

Establishment: KINGSBURY GREEN PRIMARY SCHOOL	Assessment by: Bin Sillars	Date:11/07/2020 Updated 03/08/2020 Updated 28/08/2020 Updated 01/09/2020 Updated 08/09/2020 Updated 14/10/2020 Updated 30/11/2020
Risk assessment number/ref: Risk Assessment for full return to school in September 2020	Headteacher Approval: Reena shah Chair of Governors Approval: Olivia Alison	Date:14/07/2020 Date:14/07/2020
	All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? <input checked="" type="checkbox"/>/N	

Preparing for the potential wider opening of our school to further pupils

The Secretary of State has announced the government’s plans for the full reopening of schools in September. This announcement comes as lock down is eased further in other parts of society and the rules around social distancing are reduced from 2 metres to 1 metre.

On 2nd July the DfE released to schools guidance on how this might be achieved. This information can be found in the link below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The school will ensure the contents of this Risk assessment will be shared with all staff. This Risk assessment will be reviewed when government guidance changes.

Government statements from guidance:

- ‘It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term’
- ‘Schools should undertake a coronavirus (COVID-19) risk assessment by considering the measures in this guidance to inform their decisions and control measures.’
- ‘If schools follow the guidance set out here, they can be confident they are managing risk effectively’

This risk assessment has been based on the 5 areas identified in the guidance:

1. Public health advice
2. School operations
3. Curriculum, behaviour and pastoral support
4. Assessment and accountability
5. Contingency planning to provide continuity of education in the case of a local outbreak

The following core principles are at the forefront of our thinking:

- To keep children safe and support well-being
- To keep staff safe and support well-being
- To keep the community safe and to play our part in reducing transmission of the virus
- To provide a good standard of education to children within the restriction presented by the current circumstances
- To provide a good support and learning opportunities for children if there is another lockdown
- Clear, transparent communication with parents and staff

RISK ASSESSMENT

School will follow DfE guidance by:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend our school
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
- PPE equipment not required unless working with children with medical/toileting needs – Kitchen staff and lunchtime staff will be expected to wear PPE to maintain hygiene.

School will ensure regular communication to staff and children to ensure understanding of protocols of FULL return to school

The School will operate “year group bubbles” of up to 90 children and 10 Adults

We will operate staggered start and finish times for each group in order to allow for distancing and access to and from school following a one-way system which the school has been operating since the wider return to school in June.

Year group bubbles	Start	Finish
Nursery	8:30am	11:30am
Reception, Year 2 and Year 5	8:40am	3:00pm
Year 1 and Year 3	8:50am	3:10pm
Year 4 and Year 6	9.00am	3:20pm

The school will enforce the following

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

	Risk not mitigated - unable to follow guidance or implement adequate controls
	Risk partially mitigated – some actions outstanding
	Risk mitigated – adequate controls in place and guidance followed

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
1. Public health advice			
	Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below		
SPREAD OF VIRUS Staff, pupils & household members test positive for COVID-19		EMBED COMMUNICATION	MET
Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<p>The school has communicated to Staff and Parents the importance of NOT coming into school if they display signs of Covid-19:</p> <p>a new, continuous cough a high temperature, a loss of, or change in, their normal sense of taste or smell (anosmia)</p> <ul style="list-style-type: none"> • 30/11/2020- Symptoms alert (Communicated to parents and staff) now includes: • a new continuous cough • a temperature • loss of smell or taste • head aches • extreme tiredness or fatigue • sore throat • nasal congestion • muscle or joint pain • skin rash <p>Parentmail communication reminding parents not to send children into school if they, or a member of their household, has COVID-like symptoms or a positive test. Any child sent home because of illness will be given a leaflet giving further instructions regarding Covid-19 symptoms and procedures to follow.</p>	<p>Ensure communication to parents/staff and all visitors is continuous Starting 21/07 and in reg intervals during holidays and prior to return 07/09 RS/BS/NH</p> <p>14.10- KHS and KGPS agreement to alert if siblings test positive OR if showing symptoms</p>	<p>MET</p> <p>MET</p>

