

School Risk Assessment Checklist

To be used to inform a school based risk assessment

Schools may wish to consider the following issues and suggest as a result any support which may be helpful from the LA.

- Red:** *High risk* (significant impact on the school's ability to function safely/make required or appropriate provision)
Amber: *Medium risk* (some challenges but able to sufficiently reduce risks to safely/take action)
Green: *Low risk* (Systems/processes are in place or can readily be implemented to significantly reduce any risk)

Scenario planning:

This document should be used in conjunction with DfE guidance (Links below). It is a requirement of return that schools complete a suitable risk assessment.

Action for education and child care settings

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Guidance for schools

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Please note:

- *Schools should open where they can adhere to the published guidance, have agreed this with governors and have notified the appropriate body (Trust, LA, Diocese etc).*
- *Staff should ensure they follow guidance in relation to staff who are shielding*
- *Transition will need to be prioritised to support children moving between phases.*
- *Where there are insufficient staff to meet health and safety requirements, schools will be supported with decisions over closure if all options have been considered and exhausted.*

Prior to opening

Staff considerations

Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Staff who are clinically extremely vulnerable have been advised to rigorously follow shielding measures and to stay at home.	G	Extremely vulnerable members of staff have been advised to follow shielding measures and to stay at home. Copies of letters from NHS have been placed on file.	HT will communicate with every member of staff individually either face to face or remotely to advise them to continue to follow shielding measures.	N/A
Staff who are clinically vulnerable are supported to work at home where possible and where this is not possible are offered the safest possible on-site roles, 2 metres apart from other people.	G	Staff who are clinically vulnerable are not currently included on the staff rota. They are supported through Social Media Groups. They will be completing all planning and maintaining the work available for children at home.	Once open, the school will endeavour to keep clinically vulnerable staff at home; however, if they do have to attend they will not be involved in the supervision of children and will be working 2 metres from their colleagues	
Risk assessments will be carefully completed for any clinically vulnerable staff who choose to take on roles that don't allow for safe distancing. Whether this risk is acceptable has been discussed with them.	G	HT will complete a risk assessment with clinically vulnerable staff who choose to take on roles. Records will be kept of conversations.	SLT will continue to carry out risk assessments for staff who take on roles which do not allow for safe distancing and to advise staff of the risks.	
Staff living with a clinically extremely vulnerable person have been advised to only attend the setting if stringent social distancing can be adhered to.	G	Staff living with a clinically extremely vulnerable person have not been included on the staffing rota and are working from home.	Staff living with a clinically extremely vulnerable person will be advised to only attend the school setting if stringent social distancing can be adhered to	
Determined staffing thresholds for opening/ remaining open have been agreed with governors: enabling small pupil groups (15 max.); maintaining consistent staff with each group in EYs and primary; adhering to Early Years staffing ratios.	A	A meeting with Governors has taken place on 19.5.20 when the plan to re-open was discussed and agreed.	A further FGB meeting will take place on 16.6.20 to review procedures in place.	
Staff absence procedures include: a member of staff should not attend work if they or someone living in the same household has any Coronavirus symptoms.	G	Current process in place. Form to be completed for Self Isolation.	Current Process to be continued. Form to be completed for Self Isolation	
The school is able to draw on appropriately qualified staff in nearby schools should a key person be absent. E.g. SENCo, DSL,	G	Adequate numbers of qualified staff available currently	Will be reviewed once we open, however minimal risk	

