

Vandyke Upper School

Risk Management Plan

9/8/20



Risk Assessment for: Covid-19: wider opening of school from 1/9/2020 to all students	What are you risk assessing? Risk of students and staff becoming infected with Covid-19	
Establishment: Vandyke Upper School	Assessment by: Leadership Group and Finance/Personnel Manager	Date completed: Version 3 10/8/20
Risk assessment number/ref: Version 4 26/8/20	Approved by Headteacher: 26/8/20	Date approved by governing body: Version 3: 17 August 2020

Risk management plan review due: weekly starting 7/9/2020

This document is organised into five sections:

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|------------------------|-----------------|-------------------------------------|
| 1: Prior to re-opening | 3. Safeguarding | 5. Finance/ Business considerations |
| 2: On re-opening | 4. Governance | |

Readiness of the plan is assessed as:

Red: Measures not yet in place. School unable to open more widely if in Section 1. Urgent action required if in Sections 2 or 3

Amber: Measures in place but need review more frequently than plan review.

Green: Measures in place. Review at plan review frequency.

Prior to re-opening for all students					
Staff considerations					
	Assessment Area	RAG	Action taken	Action to be taken	Who? When?
1.	Staff who are medically extremely vulnerable have been identified and have been advised to follow medical advice about a return to school.		All staff self-assessed in March, evidence provided as necessary, individuals contacted to confirm appropriate actions. Once 1/8 has passed and updated medical advice received those identified as extremely vulnerable will be contacted by letter and a risk assessment carried out.	All staff alerted to the plan on 17/7. After 1/8: contact these staff Keep under review and keep in contact with identified staff - letters in wk beg 10/8	Headteacher and Finance/Personnel Manager by 4 Sept; fortnightly
2.	Staff who are clinically vulnerable have been identified and are supported to work at home where possible. Where this is not possible, they are offered the safest possible on-site roles as appropriate, 2 metres apart from other people where possible.		After 1/8, staff identified in this category will be contacted by letter and a risk assessment carried out.	As above.	As above.
3.	BAME staff are supported in decisions as to circumstances under which working in school.		Conversations held with all identified staff to consider the emerging research picture of possible higher risk and individual circumstances.	Further follow up conversation with identified staff before start of term.	Headteacher by 4 Sept; fortnightly thereafter.
4.	Risk assessments have been carefully completed in consultation with any clinically vulnerable staff member who take on roles that don't allow for safe distancing. Whether this risk is acceptable has been discussed with them.		As above.	As above.	As above.
5.	Staff living with a clinically extremely vulnerable person have been advised that guidance states they will attend school. Consideration is given, on a case by case basis, to changing role, work location etc. as applicable to enable social distancing.		As above.	As above.	As above.
6.	Determined staffing thresholds for opening/ remaining open have been agreed with governors.		Currently almost all staff will be available for work in school. The key area of concern may be staff with child-care needs where schools/ child care provision is not yet fully open or using restricted hours.	Daily review of staff absence from school.	

7.	Staff have been informed of self-isolation requirements (in the event that they or a member of their household is symptomatic for COVID-19 and / or has been tested positive for COVID-19) and testing arrangements (in the event that they or a member of their household displays symptoms of coronavirus).		Staff informed in writing and at regular staff meetings.	Maintain information flow via staff meetings and regular written updates by Headteacher.	Headteacher; weekly meetings including regular reminders.
8.	The school is able to draw on appropriately qualified staff in nearby schools should a key person be absent, e.g. SENCO, DSL, Finance Manager		We have few posts without back-up, e.g. Assistant SENCO, a finance team, an Assistant DSL. We would need to use agency staff to fill gaps.	Monitor staff availability for work. Regular reminders to staff of importance of informing school office and Finance and Personnel Manager if circumstances change.	Finance and Personnel Manager with Admin Assistant (Main Office) – continually.
9.	There is appropriate cover in terms of appointed persons / emergency first aid at work trained staff / first aid at work trained staff as determined by the school's first aid needs assessment.		Medical Room is suitably staffed on the staff rota with back-up first aiders available.	As above.	As above with Deputy Headteacher as line manager for Medical Room Welfare Officer
10.	Contingency plans are in place should a member of staff be taken ill, e.g. staff cover.		Normal cover arrangements would apply with agency staff brought in as a last resort.	As above.	As above.
11.	The school has assessed the impact of the crisis on individual staff and can support them/ signpost them to support, e.g. bereavement, anxiety.		The school's informal and formal strategies for supporting staff are in place, including continued purchase of staff counselling service through Bedford Borough Council and sign-posting to new national service.	Use of normal communications to remind staff of the support available including staffroom noticeboard and line management structure.	Finance and Personnel Manager.
12.	The school has the processes and means to support staff well-being and manage anxieties on opening to more students.		The school's line management structure, regular team meetings and opportunities for individual conversations support staff in raising concerns. Team leaders are encouraged to stay in touch with team members, especially those not coming into school.	Maintain reminders to team leaders about importance of keeping in touch and flagging up any early concerns with Leadership Group links. Reminders in regular staff meetings by Headteacher of importance of openness,	Leadership Group including Headteacher.