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
	<ul style="list-style-type: none"> • Parents informed by parentmail communication and weekly newsletters about Covid-19 signs • Staff given instruction on what to do if they or someone in their household experiences symptoms; • Staff given instruction on what to do if a pupil shows symptoms at school; • Any staff / pupils displaying symptoms of coronavirus in school to be sent home; 14.10.2020 MC communicating to KHS if siblings identified • Parents/pupils and other potential visitors informed that they must not enter the school if they are displaying any symptoms • PHE and the latest Government guidance (28.08.2020) have confirmed that temperature checking is not required and can be an unreliable indicator of the virus. The school will NOT be temperature checking children or staff based on these guidelines. 		
Clean hands thoroughly more often than usual	<p>Clean hands thoroughly more often than usual The school has already ensured each classroom has hot water and gel dispensers and gel stations are placed at every entrance/exit I school. Outdoor sinks have been installed in KS2 and KS1</p> <p>Embed regular hygiene habits into School culture and Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach All classrooms have sinks with hot water, soap and paper towels – children will be directed to wash hands on arrival, after playtime breaks and any time as required. Gel dispensers in every room Lidded bins have been provided for tissues; these are double bagged and emptied regularly during the day;</p> <p>Posters communicating proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. Site staff to regularly clean the hand washing facilities. Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. Staff will ensure children use tissues when required-Tissues will be provided for classrooms. Staff to replenish as needed.</p>	Embed hygiene routines further on full return to school All staff 07/09	MET

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
<p>Transmission of Covid-19 through airborne particles due to singing, chanting, playing wind or brass instruments or shouting.</p>	<p>Timetables have been adjusted prior to opening to reflect changes. This is to be communicated to parents and staff</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Where staff need to move between classes and year groups, they should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p> <p>All lessons conducted in same classroom bubble- music and art rooms closed. PPA teachers will teach in each class maintaining distancing and delivering a revised curriculum to reflect this. In particular, they should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. 14.10.2020 PPA Teachers to wear shield for ALL classes</p> <p>The delivery of music lessons will be reviewed with wind instruments and singing lessons taken out of the autumn term – this will be reviewed after half term following any further guidance from the Government</p> <p>For some staff it will not be possible when working with many pupils who have complex needs or who need close contact intimate care. These pupils’ educational and care support will be provided as normal.</p> <p>EAL provision will be reviewed in September -14.10.2020 EAL teacher is working in Year Group bubbles and will continue in Autumn 2- to be reviewed Jan 2021</p> <p>Government advice indicates resources can be shared within “bubbles”</p> <p>All children will be allocated individual pencil cases with classroom equipment required for learning.</p> <p>All prior teaching practises can resume (marking books etc) Teachers to follow good hygiene after handling shared resources or books.</p> <p>Children take reading books home. Returned books will be quarantined for 48hours before re-distribution.</p> <p>Classroom resources can be shared within the class “bubble”</p> <p>Outdoor PE equipment distributed to each Year group “bubble” and clearly labelled for that group- no resources to be shared between year group “bubbles” unless equipment has been thoroughly cleaned or left out of reach for 72 hours. Equipment can then be rotated with different year group bubbles.</p> <p>Younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p>	<p>MUSIC: Review Oct half term 14.10.2020- Reviewed- no change to music offer as rate of infection is rising locally and nationally 30.11.20- no change after lockdown – review in jan 2020</p> <p>RS/AP to review EAL 08/09</p> <p>Complete allocation of resources AP 21/07</p> <p>JK has allocated PE equipment and</p>	<p>Met</p> <p>MET</p> <p>Met</p> <p>MET</p>

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
	 <p>Morning Drop off:</p> <p>Years 3, 4, 5, 6: Children to go straight into class – no lining up. Parents discouraged from arriving too early.</p> <p>Reception and Nursery classes to go straight into class.</p> <p>Year 1 and 2 classes with direct access to playground go straight into class</p> <p>Other Year 1 and 2 classes- children enter via KS1 entrance straight into class</p> <p>Children to wash hands on arrival.</p> <p>Afternoon Collection:</p> <p>Years 5,6- staggered collection times will allow socially distant allocation of allotted spaces in KS2 playground</p> <p>Years 3 and 4 on ground floor dismiss from classrooms</p> <p>KS1 classrooms opening out onto playground will dismiss children from classrooms.</p> <p>All other classes will be assigned socially distant spaces in playground for dismissal with lines to indicate lining up to parents</p> <p>Signs to communicate social distancing for parents.</p> <p>08.09.2020 Parents are now directed to wear face masks whilst on school site</p> <p>08.09.2020 School Streets to be implemented on 17/09/2020 which will close road outside the school during morning and afternoon drop-off and collection times</p> <p>Breaktimes and lunchtimes:</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time</p> <p>During wet breaks, children will remain in their classrooms.</p>	<p>Communication to parents about drop-off and collection procedures RS/BS 01/09</p>	<p>MET</p> <p>MET</p>