Finance Manager				
The school has sufficient staff with a paediatric first aid certificate to attend the setting.	G	Currently there are a minimum of 4 members of staff who have either Paediatric FA or Emergency FA training that will be on site daily	N/A	
Contingency plans are in place should a member of staff be taken ill e.g. staff cover.	G	Two members of staff are in place for each group of children (15 max) enabling cover if one goes sick. SLT will be on site at all times providing additional cover if required	Staffing levels to be monitored and a contingency plan is in place if staff numbers do not meet required levels	
The school has assessed the impact of the crisis on individual staff and can support them signpost them to support e.g bereavement, anxiety.	G	This is constantly reviewed by SLT. Where necessary staff will be signposted to services.	Staff will continue to be signposted to support, both within and outside of the organisation	
The school has the processes and means to support staff well-being and manage anxieties on reopening.	A	Staff needs have been accommodated within the current staffing structure and are reviewed weekly so that well-being of staff is a priority	SLT will communicate reopening plans with staff to assess their views and feelings so that the planned structure can maximise well being and minimise anxieties	
Consideration given as to when the school will allow external visitors and who will be permitted in the early stages.	A	Currently external visitors are managed by front reception and existing screening structures are used appropriately	Clear communication to parents and external visitors on who will be permitted on site. Reception and site team to be briefed on this. There is a screen in Reception protecting office staff.	
Pupil/ Parent Considerations				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
The school is aware of those children who are clinically extremely vulnerable. They are not expected to return to school and can be supported to learn at home.	G	Children have been identified and are being supported by the safeguard team and class teacher	Children are currently being identified by the SENDCo and Safeguard team prior to opening	
The school has communicated with parents of shielded and clinically vulnerable children to continue to follow medical advice re: the vulnerable child or their siblings attending school.	G	Communication has been made with parents of shielded and clinically vulnerable children so that they follow medical advice.	Communication with parents will be made in accordance with advice from the government regarding the future shielding of clinically vulnerable children	
Awareness of the impact of the crisis on individual children / families.	G	The class teachers and SLT have had a system of regular	The Safeguarding team/SLT and SENDCo will continue to monitor	

		communication with parents and families	the impact and inform the community of where they can seek help.	
An updated list of key worker families/ vulnerable children who will still need a school place.	G	The Safeguarding team/SLT have a current list and this is made available to staff 'supervising' children	The Safeguarding team/SLT will keep an updated list and this is made available to staff 'supervising' these children	
The school has communicated with parents re: supporting their child's readiness to return to school.	A	Regular updates to parents/carers have been sent via phone calls, email, Microsoft Teams and School Comms. Telephone contact with vulnerable children has been happening	Letter to be sent out to parents so that the school can better understand the needs and wants of the community as we approach reopening. Information from the government will be shared so that parents are informed of their options	
The reintegration of children with EHCPs has been thought through and planned for individuals.	A	SENDCo has been liaising with MKC Inclusion and SEND team regarding support for children. SLT & SENDCo are monitoring this regularly and discuss the needs of these children SENDCo has been in regular contact with parents/ carers of SEN/D children	SLT & SENDCo will continue to meet face to face and via Social Media groups to discuss the current needs of this group of children	
PPE needs have been assessed according to the guidance, plans made and stocks ordered where this is required.	A	The school has created visors for staff to wear in line with DfE guidance. Stocks of gloves and aprons have been delivered.	Visors or other PPE will be worn when administering first ai, if children are showing symptoms of Coronavirus and/ or if staff request to use one.	
Children have been organised into small, consistent groups, 15max, with 1 teacher and a TA (working under a teacher's direction) and will be kept separated from others. These include children of critical workers or vulnerable children	R	Pupil numbers have not exceeded 15 in a group	Group sizes for reopening are being considered in the coming weeks but the school will adhere to the recommended maximum 15 as advised by the government	
Plans are in place for groups to return, if necessary prioritising places for priority groups as per Government Guidance.	A	There is a current plan in place which follows government guidelines and accommodates the	This plan is under constant review	

		needs of the priority groups in the community		
Arrangements have been made for children in prioritised groups who need continued shielding.	G	Online learning and regular communication is in place for shielding children.	This plan is under constant review in line with the needs of the pupil/s DfE guidance	
Provision for early years children has been planned so that small groups are kept together and mixing in larger groups is avoided.	A	Arrangements have been made to ensure groups do not exceed 15.	This plan will be under constant review	
Drop off/ pick up protocols, minimising adult contact, have been written, including: drop off/ pick up procedure and times; distancing measures; gathering at gates and doors is not allowed; attending the site by pre-arranged appointment only.	A	Drop-off will take place outside the school gates as 'kiss and drop' with SLT supervising. No adults will enter the site. Clear guidance has been sent to all parents/ carers Distancing signs will be displayed throughout the school site. Staggered pick up procedure is in place	Protocol has been clearly communicated to parents	
Decisions have been made about allowing lettings, wrap around and holiday clubs	G	None of these will take place for the present		

Physical/ Environmental/ Logistical Considerations (some overlap with Health and Safety)

Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Safe entrances/ exits for staff and children are determined e.g. staggered times/ one or multiple entrance or exit points.	A	Arrangements are in place for children currently attending. A new plan for the use of additional entrances on reopening is in place	Plan has been communicated to all staff and parents	
Entry and exit arrangements have been communicated and will be supervised.	A	Current attending Keyworker parents and those of vulnerable children understand the current arrangements	New plan to be put in place as from date of phased reopening.	
The maximum number of children to be physically in the building at any time has been determined, to enable social distancing.	R	This has been determined for the current provision and enables social distancing	The rooms to be used have been identified.	
Rooms designated for use have been	R	Rooms have been designated for	Dependent on pupil numbers, the	

determined, will be used consistently by the same group.		the current provision	expanded number of rooms has been determined so that consistency of use and cleaning is appropriate	
All unnecessary furniture/ items have been removed from those rooms to be used and stored elsewhere if possible.	A	In place for the current provision	The furniture/equipment in these rooms is currently under review, all unnecessary furniture which poses a risk to cleaning will be removed	
Furniture is appropriately set-up and named to enable children to be socially distanced as much as possible and to be 2 meters apart	R	The current provision allows for social distancing	This will be reviewed when required.	
Arrangements are in place to reduce movement around the building.	R	There is a one way system in place	Movement between areas is to be restricted.	
Further alterations made to timetables that minimise mixing and contact e.g. assembly arrangements, breaktimes.	A	Timetables currently minimise mixing Break times are staggered	Timetables will be developed which reflect minimal mixing and contact	
Reduced capacity is stipulated for shared spaces (including the staff room). Groups will not mix in these areas and adequate cleaning in between groups' using them is ensured.	A	At the moment the staff room is used in line with social distancing. It is cleaned regularly.	On reopening, strict numbers in the staff room at any one time will be adhered to. A review of adequate cleaning is to take place	
Arrangements are in place help limit the number of children using the toilets at any one time.	R	Only one pupil is currently allowed in the toilets	Toilets will be allocated to each class where possible. Restrictions will be put in place ensuring only one or two children use them at any one time. This will also be restricted by class.	
Resources designated for use have been determined, will be consistently by a group, with appropriate cleaning at the end of the day	A	Most resources are online resources currently with any physical resources cleaned at the end of each day	Resources used will be either washed by the teaching staff in their classrooms or by the cleaning teams	
All soft furnishings, soft toys and toys or equipment that cannot be easily cleaned have been removed.	G	Equipment of this nature is not currently used	Soft furnishings etc will be removed.	
Shared resources taken home and the exchange of these between children will be limited/ removed. E.g. reading books, library books.	G	Resources are not currently taken out of school except the students' own	Shared resources will no longer be taken home. Reading/library books will not be allocated for the time being.	

Outdoor spaces will be maximised, as recommended. These areas have been risk-assessed and planned to enable groups to be separated and safe practices adhered to.	G	Good use of outdoor space is currently being made	The school will maximise the use of outdoor spaces wherever possible. These will be risk assessed	
The use of outdoor equipment will be allocated to a group and not used by any other group. Equipment will be cleaned at the end of the day. Trim trails etc.. will not be used. EY climbing equipment will be cleaned after each group had accessed it.	A	Minimal outdoor equipment is currently being used	The use of outdoor equipment will be kept to a minimal. Where it is used, it will be cleaned afterwards	
Dining arrangements ensure children remain in their groups, groups are separated and appropriate hygiene arrangements e.g. staggered timings/ hand cleaning/ cleaning between sittings etc.	A	Dining arrangements currently allow for distancing and cleaning, with children eating outside where possible	On reopening, EY children will eat in their classrooms or outside away from other groups and ensuring social distancing. KS 1 and 2 will have a staggered lunch time and eat in the hall adhering to social distancing or outside. Where classrooms are used, tables will be cleaned before and after lunch. The kitchen will provide pack ups for children requiring them.	
Transport				
The school is encouraging walking/ cycling.	G	Children are currently walking to school or transported by parents	We will be encouraging children to walk or cycle school wherever possible. Given the rural location some children will need to be dropped by parents or reliant on public transport	
The providers' arrangements have been checked re; cleaning arrangements and the expectations not to attend work if the member of staff or anyone in their household is exhibiting Coronavirus	A	The children in our current provision are not using public transport	The public transport currently used by our children is not arranged by the School	

