow to engage with Test &amp; Trace team</i>	
	<p>Process in place to engage with the Test and Trace and contract tracing process.</p>				<p><i>Step by step guide for first aiders / admin to</i></p>	Sept 2020 / SJT

	<i>Refer to ECC and public health guidance for more information.</i>			<i>follow to engage with Test &amp; Trace team</i>		
<b>Pupil Re-orientation</b>  <i>back into school after a period of closure/ being at home</i>	Approach and expectations around school uniform determined and communicated with parents.			<i>Parent newsletter advised that all students return in September in normal uniform</i>	<i>August 2020 / GMK</i>	
	Changes to the school day/timetables shared with parents.			<i>Staggered end of the school day communicated to parents through newsletter and email</i>	<i>28/08/2020 / GMK</i>	
	All students instructed to bring a water bottle each day. Water fountain cleaning arrangements in place.			<i>Water fountains are "non-touch" and use a motion sensor to fill water bottles. Information on this to be included in the letter to parents.</i>		
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.  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>Two days of structured induction for all students in tutor groups at the start of the year. Teachers prepared for these sessions during PD1 and PD2. Pastoral staff have been contacting the vulnerable students over the summer and preparing for their return.</i>	<i>31/08/2020</i>	

	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>			<p><i>Pastoral team have undertaken bereavement support training. All staff have been briefed on supporting the students and there will be further training on PD1 &amp; PD2. Additional resources and dedicated spaces have been allocated for specialist pastoral support staff.</i></p> <p><i>The psychotherapy and mental health team have provided additional hours and remained in touch with vulnerable students throughout the summer term and will continue to do so remotely.</i></p>	<p>Sept 2020 CLZ/NHZ</p>	
	<p>Re-orientation support for school leavers is developed.</p>			<p><i>Identify NEETs and consider personalised intervention plans.</i></p>	<p>CLZ/SZA</p>	
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>● Financial</li> <li>● Increased FSM eligibility</li> <li>● Referrals to social care and other support</li> <li>● PP / vulnerable groups</li> </ul>			<p><i>Website contains numerous support resources for families. Point families towards key services e.g. food banks.</i></p> <p><i>Pastoral team alert to identifying worsening hardship.</i></p>	<p>Sept 2020 NBA</p> <p>Sept 2020 NBA</p>	

				<p><i>Pastoral team to revisit FSM eligibility.</i></p> <p><i>Support for registration of FSM</i></p> <p><i>Provide PP with equipment; stationery and uniform shop will be discounted.</i></p>		
<b>Remote Education Contingency Plan</b>	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	<i>Bubble needs to self-isolate because of a positive case of COVID19.</i>		<i>Remote learning contingency, drafted and ready to be 'switched on' when needed. Initiative to support parents with the purchase of individual chrome books for remote learning.</i>	<i>Sept 2020 / IWA</i>	
<b>Transition into new year group</b>  <b>What will need to be different this year because of COVID19?</b>	Online/ website support for families and students around transition.			<i>Website updated with new Year 6 page</i>	<i>AHR</i>	
	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> <li>● Primary to Secondary</li> <li>● Vulnerable children</li> <li>● Children with SEND</li> <li>● Physical and sensory needs, including adaptations, equipment etc (lead in times)</li> </ul>			<p><i>Teachers to remain with 2019-2020 teaching groups as far as possible</i></p> <p><i>Two additional transition days for Year 7 induction before rest of school starts.</i></p> <p><i>PMs to develop a Virtual guide to year groups for staff</i></p>	<p><i>Sept 2020 / HSH</i></p> <p><i>Sept 2020 / AZA</i></p> <p><i>Sept 2020 CLZ working with PMs</i></p>	

	<ul style="list-style-type: none"> <li>● Post 16</li> <li>● School Leavers</li> </ul>			<p><i>SENCO to continue risk assessments and devise transition plan for SEND students where necessary</i></p> <p><i>Focus on wellbeing and attitude of vulnerable and red students in all year groups by PMs/Form Tutors</i></p> <p><i>NEETs and leavers identified and programme of support and IAG set up</i></p>	<p><i>Sept 2020 / SHU</i></p> <p><i>Sept 2020 / CLZ</i></p> <p><i>CLZ (working with AHT Sixth Form)</i></p>	
--	---	--	--	---	---	--

<b>Safeguarding</b>	<p>Consideration given to any students who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.</p>	<p><i>Re-opening arrangements not reflected in risk assessment.</i></p>	<p><i>M</i></p>	<p><i>Welfare checks for the students with allocated SW and external agencies for those we categorise as vulnerable.</i></p> <p><i>CCTV has been extended to cover form rooms on both sites to deter any poor behaviour at change over and also to allow investigations of incidents that take place during this time when there is no member of staff in the room. We will review and update the CCTV policy if necessary.</i></p> <p><i>Review risk assessments for students to ensure they reflect any changes on reopening</i></p>	<p><i>AHR with CLZ and PMs</i></p> <p><i>AHR</i></p>	<p><i>L</i></p>
	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>		<p><i>M</i></p>	<p><i>Staff refresher training session on safeguarding procedures and the revised wellbeing material.</i></p> <p><i>Return to school PD for staff on recognising the signs following structured discussions with students.</i></p>	<p><i>AHR with NJE</i></p> <p><i>AHR With CLZ</i></p>	<p><i>L</i></p>