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	<p>All external agency work can continue from September with visits from EWO, NHS staff etc. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene. 14.10.2020- All visitors asked to complete COVID questionnaire on arrival and record kept</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors</p> <p>Visitors using Inentry signing system must use Hand gel prior to signing in. A record to be kept of all visitors. 14.10.2020- All visitors asked to complete COVID questionnaire on arrival and record kept</p> <p>Parents not allowed into the school building unless by prior arrangement</p>	<p>Hygiene signs in place in school reception area</p>	
<p>Where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>PPE can be worn for adults working with children who require intimate care Lunchtime assistants and catering staff will be required to wear PPE as these adults will be working across year group bubbles – ensuring they keep socially distant where possible 14.10.2020- Staff advised to wear shields at morning/afternoon drop off and collection SLT to wear shields. PPA teachers to wear shields. ALL Staff advised to wear shield if entering into a conversation with anyone outside of their bubbles.</p>	<p>PPE resources in place where required Ensure implementation in Sept BS/ED/JC</p>	<p>MET</p>
<p>Lack of parental engagement with Track and Trace Engage with the NHS Test and Trace process</p>	<p>Engaging with the NHS Test and Trace process</p> <ul style="list-style-type: none"> Parents/carers and staff have been informed that they MUST be ready and willing to book a test if they are displaying symptoms. All children and staff can be tested including children under 5 If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who have developed symptoms at school, if providing one will increase the likelihood of them getting tested.08.09.2020- Kits arrived in school <p>14.10.2020 Second delivery of TEST kits received at end of September</p> <p>14.10.2020- MC ensuring posters/communication in other languages are signposted to ensure message understood by all</p> <p>The school will request evidence of a negative test or other medical evidence before admitting children or staff after a period of self-isolation</p>	<p>Communication to parents to outline process and expectations RS/BS/NH 01/09</p>	<p>MET</p>

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<p>Outbreak of Covid-19 within school Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	<p>School Procedure for Suspected Covid-19 If a child/staff member is showing symptoms of Covid 19 they must be sent home immediately. If anyone in the school becomes unwell with any of the above signs, they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 (10 days if POSITIVE TEST) and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If they subsequently display covid-19 symptoms and test positive, then they must also self-isolate for 10 days starting from Day 1 of the positive test result.</p> <ul style="list-style-type: none"> • If a child develops symptoms, they must be taken to the Teaching Room 3 and parents contacted for urgent collection. SLT to supervise child. • In the case of a symptomatic pupil who needs to be supervised before being picked up: <ul style="list-style-type: none"> • If a distance of 2m can't be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection • Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up. • The door to be kept closed and windows left open • If child needs to go to the bathroom while waiting to be collected, they should use the Adult toilets opposite to this room. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else after the child has left. • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. • The school will inform the parent to have the child tested via the portal or by calling 111 if they don't have access to the internet. • The remaining pupils and staff members in the bubble don't need to self-isolate, they can stay in school 	<p>Staff briefing and training for September inset to ensure understanding RS/JMcD/BS 01/09</p>	<p>MET</p>

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	<ul style="list-style-type: none"> A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance. <p>If an adult becomes unwell, they must also be sent to Teaching Room 3; they must be assessed fit either to drive home, or be collected by family/friend or in exceptional cases, an ambulance to be called.</p> <p>Staff not expected to wear PPE unless when dealing with children in intimate care provision or if suspected Covid19</p> <p>A fluid-resistant surgical facemask will be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus;</p> <p>If contact is necessary, then gloves, an apron and a facemask will be worn;</p> <p>If a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection will also be worn</p> <p>A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a child becomes unwell with symptoms of coronavirus at school and requires personal care until they return home;</p> <p>School will ensure regular stocks of following is maintained:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Face shields</p> </div> <div style="text-align: center;">  <p>N95 masks</p> </div> <div style="text-align: center;">  <p>Masks</p> </div> <div style="text-align: center;">  <p>Medium Large</p> </div> <div style="text-align: center;">  <p>Aprons</p> </div> <div style="text-align: center;">  <p>Alcohol hand sanitiser 5L</p> </div> </div> <ul style="list-style-type: none"> If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed. <p>The school will request evidence of a negative test or other medical evidence before admitting children or staff after a period of self-isolation</p>	<p>AP ensure stocks of PPE are regularly topped up- ongoing</p>	<p>Met</p>
<p>Contain any outbreak by following local health protection team advice</p>	<p>In the event of an outbreak in school, a template letter provided by the LA will be sent to all affected. The school will work with the local health protection team and follow the Brent Outbreak plan.</p>	<p>Brent to send template letter for communication</p>	<p>Partly met</p>