symptoms.				
Cleaning and hygiene				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
There are sufficient hand cleaning stations around the site and sufficient stocks of soap/ hand sanitiser.	G	There are adequate cleaning stations currently within the restricted area used for supervision and admin area	A restricted number of spaces will be identified for use which will facilitate sufficient hand cleaning stations	
There are sufficient staff available, ensuring cleaning between sessions/ change overs of pupil groups/ deep cleans as required.	G	Both teaching staff and the cleaning staff will carry out cleaning tasks.	There will be adequate staff within the restricted areas used for supervision and admin to ensure effective cleaning of resources, equipment and the environment	
Additional cleaning requirements have been assessed and additional hours allocated accordingly.	G	There are adequate cleaning staff currently within the restricted area used for supervision and admin	Capacity required will be reviewed regularly	
Cleaning protocols and expectations are revised (e.g. revised frequency and to include frequently touched surfaces, furniture, equipment and resources).	G	There are adequate cleaning protocols currently within the restricted area used for supervision and admin	Protocols will be reviewed once the areas are identified and numbers are known	
Avoid the use of cloths for washing or drying e.g. use paper towels.	G	Currently paper towels and disposable cloths are used	There will be continued use of paper towels and disposable cloths	
Stocks of cleaning and hygiene materials and PPE (where required) have been ordered and delivered prior to opening (including additional stocks of tissues and paper towels if needed).	G	Orders have been placed and delivered	Monitoring of stocks will be ongoing ensuring orders are placed and deliveries arrive in good time	
Relevant staff know procedures for re-ordering and the thresholds for re-ordering.	G	The Cleaning Supervisor and Finance Manager have identified the thresholds or re-ordering stocks of hygiene materials	This will be regularly reviewed	
Cleaning Supervisor and Finance Manager is responsible for monitoring and reporting stock levels of cleaning and hygiene materials.	G	The Cleaning Supervisor and Finance Manager have responsibility for monitoring and reporting stock levels of cleaning and hygiene materials	Both will continue to monitor stocks on reopening, ensuring deliveries are timely	
Health and Safety Considerations (Some overlap with physical/ environmental/ logistical considerations)				

Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Relevant changes have been made to usual safety procedures and risk assessments and communicated to all staff e.g. evacuation procedures, named people within policies.	G	There is no need to implement new fire evacuation procedure for the reopening of school. Staff and children will be able to vacate the building ensuring social distancing is maintained	Remind staff of usual evacuation procedures	
There are written procedures (including named responsible people), should a case of COVID19 be suspected or confirmed.	G	Currently there is a process of reporting any suspected COVID 19 cases to SLT, this would be documented	The process of reporting any suspected COVID 19 cases to SLT and completion of necessary forms will continue to be reviewed if needed	
Plans detail when a school might need to be closed/ can remain open in part e.g. if a deep clean is needed.	G	Plans are in line with DfE guidance	This will be reviewed as required	
PPE needs have been assessed in line with the guidance, any required PPE obtained and there is a plan for maintaining this.	A	PPE will be used in line with DfE guidance	This will be reviewed in line with guidance	
Health & Safety compliance checks have been undertaken.	A	A recent H&S has been completed by the H&S Governor. This risk assessment forms any part of new compliance checks	H&S will be under constant review once the school reopens	
Usual planned maintenance and H&S checks have been prioritised and scheduled accordingly e.g. PAT tests, boiler servicing.	G	All checks are up to date	Site Manager to ensure that all upcoming checks are booked in to align with normal timescales	
Communications				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Communicate to staff re; plans and this risk assessment e.g. keeping groups within the one room as far as possible, not mixing groups, cleaning protocols, limiting numbers of children using toilets at one time, use of resources/ equipment etc.	G	The current protocols for supervision in school has been communicated to every member of staff and has been adhered to	Protocols for supervision in school will be communicated to every member of staff and monitored by SLT for compliance and to ensure expected standards are met	
Remind staff, parents and children of the hand cleaning advice and to clean hands frequently throughout the day.	G	Staff and children currently in the school are aware of and adhere to hand washing advice	Put up notices and published materials around the school to remind staff and children of the need to clean hands regularly. This	