				sharing concerns and seeking support if needed.	
13.	Consideration given as to when the school will allow external visitors and who will be permitted in the early stages e.g. contractors, external agencies supporting children etc.		<p>Due to the recent major building programme we have very clear procedures for contractors coming onto site or into the buildings. These are well established and continue. Beyond contractors, any visitors are agreed with the Headteacher or Deputy Headteacher. Essential visitors are reminded of expectations re. physical distancing; a suitable venue is agreed for any meeting; they are encouraged to come into school after students have left where possible.</p> <p>No lettings permitted at the moment – review in wk. beg. 8 Sept with outdoor lettings returning before consideration of indoor lettings.</p> <p>Outdoor lettings resume from 7 Sept. Indoor lettings not until January but keep under review.</p>	<p>Maintain reminders to staff that we should only have essential visits and these need approval by Headteacher or Deputy Headteacher.</p> <p>Decision on 12/6 – still not having lettings. Keep under review – wk. bef. 8/9</p> <p>17 August – decision to permit outdoor lettings from 7 Sept with trial event on 5/6 Sept for hockey club</p>	<p>Headteacher at regular intervals through written updates and staff meetings.</p> <p>Lettings review – Headteacher with Fin/Personnel Manager and Senior Site Agent</p>
Student/ Parent/Carer Considerations					
	Assessment Area	RAG	Action taken	Action to be taken	Who? When?
14.	The school is aware of those students who were clinically extremely vulnerable prior to 1/8. They are not expected to return to school and can be supported to learn at home.		Heads of Year contacted parents/ carers in June. Further contact to be made after 1/8.	Keep under review.	Heads of Year/House and DSL.
15.	The school has communicated with parents of shielded and clinically vulnerable students to continue to follow medical advice re the vulnerable child or their siblings attending school.		As above. Where we are aware of an individual student in this category, advice has been given and a record kept.	As above.	As above.
16.	Awareness of the impact of the crisis on individual students/ families.		Frequent communication with parents/carers re support that is available. Information on school website.	Maintain reminders.	DSL.
17.	An updated list of key worker families/ vulnerable students who will still need a school place.		No longer applicable.		

18.	The school has communicated with parents re. supporting their child's readiness to return to school.		Regular communications focus on importance of routines, maintaining school work, etc. ahead of return. Weekly updates or letters sent out through until 16 July.	Letters to be sent out ahead of 7 Sept re-start.	Headteacher and Deputy Headteacher.
19.	The school's behaviour policy being reviewed, amended and communicated to students, parents and staff (in line with Annex A of https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-a-behaviour-principles)		Policy amended with governor approval and communicated to parents/carers/students in Y10/12 via letter of 3 June. Amended policy on school website. Written to parents on 16/7 and spoken to students in Teams assembly on 15 July about this. To be addressed in September with students.	Emphasise new expectations with students and parents. As above.	Headteacher.
20.	The reintegration of students with EHCPs has been thought through and planned for individuals.		SENCO and Assistant SENCO have detailed plans for each student with an EHCP.	Keep under review, e.g. in-class support or one-to-one in A&I area where appropriate.	SENCO and Assistant SENCO.
21.	PPE needs have been assessed in terms of standard requirements (e.g. for cleaning, student care, etc.) and emergency requirements (e.g. where a student / member of staff becomes ill with coronavirus symptoms while on site) with appropriate stock ordered as required and maintained in line with guidance.		The school is stocked with cleaning supplies and further orders have been placed. PPE is ready for use by any staff dealing with an unwell person. While it is not recommended by government in educational settings, any staff member or student wishing to wear PPE may do so. Face masks – keep under review.	Monitor stock and reliability of deliveries.	Finance Manager with Senior Site Agent.
22.	Where PPE might be used (i.e. first aid staff), has appropriate training been given to allow this to be used safely?		Discussion held with Medical Room Welfare Officer and protocols are clear and agreed.	Follow-up meeting prior to 7 Sept	Deputy Headteacher
23.	Students have been organised into small, consistent groups, 15 max, with one teacher or TA (working under a teacher's direction) and will be kept separated from others.		Not applicable. New model following DfE guidance is zoning for separate year groups. 93% of all lessons will be in zones. Social time completely in zones.		
24.	Children of key workers or vulnerable students still attending the setting have been organised into groups of 15 max with one member of staff.		Not applicable.		
25.	The school has a rationale for prioritising students returning to school.		Not applicable. Government expectation is that all students return to school. We have		

			arrangements in place for a staggered start to the term.		
26.	Following risk assessment, individual arrangements have been made for students in prioritised groups who need continued shielding.		Heads of Year/House and Assistant SENCO are in contact with parents/carers to ensure work is accessible, to monitor progress and to offer support. Depending on numbers, this will be a significant challenge.	Maintain this level of scrutiny and support.	Assistant SENCO with Heads of Year/House.
27.	Drop off/ pick up protocols, minimising adult contact, have been written and communicated to parents, including: only one parent to attend the site; staggered/ allocated drop off/ pick up times; distancing measures; gathering at gates and doors is not allowed; attending the site by pre-arranged appointment only. Signage is in place as appropriate to reinforce/ remind people of the messages.		All appropriate measures are in place or are in the process of being put in place. Arrangements for a staggered start and finish to the day are in place.	Review practical operation.	Headteacher and Deputy Headteacher.
28.	Decisions have been made about allowing lettings, ensuring safety, social distancing and cleaning.		All lettings were cancelled from mid-March and remain so. See 13.	Review this decision as and when requests for lettings begin again, e.g. a letting on an outdoor sports facility may be possible where indoor facilities are not used.	Finance and Personnel Manager and Senior Site Agent with Headteacher.
Physical/ Environmental/ Logistical Considerations (some overlap with Health and Safety)					
	Assessment Area	RAG	Action taken	Action to be taken	Who? When?
29.	Safe entrances/ exits for staff and students are determined, such as staggered times/ one or multiple entrance or exit points, e.g. use of fire exit doors that open to fresh air utilised as primary entry/ exit points to reduce internal circulation and help separate groups.		Entry and exit to the site and to individual rooms have been considered as part of the plan.	Keep under review.	Headteacher and Deputy Headteacher.
30.	Entry and exit arrangements have been communicated/ marked out and will be supervised. Where needed, there are instructions and/ or floor markings (in terms of circulation route or travel direction) e.g. one way systems, always walking		All signage is in place on doors, walls and floor markings inside and outdoors. One-way flows in every block. The duty staff rota will ensure one-way flow is implemented.	Review daily in first week after 7/9.	Deputy Headteacher.