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
	 <p>7d. Appendix D - Brent Outbreak Plan :</p> <p>The Headteacher will ensure whole school communication to ensure any fears within the school community are managed sympathetically.</p> <p>14.10.2020 Template letters have been drawn up for every eventuality. Process for positive case has been amended to reflect information required to act accordingly is received</p> <p>30.11.2020 School has 4 adult and 2 child confirmed cases of covid-19 within 2 week period. Class bubbles sent home to isolate. DofE template letters distributed</p>	<p>BS to confirm contact details for local health protection team and ensure clear process for procedures is understood</p>	
2. School Operations			
<p>Spread of Covid-19 during travel to and from school on dedicated transport</p> <p>Transport:</p> <ul style="list-style-type: none"> - Dedicated school transport considerations - Wider school transport considerations 	<p>TRANSPORT AND TRAVEL TO AND FROM SCHOOL</p> <p>Parents will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible</p> <p>14.10.2020- implementation of school streets has led to some improvement in traffic outside the school gates to help parents to maintain social distancing</p> <p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>All TCB children will stay in “bubbles” within the TCB unit for the Autumn term. To be reviewed if government guidelines change. 14.10.2020 This will continue for Autumn 2</p> <p>30.11.2020 TCB bubble to continue spring 1</p> <p>TCB children who come via school bus- buses to be stationed outside school- TCB staff collect and drop off children. Leanne to communicate arrangements to Brent and Barnet transport. In addition Brent and Harrow transport will be asked to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school 	<p>Parental communication to be sent before start of new term RS/BS/NH 01/09</p> <p>LCJ to communicate with Brent and Harrow transport and parents of TCB children 21/07 ACTIONED by LCJ 17/07</p>	<p style="text-align: center; background-color: #90EE90;">MET</p> <p style="text-align: center; background-color: #90EE90;">MET</p>

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
	<ul style="list-style-type: none"> • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles <p>Year 6 will not be allowed to go home alone during the Autumn term in the first instance 14.10.2020- Year 6 Home alone implemented. Yr 6 are escorted through premises as a group to ensure safe exit. Briefings with chn and parents has made expectations of behavior clear and home alone test has included covid related questions.</p> <p>Staff car park not accessible between 8.30-9.15am and 3.00-3.30pm</p>	<p>Letter sent to parents 15/07 JMCD to remind parents 01/09</p>	Met
<p>Attendance:</p> <ul style="list-style-type: none"> - communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year 	<p>School attendance will be compulsory from September- Normal attendance monitoring and reporting will resume</p> <p>School has already communicated compulsory attendance of all pupils via Parentmail. This will be re-inforced during the summer and prior to re-opening in September. Parents will be reminded that non-attendance of children will be reported to the EWO and persistent absenteeism will be subject to fines.</p>	<p>Parent communication to ensure understanding and expectations MC/Pastoral team to work with vulnerable families with history of poor attendance MC/RB/ED/CI</p>	MET
<ul style="list-style-type: none"> - Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. 	<p>The pastoral/welfare and SENDCO's have identified children who have been reluctant to return to school in the year groups during the return to school from lockdown. Teachers have identified families where contact has been minimal through phone calls home or morning registration by email. The pastoral team have conducted home visits where necessary to ensure safeguarding concerns may have arisen because of non-contact. The school will continue to work with these families leading up to the start of the term and prepare vulnerable families where required.</p>	<p>ED/CI/JM/DW/RS to ensure contact made prior to opening 01/09</p>	MET
	<p>Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable- if parents have concerns they will be invited to have discussion with Medical Officer or Pastoral Teams and individual risk assessment completed if necessary. Where any child is unable to attend school because of severe medical needs and medical evidence has been provided, the school will provide distance learning materials</p>	<p>Pastoral and Welfare teams to work with health professionals as required JM/ED/DW/CI</p>	MET