			is to be supported by verbal reminders	
The risk assessment, plans and protocols have been discussed with staff and any training needs identified.	G	The current protocols have been shared and agreed	Once complete, this risk assessment, plans and new protocols will be shared with staff. Training needs will be identified	
Ensure all staff are aware of the guidance and the school's procedures re; 'What Happens if Someone Becomes Unwell at an Education or Childcare Setting'?	G	Documentation to be circulated to all staff	Documentation to be circulated to all staff	
The school has instructed parents not to enter the setting, or to send their child into the setting, if they or a member of their household is displaying Coronavirus symptoms.	A	Parents of children currently attending are aware to collect children from the front entrance, maintaining a safe distance. Parents know not to send children to school if they or family members are displaying symptoms	This message will be communicated to all parents	
Protocols for attending the site, drop off, pick up and not gathering at gates or doors have been communicated to staff and parents.	A	Current protocols for attending the site have been shared with parents of children in current supervision	New protocols have been communicated to parents	
Communications to staff and to parents about procedures should they, or a member of their household, have Coronavirus symptoms.	A	This message has been communicated to parents & Staff	New protocols to be communicated with parents and staff	
Parents and staff made aware of the best way to communicate with teachers/ staff.	A	Currently parents of children at home are communicating via email, Google classroom or phone Parents of children in school are communicating via email or at drop off/collection	New protocols to be communicated with parents and staff <ul style="list-style-type: none"> - Phone, email or at least 2m distance away from school gate for those children in school - Phone, email or Google Classroom for those children at home 	
Communications with parents of vulnerable children needing PPE about the arrangements in place.		Parents/ carers of SEN/D children who may, due to their additional needs, require staff to wear PPE, have been informed.	SENDCo has spoken to identified parents/ carers	

When open

Staff considerations				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Arrangements for those staff in the extremely vulnerable group and unable to attend work.	G	HT has communicated with every member of staff in the vulnerable group and made them aware that we will follow the advice of the government about their attendance at work	A staffing Structure has been developed which take into account vulnerable staff, so that supervision in school is staffed safely	
Clear and regular communication links with those staff shielding/ not attending the setting.	G	Teaching staff have access to online areas for sharing and communicating work. Colleagues are supported through social networking groups	Staff will continue to work with access to online areas for sharing and communicating work. Colleagues to be supported through social networking groups	
Maintaining sufficient staff to deploy in the school, enabling social distancing for staff and children.	R	Teams of 2 (Teacher & TA) have been planned to work with specific year groups. Staff to remain with designated year groups with minimal contact with others during the school day. Social distancing is to be adhered to at all times	Once numbers are confirmed, SLT will further designate staff to ensure keyworker/vulnerable children are placed in groups accordingly Staffing structure to be carefully monitored	
Ensure the same teacher/ other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.	R	Staff teams planned to remain with designated year groups with minimal contact with others during the school day.	SLT to monitor effectiveness of staff working arrangements. TA to provide some release time for full time teachers where possible	
Staff have been informed about H&S guidance and updates to policy e.g. arrangements to manage first aid or if you/ another adult/ a child becomes ill.	A	Policies updated with Annex to reflect current guidance; - Child Protection policy updated - First Aid arrangements updated - Staff COVID19 behaviour principles	Updated policies to be circulated to staff and Governors	
Staff are aware of PPE guidance and any need for PPE.	A	Staff aware of current guidance	Any up dated DfE PPE guidance to be shared with staff	
Staff workload, providing for children learning in school and at home has been	R	Staff are sharing responsibilities for setting pupil work and providing	Discuss timetables with staff and expectations for online learning	

taken into account.		feedback to children.	and learning for children in school. Ensure teachers are provided some PPA time where required	
Staff are aware of, and supported in the use of, the bereavement policy/ support available and how to access this for themselves, children or families.	G	Staff will continue to access services and support available for themselves, children and families should it be required	Staff will continue to access services and support available for themselves, children and families should it be required	
Recruitment processes have been determined, continuing to enable safer recruitment.	G	Currently there is no recruitment required	Any recruitment will observe social distancing and safer recruitment practices.	
Staff induction processes are updated re; new policy/ procedures alongside required checks.	G	Staff induction has been considered. New protocols will be circulated so that staff can familiarise themselves with them prior to the start of the new academic year	Transition plans need to be agreed in order that staff can familiarise themselves with children needs and prepare for the next academic year. Member of staff responsible for Induction has been informed.	
Extend or revisit any staff contracts or processes impacted by the current situation, communicating any changes to staff e.g. timescales.	G	Staff contracts are already under review by SLT/Finance Manager and where necessary adjustments will be made e.g. if linked to SEND funding	Any changes to contracts will be made following advice from HR	
Children				
Assessment Area	RAG	Action taken	Action to be taken	LA support / project needed?
Children know where the hand cleaning stations are and to use them frequently.	A	Stocks have been delivered	Hand cleaning stations to be set up in each classroom with clear signs/instructions to ensure social distancing. Staff to ensure children access cleaning stations/handwashing facilities regularly and at specific points in the day	
Where possible keep children 2m apart. Brief transitory contact is low risk e.g. passing in corridors.	R	Pupil numbers being gathered in order that plans can be made. One-way system discussed SLT have devised provisional class timetables to restrict contact	Finalise timetables and share with staff. Ensure signage around school is clear. Ensure all children in school understand rules and the purpose of them	