	close to the left hand wall (from your perspective) when walking down corridors not designated as one-way.				
31.	The maximum number of students to be physically in the building at any time has been determined, to enable distancing as per the guidance.		Not applicable – all students return.	As above.	As above.
32.	Rooms designated for use have been determined, will be used as consistently as possible by each group, with appropriate cleaning in between use should the group change.		All rooms are in use as per plan with year groups socially isolated in zones for lessons and break times. We have recruited an additional cleaner to work throughout the school day on additional cleaning duties. Cleaning at end of each day as well as priority cleaning, e.g. toilet areas, changing rooms, door handles, light switches, during the day.		
33.	All unnecessary furniture/ items have been removed from those rooms to be used and stored elsewhere if possible.		Where possible unnecessary furniture and other items have been removed or are being removed to storage elsewhere to reduce the need for so much cleaning of surfaces every day. However storage space restricts the extent this can be done and, in any case, with full classes most items are needed.		
34.	Furniture is appropriately set-up to enable students to be physically distanced as much as possible and to be 2 metres apart, while taking into account circulation routes and emergency egress needs. Markings are in place where these are helpful, e.g. seating places, designated flooring, etc.		This is not possible and is no longer required by government guidance. No classroom spaces can accommodate full classes at 2m distancing. All tables and chairs are arranged to face front.		
35.	Arrangements are in place to reduce movement around the building.		93% of timetabled lessons (100% for Y9 except PE changing rooms) and all break times (including wet weather break) take place in separate zones so mixing between year groups is minimal. Students remain almost entirely within their zone.		
36.	Further alterations made to timetables that minimise mixing and contact, e.g. class assemblies instead of whole school, break-times.		Assemblies and staff events take place via Teams. PE changing – timetabling reduces occasions where different year groups use same	Additional drinking water bottle filling stations to be installed by 4 Sept.	Senior Site Agent Deputy Headteacher

			changing rooms immediately after another – extra cleaning in place. The café is not open so there is no queuing – all students bring a packed lunch (arrangements to be finalised for collection of free school meals). Students cannot access lockers as these are located all around the school. Additional water bottle fillers installed so that each year group uses separate toilet facilities and bottle filling facilities.	Arrangements for free school meals to be finalised by 4 Sept.	
37.	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.		We have identified the maximum capacity for all staff spaces and this is indicated by signage on each door. Staff have a spare room list to aid finding an empty space if a work space is full. For students, government guidance specifies full classes. Supervision limits entry to the toilets and we are timetabling use of all changing rooms to reduce numbers in each at busy times. Additional cleaning throughout the day of changing rooms and toilets.	Signage to be posted on external doors by 4 Sept. Additional cleaning rota to be monitored daily from 7 Sept.	Deputy Headteacher Senior Site Agent
38.	Arrangements are in place to limit the number of children using the toilets at any one time.		A duty staff rota ensures staff supervision and appropriate queuing as necessary at the toilets. This requires additional staff duties both during lesson times and at break times.	Finalise staff duty rotas by 2 Sept.	Deputy Headteacher
39.	Resources designated for use have been determined, will be used as consistently as possible by a group, with appropriate cleaning in between use should the group change.		Sharing of equipment is permitted within year groups. This will be minimised as students are reminded to bring their own equipment. Each room is equipped with wipes and students will be expected to wipe down after use eg computer keyboard. Equipment will be shared across year groups only rarely. In this event it will be cleaned in between use.		Site Agents to keep rooms stocked with cleaning materials.
40.	All soft furnishings and equipment that cannot be easily cleaned have been removed.		The rooms have been cleared of unnecessary items where possible to reduce the need for cleaning.		