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	<p>14.10.2020- One child currently not attending due to medical condition- School has obtained government laptop for child to receive remote education. Weekly catch-up and wellbeing call from SENCO. Systematic provision of remote education linked to school curriculum provided through Oak National Academy materials signposted on school website</p> <p>30.11.2020 School obtained 8 laptops (full allocation) at start of first bubble self-isolation. Laptops distributed to identified children/families</p>		
School Workforce:	<p>Individuals who were considered clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1st August as long as they maintain social distancing. School has identified staff who fall into this category and will ensure that a further individual risk assessment is carried out prior to their return to work in September</p> <p>Staff who have previously been shielding clinically vulnerable family members will be expected to return to work as per their contracted hours. The school will work with individuals to ensure they feel safe on return to school</p> <p>The school will follow guidance and make adjustments to staff working patterns where applicable</p> <p>30.11.2020 -3 members of staff in this category were shielding during 2nd lockdown. One returning staff member working in EYFS has had role changed for remaining weeks of this term and Spring1 to limit her exposure to adults and children.</p> <p>All 3 will be re-assessed with Individual RA's on their return</p>	<p>IRA to be carried out for staff who were previously shielding prior to sept start BS 01/09</p> <p>14.10.2020 All IRA's completed. BS has continued reviewing IRA's with vulnerable staff on monthly basis</p>	MET
Supporting staff:	<p>Staff survey carried out in July 2020 indicated that majority of staff were very satisfied with school arrangements for workload and wellbeing during the lockdown</p> <p>The school will provide advice and signpost helplines for staff</p> <p>The RA will be shared with all staff prior to wider return in September.</p> <p>The headteacher has meetings planned before the end of term will all groups of staff to talk through the RA and address any concerns.</p>	<p>Address any concerns voiced by staff after planned meetings RS/BS 21/07</p>	MET
Staff deployment:	<p>Plans will be met to address any issues after the outcome of meetings with staff and any alterations required to working patterns from IRA.</p> <p>Consideration will be made to those staff with medical evidence and staff who fall in the BAME category.</p> <p>14.10.2020 All IRA's completed. BS has continued reviewing IRA's with vulnerable staff on monthly basis. No changes to working patterns made. One at risk TA is working in TCB to</p>	<p>IRA to be conducted and medical evidence to be obtained BS 01/09</p>	MET

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	<p>reduce risk. OH referrals have been made to ensure school is able to keep vulnerable adults safe where required.</p> <p>30.11.2020 Following review of staffing cover during this period, SENCO's and Senior leaders directed to ensure adults are not crossing "bubbles" to limit future requirement for self-isolation in case of confirmed covid-19 cases.</p>		
<p>Deploying support staff and accommodating visiting specialists</p>	<p>SENDCO's have made necessary arrangements for the deployment of TA's for EHCP children. IRA's conducted where required.</p> <p>The children within the TCB unit will work within their unit bubble.</p> <p>Where specialist staff/visitors (eg NHS personnel) are required to come into school, the school will ensure these personnel are made aware of hygiene guidelines and will be directed to maintain social distancing as far as is possible.</p> <p>School staff who arrange external visitors must ensure they communicate to office prior to visits</p> <p>The school will ensure that all safeguarding routines will continue and only personnel with appropriate checks will be allowed to engage in regulated activity.</p>	<p>Final appointments of TA's to be finalised JM/DW 01/09</p>	<p>MET</p>
<p>Recruitment</p> <ul style="list-style-type: none"> - Recruitment should continue as usual 	<p>The school has continued with recruitment for the autumn term and all teaching positions have been filled ready for the September start</p>	<p>In place</p>	<p>Fully Met</p>
<p>Supply teachers and other temporary or peripatetic teachers</p>	<p>The school does not currently require agency teaching staff.</p> <p>If staff sickness cannot be managed internally, the school will deploy agency staff.</p> <p>Arrangements have been made with peripatetic music teachers to ensure safe delivery of music lessons from September. Brent Music to send RA to ensure understanding with school arrangements</p>	<p>In place</p> <p>Finalise BMS arrangements- MW 01/09</p>	<p>MET</p>
<p>Other support</p> <ul style="list-style-type: none"> - Volunteers may be used to support the work of the school, as would usually be the case 	<p>The school has paused the deployment of school volunteers for the autumn term.</p> <p>This will reviewed at the start of the spring term</p>	<p>To be reviewed in spring term</p>	<p>Fully Met</p>
<p>Safeguarding</p>	<p>The school has revised the safeguarding policy to reflect changes during lockdown.</p> <p>The headteacher as DSL will ensure that the policy will be amended to reflect the wider return of children and any requirements to changes in KCSIE.</p>	<p>Safeguarding policy to be updated and</p>	<p>MET</p>