	Updated Child Protection Policy in place.			<i>Adopted Temporary COVID19 Child Protection Policy Reviewed every two weeks by DSL</i>	AHR	
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable students to return to school.			<i>Communicate with social services and support agencies to update external information on vulnerable students</i>  <i>IIG procedures and referral processes reviewed and updated and shared with staff especially referral procedures</i>  <i>Monitor the interventions of Careers/Prospects for vulnerable NEETs</i> <i>Review engagement of all external agencies e.g. EWO</i>	AHR CLZ  CLZ Sept 2020  CLZ	
	Physical contact procedures - appropriate hygiene measures are in place to mitigate any risk of transmission.			<i>Refresher training to staff about physical contact procedures (restraint)</i>	CLZ	



<b>Curriculum / learning environment</b>	<p>Current learning plans, revised expectations and required adjustments have been considered.</p>			<p><i>TLLs to meet with DHT Curriculum to explain changes and rationale of revised curriculum plans developed during summer gain time. Curriculum plans focused on catch-up and support for vulnerable students.</i></p> <p><i>IWA</i></p>	
	<p><i>DHT Curriculum to review impact of KS3 classes taught in form groups in form rooms for almost all subjects e.g setting/regrouping in English, Maths, Science removed at KS3.</i></p> <p><i>Year 10 and Year 11 in separate bubble (no impact on curriculum)</i></p>			<p><i>IWA</i></p>	
	<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> <ul style="list-style-type: none"> <li>● PE – including no contact sport</li> <li>● Practical science lessons</li> </ul>			<p><i>Identify the timetable where regrouping should take place. Regrouping of classes for MFL/DT/Sport to take place in open air where possible</i></p> <p><i>Specialist practical teams have reviewed practical procedures. Plans shared with SLT to be</i></p>	<p><i>HSH</i></p> <p><i>SLT Links with TLLs</i></p> <p><i>SLT Links with TLLs</i></p>

	<ul style="list-style-type: none"> <li>DT</li> </ul>			<p><i>operational in September.</i></p> <p><i>(CLEAPPS has supportive materials and resources)</i></p>		
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>Wellbeing curriculum</li> <li>recognising 'non-curriculum' learning that has been done</li> <li>capturing pupil achievements/ outcomes</li> <li>utilising the DFE 'catch-up' funding and programmes</li> </ul>			<p><i>SML term wellbeing plan for identifying and responding to student needs integrated into SIP</i></p> <p><i>SML term plan for curriculum plan that identifies student gaps and catch-up strategies (recovery curriculum)</i></p> <p><i>Staff PD and support so they are aware of how best to provide students with additional support (planning based on NHZ and IWA input as above plans)</i></p> <p><i>Use assessment data and research potential catch-up programmes (e.g. mentoring /intervention) for implementation with students in need of catch-up</i></p>	<p>NHZ</p> <p>IWA</p> <p>NJE</p> <p>NBA</p>	
	<p>Student behaviour policy reviewed and reflects the current circumstances.</p>			<p><i>Annex for COVID-19 to be shared with students,</i></p>	<p>CLZ</p>	

				<i>staff and approved by Governors</i>		
<b>Students with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies in place.			<i>Focus on support during break and lunchtime to minimise TA time in class. Students screened to consider independence in the classroom environment.</i>	<i>SHU</i>	
				<i>Continue with risk assessments where students unable/resistant to return to school</i>	<i>SHU</i>	
	Annual reviews.			<i>Up to date and taking place as normal. Remote engagement of parents where necessary</i>	<i>SHU</i>	
	Requests for assessment considered.			<i>School will adhere to Brent guidance on adapting assessment procedures.</i>	<i>SHU</i>	
Consider any students who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for students to</i>				<i>SENCO to consult with families and outside agencies to modify SEND risk assessments to produce individual learning/catch-up plans</i>	<i>SHU</i>	

	<i>understand new rules i.e. social distancing.</i>			<p><i>for SEND students in September</i></p> <p><i>Special out of lessons programme for SEND students and families to ensure support and adherence to new procedures</i></p> <p><i>SENCO involved in all IIG and catch-up provision decisions and arrangements</i></p>	<p><i>SHU</i></p> <p><i>SHU</i></p>	
<b>Attendance</b>	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			<p><i>All students expected to attend except students with medical plans to be communicated in a parent newsletter.</i></p> <p><i>Targeted students will be contacted by phone and email.</i></p> <p><i>Anxious parents will receive a personal phone call and text</i></p>	<p><i>CLZ</i></p> <p><i>CLZ</i></p>	
	Approach to support for parents where rates of persistent absence were high before closure.			<i>Introduce new EWO and new procedures. EWO to visit households of families resistant to attending.</i>	<i>CLZ</i>	