41.	Shared resources taken home and the exchange of these between students will be limited/ removed, e.g. reading books, library books.		Exercise books will be taken home by students. Where they are collected in for marking by the teacher, they will be left for 48 hours before marking.		
42.	Use of outdoor spaces will be maximised. These areas and activities have been subject to suitable and sufficient risk assessment and planned to enable groups to be separated and safe practices adhered to.		All PE lessons will take place outdoors. Break times are scheduled to be outdoors unless it is deemed to be a wet break. Other lessons take place in classrooms. Doors are propped open and windows opened to ensure good ventilation.		
43.	The use of outdoor equipment will be avoided unless it can be cleaned between groups and will not be used by groups simultaneously.		There will be no equipment in the outdoor spaces that will be used.		
44.	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.		The café is shut until further notice. Students will eat their packed lunches outside in their break-time zone or in their wet weather zone as necessary.	Review café opening.	Headteacher
Transport					
45.	The school is encouraging walking/ cycling.		Students have been encouraged to cycle or walk to school. The provision of new cycle storage facilities with improved security is an added incentive.		
46.	The providers' arrangements have been checked re cleaning arrangements, vehicle size and number, space utilisation to allow for social distancing, users not sitting face to face, etc. and the expectations not to attend work if the member of staff or anyone in their household is exhibiting Coronavirus symptoms.		Negotiations continue over arrangements for buses. A letter to parents/carers encouraged walking/ cycling or coming by car to avoid the use of buses where possible. Some taxi provision continues for vulnerable students and the necessary changes in days/timings required will be in place once confirmed. CBC letter of 24 August clarifies expectations.	Maintain efforts to clarify possible options for transport with our provider and with CBC. Inform taxi companies of changed times once this is clear for individual students.	Finance and Personnel Manager to remain in contact with CBC and Marshalls. Deputy Headteacher to contact taxi companies.
Cleaning and hygiene					
	Assessment Area	RAG	Action taken	Action to be taken	Who? When?
47.	There are sufficient hand cleaning stations around the site and sufficient stocks of soap/ hand sanitiser.		Stocks of cleaning materials have been sourced and received. Hand sanitiser is	Replenish daily. Monitor and maintain stock levels.	Senior Site Agent – daily.

			provided outside each classroom and at other key points.		
48.	Objects and surfaces considered likely to be frequently touched / touched by multiple people have been identified in all areas.		An assessment of cleaning needs and priorities has been carried out. The cleaning rota has been amended and additional cleaning of key areas is taking place and this schedule will change again from 7/9, e.g. door handles. We have recruited an additional full-time cleaner to be on duty throughout the school day.		
49.	There are sufficient cleaning staff available, ensuring cleaning between sessions/ changeovers of student groups/ deep cleans as required.		The size of the cleaning team is currently sufficient - 27 two hour shifts each day with one full-time cleaner throughout the school day. As the cleaning team is largely comprised of Sixth Form students, some left in June/July but we have appointed to the team which is now fully staffed. Training of newly appointed staff is underway.	Monitor staffing levels and bring in new staff as required, allowing time for training.	Senior Site Agent.
50.	Additional cleaning requirements have been assessed and additional hours allocated accordingly.		New cleaning rotas worked well before the summer break and changes from 7/9 are ready and are fully staffed.		
51.	Cleaning protocols and expectations are revised (e.g. revised frequency and to include frequently touched surfaces, furniture, equipment and resources).		The cleaning team are fully briefed about cleaning protocols. They meet for a short briefing before every shift. The newly appointed full-time cleaner will be in post in advance of start of term for training and induction.	Training and induction prior to 7 Sept.	Senior Site Agent and Cleaning Supervisor.
52.	Arrangements have been made for bins containing tissues to be emptied throughout the day.		We do not foresee any necessity for this currently, but this will be kept under review and can readily be put in place.	Monitor. Teachers to alert Site Team as necessary.	Senior Site Agent.
53.	Avoid the use of cloths for washing or drying, e.g. use paper towels.		We have warm air driers and/or paper towels in all toilet areas and paper towels by all sinks. Continue to use driers unless specific guidance not to is received.	Maintain supplies.	Site Team and cleaners.
54.	Adequate stocks of cleaning and hygiene materials and PPE (where required) have been ordered and		Stocks of all necessary cleaning and hygiene materials are high.	Monitor stock levels.	Senior Site Agent.

	delivered prior to opening (including additional stocks of tissues and paper towels if needed).				
55.	Relevant staff know procedures for re-ordering and the thresholds for re-ordering.		Ordering of cleaning materials and hygiene items is the function of the Senior Site Agent. In the event of his absence, the site team and Finance and Personnel Manager stand in.		
Health and Safety Considerations (some overlap with physical/ environmental/ logistical considerations)					
	Assessment Area	RAG	Action taken	Action to be taken	Who? When?
56.	All statutory requirements for fire safety continue to be met in full, e.g. fire risk assessment and emergency evacuation arrangements reviewed to take into account any changes in use and layout of the building.		Arrangements for fire evacuation have changed due to the addition of the new building. Beds Fire/Rescue Service have been consulted. Staff will be briefed in September, students via assemblies and drills will take place early in the term.	Further feedback from Beds Fire/Rescue Service is awaited. New path and additional gates to be installed ahead of start of term.	Headteacher with Senior Site Agent.
57.	Relevant changes have been made to usual safety procedures and risk assessments and communicated to all staff, e.g. evacuation procedures.		Safeguarding arrangements are in place as normal with CPOMS coming into its own as a powerful tool. All staff had full statutory training in July with arrangements in hand for staff joining in September. All staff informed and all staff sent revised arrangements based on KCSIE.		
58.	There are written procedures (including named responsible people), should a case of COVID19 be suspected or confirmed. There is a record of the training given to those people in the correct and safe use of PPE in these specific circumstances (putting on, taking off, disposing, what circumstances they wear specific items, etc.).		Discussion with and information passed to Medical Welfare Officer re procedures for dealing with an unwell person and use of PPE. CBC leaflet sent to all parents in May and is on website. Procedures were reiterated in letter to all parents including Y8 on 16/7.	Reminders to be included in parental communications.	Headteacher
59.	Plans for when the school might need to be closed/ can remain open in part, e.g. if a deep clean is needed.		PHE guidance sets out the circumstances when students and staff must be sent home and parts of the school put out of use ahead of a deep clean. Senior staff, Finance and Personnel Manager and Senior Site Agent are briefed.		
60.	PPE needs have been assessed in line with the guidance, any required PPE obtained and there is a plan for maintaining this.		PPE is only recommended for medical room staff or staff dealing with an unwell person.		