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
	<p>In addition:</p> <ul style="list-style-type: none"> • The school recognises pupils suffering from anxiety may need to have reduced time in school to support their emotional needs. • Teaching staff will be allocated adequate time within the first two weeks of return to schooling to allow pupils to talk about their emotional needs, without being pressured into workload. • Teaching staff will be provided with skills and resources to understand emotional needs in order to respond to pupil's problems with re-adjusting to school life. • Pastoral team to work with families <p>The school will support staff and children in the first few weeks of term. Pastoral staff will provide additional support to families where required.</p> <p>The school councillor will also be available for additional 1:1 support for any children or staff who require this.</p>	<p>communicated to all staff on Inset day RS 21/07 and 01/09</p>	
Catering	<p>The school will ensure hot meal provision in place for September. Arrangements for lunch sittings will ensure that there will be no "cross-contamination" of year group bubbles. Children who bring packed lunch will remain in classrooms so that traffic in school corridors is limited. The school will enlist external Playleaders in the supervision of outdoor play. Staff who supervise lunchtime in the dining hall to wear PPE at all times. Lunchtime rotas include time to clean down surfaces between sittings Caterlink to ensure RA in place for kitchen staff and meal preparation 14.10.2020 Hot lunch provision was temporarily halted in sept. School will now provide hot lunches after half term. KS1 will eat in dining hall. KS2 will have hot lunches delivered to eat in classrooms. This will ensure "bubbles" do not mix during the lunch hour</p>	<p>School lunch rotas and timing to be finalised Caterlink to provide RA In place by 02/09</p>	MET
<p>Reduced premises inspections, tests, servicing and maintenance Estates</p> <p>Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic</p>	<p><u>Checks to the premises</u> will be done to make sure the school complies with health and safety standards before opening in September. All outstanding checks have been booked in for the summer holidays</p> <p>The site team will ensure water checks/system flushes are carried out prior to the wider opening of the school.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. New emergency evacuation procedures will be communicated on September staff training days. All rooms will have updated emergency evacuation notices.</p> <p>The school will ensure that a fire emergency evacuation drill is carried out as soon as is possible at the start of the new term.</p>	<p>Emergency Evac to be reviewed. Ensure changes communicated to staff BS 01/09 Signage in classrooms to be updated BS 01/08 Date in diary for fire drills BS 01/09</p>	MET

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>The SBM will provide new instructions to try to maintain 2m separation at assembly areas (where space permits). Teachers will ensure children understand new procedures prior to drill</p> <p>14.10.2020 Fire drill successfully carried out – minor adjustments made where classes in danger of mixing outside “bubbles”</p> <p>SENCO’s will review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.</p> <p>Areas in use will be well ventilated, staff directed to keep windows open as much as possible. Doors will be propped open, where fire safety and safeguarding is not compromised</p> <p>The use of the lift will be avoided unless essential.</p> <p>Lidded bins have been provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>	<p>JM/DW to review PEEPS by 01/09 and prior to first fire drill in September</p>	<p>MET</p>
<p>Educational visits</p>	<p>The school has made decision to pause educational visits for the first half of the autumn term. This decision will be reviewed after October half term</p> <p>14.10.2020- Reviewed Oct- Visits continued to be paused for Autumn 2 as rate of infection in wider community is increasing. To be reviewed in January 2021</p>	<p>Review in October half term</p>	<p>MET</p>
<p>School uniform</p>	<p>School has communicated to parents that children will be expected to wear full school uniform and PE kits will be required to be worn for PE provision.</p> <p>Initial communication has been sent to parents via Parentmail and this message will be re-inforced during summer communications and prior to September opening.</p> <p>Arrangements have been made with the school’s external uniform providers to resume deliveries from late August.</p> <p>Communication to parents about uniform collection arrangements to be made at end of term and on school website</p>	<p>Send parentmail information and ensure website information about collection is updated BS/NH 21/07 and 01/09</p>	<p>MET</p>
<p>Extra-curricular provision Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</p>	<p>School will provide breakfast club and after school club provision from September. Where children are from different ages/year group bubbles, groups will be formed to ensure social distancing measures are in place. If there is additional demand, school will endeavour to accommodate parents where possible.</p>	<p>Arrangements for wrap around care to be finalised after parents confirm requirements In place by 02/09</p>	<p>MET</p>