<b>Communication</b>	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.	<i>Misunderstanding of messages communicated by the school</i>		<i>Instructions and reminders communicated as early and as clearly as possible at the start of term</i>	<i>GMK</i>	
	Governors consulted on full opening plans.			<i>Plan shared and with all Governors electronically. Plan to be reviewed regularly with Chair and at Full Governors</i>	<i>GMK</i>	
	Union representatives consulted on full opening plans.			<i>Plan to be shared electronically with all Unions. All updates to be shared.</i>	<i>SJT</i>	
	Risk Assessment published on website.			<i>RA and action Plan on website following consultations.</i>		

	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> <li>● Plan for full opening</li> <li>● Social distancing plan</li> <li>● Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> <li>● Attendance</li> <li>● Uniform</li> <li>● Transport</li> <li>● Behaviour</li> <li>● Test and trace</li> <li>● Staggered start and end times</li> <li>● Expectations when in school and at home (if self-isolating is necessary)</li> </ul>			<p><i>Plan set out in letter to parents by email and text.</i></p> <p><i>Plan to be re-sent at start of term.</i></p> <p><i>Details on test and trace and self-isolation prepared and ready for communicating when needed.</i></p> <p><i>Pastoral team to survey students before the start of term to ensure all families have followed the quarantine procedures</i></p>	<p><i>GMK August 2020</i></p> <p><i>CLZ/SJT</i></p> <p><i>CLZ</i></p>	
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> <li>● Changes to timetable</li> <li>● Social distancing arrangements</li> <li>● Staggered start times</li> <li>● Expectations when in school and at home (if self-isolating is necessary)</li> <li>● Travelling to and from school safely</li> </ul>	<p><i>Lack of clarity due to numerous changes to government guidance and policy</i></p>		<p><i>Procedures communicated to Forms at the start of the year. Procedures re-iterated on a daily basis and in virtual/smaller assemblies for Year groups</i></p> <p><i>Information recorded and played back to students.</i></p> <p><i>Basic procedures set out in playground before entering the building</i></p>	<p><i>CLZ /2020</i></p>	

	On-going regular communication plans determined to ensure parents are kept well-informed	<i>Lack of parent engagement / understanding of the expectations</i>		<i>Letters, website updates, social media Videos/podcasts translated into Gujarati and Somali</i>	<i>GMK 2020</i>	
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken are prioritised.			<i>Governing body meetings to resume. Fortnightly Chairs of Committee meetings. Chairs action if necessary</i>	<i>GMK August 2020</i>	
	Governors are clear on their role in the planning and full opening of the school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.	<i>Governors are not fully up to date with the latest guidance</i>		<i>Key documents regularly shared with Governors to ensure they are aware of current guidance All parent and student communications shared with Governors</i>	<i>GMK</i>	
	Governors prepared for start of the school year (clerking, etc).			<i>Chairs of Committee meeting to take place before the start of term. Clerk in place. Governor meetings planned for the year.</i>	<i>GMK with Chair</i>	

<b>School events, including trips</b>	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.			<i>No trips/events in the immediate future [October half term] Calendar is a regular item at SLT meetings</i>	GMK	
<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.			<i>A separate cost centre has been created and all COVID19 expenditure recorded</i>	SJT 1 June 2020	
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			<i>Procedure in place - all receipts, notifications to SJT (e.g. FSM vouchers).</i>	SJT 1 June 2020	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<i>Reviewed at every F&amp;P Governors Meeting under Budget to date</i>	SJT 1 June 2020	
	Insurance claims, including visits/trips booked previously.			<i>Finance team to remind staff to inform the team about possible refunds. All known claims have been resolved</i>	SJT 1 June 2020	
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> <li>● Cleaning</li> <li>● IT support</li> <li>● Catering</li> </ul>			<i>Meetings with cleaning and catering contractors have taken place during the summer break. Plans in place for a resumption of catering on both sites and enhanced cleaning</i>	Aug 2020 /SJT	



				<i>on both sites. IT support is internal.</i>		
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			<i>Finance team and SLT alert to any beneficial opportunities to reduce costs through working together with other schools/groups.</i>	<i>SJT 2020</i>	
<b>Before and after school clubs</b>	Approach in place for before/after school clubs implements the necessary protective measures.			<i>No before and after school clubs in the first two weeks of school in the first instance. Provision for breakfast club will be considered with caterers once new school procedures have been fully embedded.</i>	<i>GMK</i>	