			<p>This is available and stored in the medical room.</p> <p>Staff may wear PPE at their own discretion, but they should source this themselves or should make a direct request to the Headteacher.</p> <p>The school has a supply of aprons, gloves, visors, but only limited face masks which it will keep in reserve for emergency use.</p> <p>PHE guidance on face coverings in July reiterates advice of not wearing face coverings in schools.</p>		
61.	Health & Safety compliance checks have been undertaken, e.g. fire alarm / detection / fighting equipment, emergency lighting, legionella checks, flushing, descaling, etc (and recommissioning of systems where required – schools should check their water safety risk assessment / management plan for actions required and / or contact their risk assessor for advice as required).		The school is not “re-opening” – it has not at any point been closed. Usual checks, monitoring and regular inspections continue and with particular regard to the building works undertaken both refurb and new build.		
62.	Review undertaken of premises aspects and equipment subject to statutory inspection, maintenance, testing etc., e.g. fixed electrical, PAT, gas systems, pressure systems, lifts and lifting equipment, ventilation systems, etc., and remedial actions prioritised and scheduled accordingly.’		As above.		
Communications					
	Assessment Area	RAG	Action taken	Action to be taken	Who? When?
63.	Staff consulted and communicated with 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 students using toilets at one time, use of resources/ equipment, etc.		Outline plans (4 May), more detailed plans (18 May), the final summer term plan (1 June) and September plan (8 July and 13 July) have been discussed with staff and fully consulted upon, including with union reps and union health and safety reps. The initial joint union planning guide in March raised 169 questions for schools. A written response was	Updated documents to be sent to union reps post 17/8 and further discussion for all staff on training days on 3/ 4 Sept.	Headteacher

			produced and presented to union reps. The Headteacher held staff meetings on 18 May and 8 July in which he invited union reps to address the plan and raise any concerns or questions. Additional meetings with NASUWT/ NEU reps on 8 and 15 July		
64.	Remind staff, parents and students of the hand cleaning advice and to clean hands frequently throughout the day. Posters and signage are in place to encourage / remind about personal hygiene, 'catch it, bin it, kill it', distancing, etc. Also, posters and signage to indicate areas which are closed off, one way systems put in place (where possible to try and limit people coming face to face in corridors and circulation areas), etc.		Posters and signage are widely displayed to remind all users of the site as to good hygiene measures including, hand hygiene, Catch it/kill it/bin it, and physical distancing. Further signage and floor markings indicate the one-way system and keep left in corridors and on paths, as well as physical distancing. Information has been sent to parents/carers.	Maintain key messages to students, staff, parents/carers.	Headteacher.
65.	The risk assessment, plans and protocols have been discussed with staff and any training needs identified.		As previous item but one above. The original risk document was made available to staff and the September document will be made available to staff.		
66.	Ensure all staff are aware of the guidance and the school's planned procedures re 'What Happens if Someone Becomes Unwell at an Education or Childcare Setting'?		Guidance has been discussed with all staff and information provided, a bespoke memo has been provided for staff ahead of 15 June, in which key information and expectations are reiterated. Staff meeting held on 11 June when further questions discussed in an open forum. Further staff meetings held 8/13 July.	Information giving and Q&A on Training Days.	Headteacher
67.	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 letter sent on 3 June sets out clear expectations, reiterated in a further letter of 5 June and 16 July.	Maintain clear parental communication.	Headteacher
68.	Protocols for attending the site, drop off, pick up and not gathering at gates or doors have been communicated to staff and parents.		As above.		
69.	Communications to staff and to parents about procedures should they, or a member of their household, have Coronavirus symptoms.		Staff and parents/carers have been informed of procedures to follow in the event of feeling unwell. These messages will continue to be reiterated.	Maintain high level of key messaging.	Headteacher

70.	Parents and staff made aware of the best way to communicate with teachers/ staff.		Weekly Headteacher bulletins to parents/carers highlight communications. Likewise, regular staff bulletins and meetings repeat these messages about who to contact and how.		
71.	Communications with parents of vulnerable children needing PPE about the arrangements in place to ensure safety when providing personal/ care needs.		We have contacted all families where we believe a student may be particularly vulnerable for medical reasons. We are not aware of any student requiring PPE. It is likely any student where the parent/carer felt that PPE was required due to particular medical vulnerability should not be attending school but maintaining study at home.	Maintain contact with individual families to monitor and advise.	Heads of House and SENCO
72.	Communication with any contractors attending site, e.g. caterers, cleaners, other contractors to fulfil statutory testing maintenance tasks, planned (or delayed and rescheduled) construction / building works, etc. School will need to communicate with them to discuss plans for any works in light of new restrictions and processes in place within the school.		Communications with our building contractors Morgan Sindall and sub-contractor companies including Partnership Education have been extensive, regular and frequent so that excellent protocols are in place and a shared understanding achieved. Our catering contractors, Chartwells, are not on site until further notice.	Maintain frequent communications with Morgan Sindall site managers, both informal and formal.	Headteacher
73.	Communication with the transport providers/ LA re transport arrangements and plans conveyed to parents.		In the summer term there was no home-school transport on buses. Information received from CBC on 24 August re. arrangements from 7 Sept. Limited use of taxis continues and communication is co-ordinated by the Deputy Headteacher. Communication with parents due in wk beg 31 August.	Letter to parents/carers re. Vandyke buses. Check CBC contact with parents/carers re. CBC buses. Maintain contact with taxi companies.	Deputy Headteacher
74.	Communication with lettings about plans and arrangements.		All lettings have been cancelled until further notice. Decision confirmed again on 12/6 and 17/7. We are in contact with hirers to agree arrangements for when we decide lettings can re-start. See 13.		Headteacher with Fin/Personnel Manager and Senior Site Agent
When open					