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
	Enrichment clubs will be halted for the first half of the autumn term and reviewed after the half term break 14.10.2020 Enrichment clubs may be offered in autumn 2 for “Bubble” groups tbc 30.11.2020- Enrichment club provision now to be reviewed in Jan 2021	ED/BS	
3. Curriculum, behaviour and pastoral support			
<p>The key principles that underpin advice on curriculum planning are:</p> <ul style="list-style-type: none"> • education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. • the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment. • remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed. 			
	<p>ASSESSMENT AND ACCOUNTABILITY</p> <p>Staggered start and finish times are planned for September however, the school has ensured that all children will receive the statutory hours of provision.</p> <p>Changes have been made to PE, ART and MUSIC to allow for guidance on shared resources and social distancing.</p> <p>Woodwind instrument tuition will be suspended for the autumn term following government guidance.</p> <p>Swimming lessons will not be delivered in the first half of the autumn term. This will be reviewed at October half term 14.10.2020- reviewed. Swimming will not resume in Autumn2. To be reviewed in January 2021</p> <p>The ICT room can be used to deliver the IT curriculum – plans are in place to ensure thorough cleaning between year group bubbles.</p> <p>The school aims to deliver a high quality broad and ambitious curriculum and also make use of existing flexibilities to create time to cover the most important missed content.</p> <p>Teachers will identify gaps and re-establish good progress in essentials: (Phonics/reading/increasing vocabulary, writing and Maths)</p> <p>All other curriculum subjects will be delivered as required ensuring a broad and full curriculum will be accessed by all pupils even in event of a local lockdown</p>	Assessment of requirements on return of children will determine further plans	MET
Catch-up support	The catch-up funding will be used to deliver further resources where required. A further action plan will be implemented once confirmation of funds received	Further development and follow-up required	Partly met

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
	Senior staff will consider guidance from Education Endowment Foundation: guidance on effective interventions to support schools		
Pupil wellbeing and support			
	The school pastoral team has identified families that will require further support. Plans will be made to provide children the tools to re-establish friendship groups and social engagement. Strategies will be implemented to support children with support to improve their physical and mental wellbeing. Training provided to staff to support this.	Further development and follow-up required	Partly Met
Behaviour expectations -	The school has already updated the school behaviour policy and ensure it follows government checklist guidance. This has been communicated to children who have already attended school will be communicated to children returning in September. Staff will receive training on the behaviour policy and managing relationships in the september inset days  Checklist_for_school_leaders_on_behaviour	Training for staff in inset day	MET
4. Assessment and accountability			
Primary assessment Statutory primary assessments will take place in summer 2021. The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables. This includes: <ul style="list-style-type: none"> • the phonics screening check • key stage 1 tests and teacher assessment • the Year 4 multiplication tables check • key stage 2 tests and teacher assessment • statutory trialling Performance tables are suspended for the 2019 to 2020 academic year, and no school or college will be judged on data based on exams and assessments from 2020			
5. Contingency planning to provide continuity of education in the case of a local outbreak			
Contingency plans for outbreaks Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education			

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
	<p>The school intends to develop remote education so that it is integrated into school curriculum planning. We will build our capacity to educate our children remotely.</p> <p>School has introduced Microsoft Teams to Year 1, 4, 5 and 6 to provide an online platform for home learning during current lockdown.</p> <p>SLT will ensure all other year groups put into place by September</p> <p>Pastoral staff will ensure Provision of home learning packs for families with limited IT access.</p> <p>Weekly online home learning timetables already established will resume</p> <p>Morning registration routines will resume and Year group emails will be re-activated for communication</p> <p>30.11.2020 2020 School has successfully provided remote education to bubbles/year group self-isolating. Laptops provided to those families unable to access through lack of a device.</p>	<p>Establish Teams in remaining Year groups</p>	<p>MET</p>