Ensure that children are in the same small groups at all times each day and that groups are not mixed during the day, or on subsequent days.	R	Pupil numbers being gathered. SLT devising staff teams & timetables	Final pupil registers for each group have been collated. Rooms have been allocated for their use	
Children know they must stay in the same groups and not mix beyond their own group.	R	Pupil numbers being gathered. SLT devising staff teams & timetables	Communicate with parents/ carers requirements for children to stay in their group in order that the children can be prepared. Reinforce this in school every day.	
Groups of children are based in the same classroom each day and this is cleaned thoroughly before and after any other groups use it.	A	SLT have devised plans for rooms to be used along with cleaning schedule	Ensure all staff are aware of rooms allocated to each group and follow agreed regular cleaning schedule and protocol	
As far as possible, children sit in the same place, at the same tables/ desks.	A	SLT have discussed allocation of rooms and arrangement of furniture and resources Each child has a name card and dedicated seat in the classroom.	Desks to be labelled with children names	
Children know the protocols for using toilet areas.	R	SLT have discussed plans for children use of toilets	All staff and children to be made aware of protocols; Maximum of 2 children from the same group of children using toilet facilities at a time. Children to be encouraged to space out at the sinks.	
Educate children in cleaning hands, 'catch-it, bin-it', and safe distancing.	A	PSHE lessons will be taught to address hygiene and safe distancing	Teachers to plan lessons/opportunities to teach hygiene and safe distancing etc	
Help is available for those children who cannot clean their hands independently.	R	Early years staff and staff supporting SEN/D children will escort and assist them with hand washing	Staff are informed of children in these categories	
Support for those children who cannot easily understand or remember safety and hygiene measures e.g. social stories, symbols, braille etc.	A	Staff supporting SEN/D children will remind children.	Staff will create social stories to address this need.	
Staff seek to prevent the sharing of stationary and other equipment where possible.	A	Children are allocated their own stationary. This is washed at the end of each	Adequate resources are available Protocol communicated to staff.	

		day		
Shared materials and surfaces are cleaned more frequently.	G	Teaching staff and cleaning staff are aware of the additional cleaning required	Adequate cleaning materials are available in each classroom	
Appropriate support for children who may have difficulty settling back into school.	G	Staff will be vigilant in identifying children who are distressed returning to school	Staff will keep in close contact with parents/ carers in these situations.	
Emotional support for children who may not be able to return to school yet e.g. health reasons/ in non-returning year groups.	G	Class teacher has been in contact with these children throughout lock down.	Class teachers ensure regular contact is maintained.	
Trained staff, communication processes and resources to provide bereavement support. The availability of which is communicated to parents.		Two members of staff have completed bereavement training and can support children.	Staff are made aware if the school is informed of a bereavement	
SEND Reviews/ actions outstanding for children with SEND have been rescheduled appropriately.	G	Wherever necessary reviews are being rescheduled	Wherever necessary reviews are rescheduled	
Transition				
Intentions/ initial plans for transition have been communicated to parents.		Initial plans for transition have been communicated to parents.	These will be reviewed once further guidance from DfE is communicated.	
Planning pupil groups on return/ for September with contingencies for continued social distancing.			This will be reviewed once further guidance from DfE is communicated.	
Shared approach across cluster schools to reduce anxiety and ensure smooth transitions to new settings for children.		Some discussions between year 6 and secondary schools are taking place.	Awaiting communication from secondary schools re: transition arrangements	
Creativity in enabling transition activities to support children in preparation for September.			This will be reviewed once further guidance from DfE is communicated.	
Transfer/ receiving of meaningful information to receiving setting/ teacher.		Some discussions between year 6 and secondary schools are taking place.	Awaiting communication from secondary schools.	
Liaison and arrangements for children due to leave school.	G	We are awaiting transition arrangements from secondary settings	Once we are informed of arrangements we will liaise with yr6 parents and children	