Staff considerations					
	Assessment Area	RAG	Action taken	Action to be taken	When? Who?
75.	Arrangements for those staff in the extremely vulnerable group and unable to attend work.		After 1/8 we expect all staff to be available to work in school. Individual risk assessments are underway for staff in the extremely or vulnerable categories.	Maintain contact and make individual determinations.	Line managers with Fin/Personnel Manager and Headteacher
76.	Clear and regular communication links with those staff shielding/ not attending the setting.		Up until the summer break team leaders and line managers stayed in regular contact with staff and to monitor well-being by email, by speaking on the phone and including in written communications and invitation to Teams meetings. We envisage all staff being back in school from September with individual risk assessments to determine any necessary changes to work conditions.	Individual risk assessments to be completed as necessary ahead of 4 Sept.	Headteacher and Fin/Personnel Manager with team leaders and line managers.
77.	Maintaining sufficient staff to deploy in the school, enabling social distancing for staff and students.		We have a record of current availability (and reasons) for all staff. This is maintained by the Finance and Personnel Manager. Currently we are able to maintain adequate staffing levels to manage the site and arrangements with students including after 1/9. This is kept under daily review.	Maintain up-to-date records.	Finance and Personnel Manager with the Headteacher and Deputy Headteacher.
78.	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, recognising some rotation of specialist staff.		This is no longer a requirement of the guidance. Plans ensure minimum mixing between year groups and minimum student movement around the site. Good hygiene measures, strong physical distancing messages and enforcement, and zoning will ensure risks are minimised.	Review timetabling and rotas in the light of experience and staff changes.	Deputy Headteacher and Asst Headteacher (timetable).
79.	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.		Information has been widely disseminated and in many cases discussed with staff. A staff memo of 9/6 reiterates key messages – discussed at a further staff meeting on 11 June and 8/13 July.	Confirm arrangements for access to house teams and the medical room with all staff on Training Days.	Headteacher

			Procedures are drafted for student access to the ASC, house team offices and the medical room. No student duty receptionists.		
80.	There is a reliable means to keep staff informed and updated about the school's risk assessment and actions and procedures arising from this.		Regular written updates continue along with weekly staff meetings when H&S matters are raised. In the days after 15 June we held a daily review when senior staff reviewed the day and feedback from staff taken into account. Staff have been told to how to report any concern or suggestion. Any necessary changes for the following day will be agreed and staff informed. Headteacher emphasised importance of this daily review especially in first few days after 15/6 at staff meeting on 11/6 and 8/13 July. Essential from 7 Sept.	Hold daily reviews – at least in first week from 7 Sept	Headteacher.
81.	Staff are aware of PPE guidance and any need for PPE.		The school's expectations re PPE have been made clear to all staff on a number of occasions and have staff agreement including union reps.	Maintain information flow.	Headteacher
82.	Staff workload, providing for students learning in school and at home, has been taken into account.		Staff workload is continually taken into account in all decisions. However, staff workload is a concern as all students return to school. We are introducing a slightly longer school day (10 mins) due to the staggered starts/finishes and two duties per week rather than one to increase supervision. This has been openly discussed and staff know the senior staff have this under review. Team leaders have been asked by the Headteacher to monitor this and report concerns.	Encourage staff to report concerns so they can be discussed early. Maintain regular contact with team leaders to monitor staff workload and pick up concerns early.	Headteacher and Deputy Headteacher with team leaders.
83.	Staff are aware of, and supported in the use of, the bereavement policy/ support available and how to access this for themselves, students, or families.		Staff are reminded of the support the school provides, including access to independent counselling and other services beyond the school. Information is available to staff. Team	Maintain communications across the staff team using informal and formal means.	Senior staff with team leaders.

			leaders are reminded to monitor how members of their team are coping and to report concerns about members of their team to the Leadership Link.		
84.	Recruitment processes have been determined, continuing to enable safer recruitment.		Significant staff recruitment has taken place and we start the new term fully staffed. The Finance and Personnel Manager, Designated Safeguarding Lead, other members of the Leadership Group and any associated Team Leader and the Headteacher are always involved in appointments. We have no vacant posts as of this point.	Continue to report staffing updates to governor Resources Committee.	Headteacher
85.	Staff induction processes are updated re. new policy/ procedures alongside required checks.		We have reviewed how best to induct the large number of new colleagues for September given the current situation, the curtailment of NQT courses limiting practical experience, and the building programme, along with introduction of a house system. Planned induction programme for June-Sept and beyond – now in place.	Review progress and support needed by NQTs.	Professional Tutor
86.	Extend or re-visit any staff contracts or processes impacted by the current situation, communicating any changes to staff, e.g. timescales.		All staff contract issues have been re-visited and confirmed by Finance and Personnel Manager and the Headteacher.		
Students					
	Assessment Area	RAG	Action taken	Action to be taken	When? Who?
87.	Students know where the hand cleaning stations are and to use them frequently.		Hand sanitising stations are located at the entry point to every classroom as well as elsewhere. This will be regularly pointed out to students, along with the expectation that they use them on entry and exit to the room.		
88.	Where possible keep students 2m apart. Brief transitory contact is low risk, e.g. passing in corridors.		Signage and other messaging reminds students and staff about 2m distancing wherever possible. Signage and floor markings inside and outdoors are in place.		

			However this is no longer a requirement especially in classrooms where seating at 2m distance is not possible.		
89.	Ensure that students are in the same small groups at all times each day and that groups are not mixed during the day, or on subsequent days, e.g. assemblies will be in classrooms for only that group, separation at break times, etc.		In line with updated guidance, students will be taught in year group zones and have break-time in separate year group zones (and separate wet weather break time zones). Arrangements minimise mixing between year groups including use of separate toilet facilities. Staggered start and end times each day are also aimed at reducing mixing. We are not holding house assemblies in the theatre but via Teams.		
90.	Students know they must stay in the same groups and not mix beyond their own group.		Students and their parents/carers have been informed and clear direction will be given by staff at the beginning of each session and beginning of any break-time. Clear explanation will be given to all students at the start of term through assemblies and tutor time as appropriate.	Initial assemblies and tutor reminders.	Headteacher and Directors of House. Tutors.
91.	Groups of students are based in the same classroom each day and this is cleaned thoroughly before and after any other groups use it.		In line with the updated guidance, cleaning of rooms between lessons is not needed within the year group zones.		
92.	As far as possible, students sit in the same place, at the same tables/ desks.		Seating plans ensure students sit at the same desks for each session in a particular subject but other classes use the rooms in between as per guidance. The plan aims to minimise sharing between year groups (very few lessons are "out of zone").		
93.	Students know the protocols for using toilet areas, including to close toilet lids before flushing to prevent contamination via splashing.		Signs are displayed in the toilet areas indicating good hygiene practice.		
94.	Engage parents/ children in resources such as E-Bug and PHE school resources.		We have informed parents/carers about hygiene and signposted to further information.		
95.	Explicitly teach and supervise: handwashing, tissue disposal and toilet flushing.		Students receive sufficient advice on hygiene, including through signage in toilet areas. As		

			responsible young adults, further “training” is not deemed necessary.		
96.	Bins for tissues are emptied throughout the day.		The site team will check rooms and empty bins as necessary.		
97.	Help is available for those students who cannot clean their hands independently.		We are not aware of any current students who are not able to understand and follow hygiene advice. The house teams will be alert to this for our new intake.		
98.	Support for those children who cannot easily understand or remember safety and hygiene measures, e.g. social stories, symbols, braille etc.		As above.		
99.	Staff seek to prevent the sharing of stationery and other equipment where possible.		Protocols emphasise there is to be no sharing or lending by staff of equipment. This has been communicated to students in advance so they arrive prepared. There will be some shared equipment in use – to be cleaned after use by the students eg in music.		
100.	Shared materials and surfaces are cleaned more frequently.		There is very little sharing outside of zones. Additional cleaning is in place on the rota where a room is shared eg changing rooms.		
101.	Appropriate support for students who may have difficulty settling back into school.		In addition to the staff rota for teachers and teaching assistants, we have house teams, learning mentors and safeguarding team in school each day as support available to students. However parents/carers and students have been fore-warned that our capacity to support students whose behaviour places others at risk is more limited than usual due to the requirement to reduce mixing – letter of 16/7 and assemblies of 15/7.	Training Day and early assemblies.	Headteacher and Directors of House.
102.	Emotional support for students who may not be able to return to school yet, e.g. health reasons/ in non-returning year groups.		The house teams and safeguarding team maintain contact with home to offer support and to liaise with external agencies already providing support as necessary, e.g. CAMHS, school counsellor, CBC family workers and social work team.		

103.	Managing anxiety, e.g. support re school refusers/ managing elective home education requests or other attendance issues.		As above. This work is led and co-ordinated by the DSL.		
104.	A revised curriculum and planned additional provision for students' SEMH on return to school and for those not returning.		We believe students need a return to normal routines as quickly as possible. Within the timetabled lessons and start of term programme we have a phased return for Y9 and Y12 and teachers have a shared approach to welcoming students back and re-starting lessons.	Further training for teachers and staff re. approach to return in September – on Training Days.	Headteacher. Professional Tutor.
105.	Timetables and curriculum adapted to include more socially distant activities where needed.		Some adjustments to the curriculum and lesson planning is required especially as some lessons take place outside specialist teaching areas. However we are not planning to narrow the curriculum – Y10/11 retain their full options subjects as we do not believe reducing these would help students. Some changes to certain GCSE and A Level courses have been announced by exam boards for summer 2021 and adjustments to schemes of learning will be made accordingly.	Clarify changes to Schemes of Learning with team leaders in Sept.	Deputy Headteacher
106.	Plans and activities to help students to socially distance and further plans to support SEND students to understand this.		Clear staff instruction and reminders, together with staff supervision on arrival, departure and at break-time will be sufficient to ensure appropriate physical distancing.		
107.	Those activities that it would not be possible to do have been identified with a rationale as to why not.		Certain activities that involve sharing equipment or using specialist equipment not available in ordinary classrooms or group work cannot take place and are replaced by appropriate alternatives. Eg all PE lessons will be outdoors in the first instance.		
108.	Guidance and arrangements in respect of students needing 1:1 or physical handling, communicated clearly to staff, parents and students.		There is no situation where physical handling is necessary.		
109.	Clear information and communication with students who would have been taking exams.		This does not apply to students from September.		