Safeguarding				
Any additional risk assessments required to safeguard vulnerable children are in place. Will any of these children be prioritised for a return?	A	Additional risk assessments required to safeguard vulnerable children are already in place but will be regularly reviewed. Some of these children will be prioritised for a return	The Safeguarding team have identified those children who will be prioritised for a return.	
Any necessary changes or addendums have been made to the Safeguarding Policy, which has been reviewed for further changes.	G	There have been changes made to the Safeguarding Policy during the COVID19 period and this updated policy has been shared with all staff and Governors.	There will be a review of any further changes to be made to the Safeguarding Policy during the COVID19 period and any resulting amendments will be shared with all staff.	
Governors aware of the interim safeguarding guidance and how this has been included in their policy.	G	The Safeguarding Policy COVID19 annex has been shared with and approved by governors	There will be a review of any further changes to be made to the policy during the COVID19 period and any resulting amendments will be shared with and approved by governors	
Ensuring a DSL is available to the school, in person, by phone or virtually in all staffing scenarios, and that staff are aware of these arrangements.	G	The current staffing structure has ensured that there has been a DSL available in school, or virtually. Staff have been made aware of these arrangements	The new staffing structure will ensure that there will be a DSL available in school, or virtually. Staff will be made aware of these arrangements	
Where staff have been deployed/ appointed, they are aware of the safeguarding processes and codes of conduct they should adhere to.	G	There have been changes made to the Safeguarding Policy during the COVID19 period and this updated policy has been shared with all staff. The reading of this policy has been monitored by SLT	There will be a review of any further changes to be made to the Safeguarding Policy during the COVID19 period and any resulting amendments will be shared with all staff. The reading of this policy will be monitored for all staff by SLT	
Safer recruitment processes being adhered to.	G	Any recruitment will continue to take place which observes social distancing and safer recruitment practices.	No recruitment is [planned for the rest of the academic year.	
The SCR is up-to-date and monitored with	G	SCR is up to date.	This is being monitored by the	

changes to staffing/ volunteers in the school.			Office Manager	
Informing relevant staff of any 'need to know' information for children.	G	A system has been developed which allows the relevant staff to have any 'need to know' information for children using CURA	The scope of the current system will need to be reviewed as more children are introduced on site.	
Preparation for a possible increase in disclosures/ concerns on return.	G	Staff are aware of procedures to record and inform DSL of any concern.	Staff are confident in using reporting/ informing program CURA	
Recording and reporting of incidents during the closure. Any further reporting/ following-up needed?	G	Recording and reporting of incidents during the closure has continued and there has been timely follow- up in every case	This will continue on their return.	
Communication with vulnerable families during the closure and on return.	G	There has been frequent and timely communication with vulnerable families during closure and this will continue on their return	This will continue on their return	
The e-safety/ online safety policy covers all safeguarding risks for children accessing learning at home.	G	The e-safety/online policy has been updated during COVID19 and has been shared with staff so that consideration has been given to new risks posed by learning at home and increased use of online resources	The ICT Lead is monitoring use of IT for supporting children at home.	
Families' access to support during school closure has been evaluated e.g. food parcels, pastoral support.	G	There has been close contact with vulnerable families during the partial closure.	This will continue from 1.6.20	
Governance/ Leadership (Refer to previous sections and decide which aspects Governors should be aware of/ involved in making decisions about e.g. feasibility of staffing)				
Governors' understanding of the ways that the crisis has impacted on staff/ children/ the school and their ability to support the school during a transition to normality.	G	The HT has provided regular updates to the Governing Body.	This will continue from 1.6.20	
Governors are involved in the discussion and planning for reopening.	G	Regular correspondence and meetings are taking place.	Next FGB meeting is 16.6.20	
Governors know how they will support Leaders during phases of reopening and how they will assure themselves of the				

safety of staff and children. What will the determining factors be for the decisions they will need to make?				
Aspects of governance/ meetings/ reporting that can be put aside to fully enable and support leaders to manage the immediate situation have been identified.		In place		
Financial/ business/ resourcing				
Catering contracts and facilities as children begin to return.				
Any financial loss to the school/ ability to claim back losses from the government is known.		Finance Manager is looking in to claiming losses.		
Sufficient cleaning materials.		Cleaning supervisor & Finance Manager have ordered and it has been delivered	Cleaning supervisor and Finance Manager are monitoring	
PPE available if appropriate.		PPE has been ordered	Staff are aware PPE is available	
Learning materials/ resources in stock ready for children on return.		In place	Monitored by admin team	