110.	Trained staff, communication processes and resources to provide bereavement support, the availability of which is communicated to parents.		Support for students who have suffered bereavement is available through in-house staff and where appropriate through external bereavement counselling services.		
111.	SEND Reviews/ actions outstanding for students with SEND have been re-scheduled appropriately.		Despite requests, prior to July no guidance re. SEND reviews was been forthcoming from CBC. In the meantime, we have resumed annual reviews in consultation with parents/carers in a slimmed-down form virtually and are attempting to implement agreed strategies in a limited form. All reviews due by end of summer term were completed.		
112.	Arrangements made in respect of any specialist provision on site and communicated to all relevant people.		<p>The only external specialist provision on site beyond the school is the Sports Partnership, the hockey and athletics clubs. Arrangements have been made with these organisations re access to their facilities and protocols for staff when here.</p> <p>The Headteacher met with the Sports Partnership Manager on 16/7 to review protocols from September and with LB Hockey Club on 20 August re. trial event on 5/6 Sept as first outdoor letting.</p>	Review Sports Partnership protocols. Keep arrangements for lettings under review.	Headteacher with Partnership Manager monthly.
Transition					
	Assessment Area	RAG	Action taken	Action to be taken	When? Who?
113.	Intentions/ initial plans for transition have been communicated to parents.		<p>Parents/carers of Y8 students received a full pack of transition information and materials in the week beg. 8 June. This included a virtual tour of the school to replace the actual visits students would normally be making.</p> <p>We ran a virtual version of Not The Summer School to support vulnerable/ anxious Year 8 students who are joining Year 9.</p> <p>Pack sent on 9/6 and NTSS sent on 11/6.</p>	Further communications with parents/ carers before start of term.	Headteacher

			Work set in Eng. Geog, Hist, Science. Tutor videos sent out. Letter of 16/7. Similar arrangements for new Y12 students including external students.		
114.	Planning student groups on return/ for September with contingencies for continued social distancing.		Student tutor groups and teaching groups have been allocated including the allocation of houses within the new structure.		
115.	Shared approach across cluster schools to reduce anxiety and ensure smooth transitions to new settings for students.		There is some liaison activity and collaboration. A meeting for middle and upper school headteachers to discuss transition was held in early July and some phasing agreed for starting arrangements in September. A joint letter to parents was agreed by middle/uppers.	Maintain communications with middle school headteachers.	Headteacher
116.	Creativity in enabling transition activities to support students in preparation for September.		Lots of thought has gone into supporting transition including a virtual tour, Vandyke Guide, questionnaire, staff talking heads video and NTSS pack for vulnerable students. Physical visits arranged in evenings in June/July – around 50% of cohort took part. Information sent out on 16/7 re. return to school and starting in September.		
117.	Transfer/ receiving of meaningful information to receiving setting/ teacher.		The usual processes are in train to gather student information for use in setting groups and helping students to settle quickly once school resumes upon transfer.		
118.	Careers guidance/ work experience arrangements.		Work experience week for Y12 was cancelled but Y12 had an full afternoon careers session on UCAS/apprenticeships in July. A staff working group is managing continuing careers input for students, e.g. series of interviews with people in a range of careers as they describe their work and career paths was sent to all students. Some careers interviews are continuing virtually using our 4YP and in-school advisors.		

			These will take place in school and face-to-face from September.		
119.	Liaison and arrangements for students in exam year groups.		Subject departments are re-working the curriculum and schemes of learning. This is more straightforward in some cases than others. We have an agreed shared approach across subjects.	Team leaders to continue to work with Deputy Headteacher on curriculum review and Professional Tutor on teaching and learning including developing on-line learning provision.	Deputy Headteacher and Professional Tutor.
120.	Liaison and arrangements for students due to leave school.		Detailed plans set for results days and induction for Y11 into Year 12.		
Safeguarding					
	Assessment Area	RAG	Action taken	Action to be taken	When? Who?
121.	Any additional risk assessments required to safeguard vulnerable students are in place. Will any of these students be prioritised for a return?		Many of our vulnerable students attended school every day as part of the key worker/vulnerable student group. SEN, house team and safe-guarding team staff are acutely aware of individual needs and possible anxieties and how we will support.		
122.	Any necessary changes or addendums have been made to the safeguarding policy, which has been reviewed for further changes.		The safeguarding policy has been amended several times to take account of revisions to Keeping Children Safe in Education and, in particular, when we had three other schools sharing our site as a hub. The policy and guidance have been updated since that and all staff have had statutory safeguarding training in July including some of our new starters for September. New starters in September who missed this will have this early in their induction training in the autumn term.		

123.	Governors are aware of the interim safeguarding guidance and how this has been included in their policy.		The addendum to the school safeguarding policy dated 30 April was approved by governors. The DSL is currently producing a further update following further government updates which will be presented to governors in due course – done, raised at 11/6 staff meeting and sent to all staff. Governors received the annual safe-guarding report at 13/7 full governing body meeting and are aware that the child protection and safe-guarding policies will be brought together and brought to L&A committee in September.		
124.	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.		The DSL or assistant DSL is in school every day. We have bigger house teams in place including two learning mentors to support safe-guarding work led by the DSL.		
125.	Are all staff aware of LA arrangements for contacting the LADO, MASH, social workers?		All staff do not need to be aware of these arrangements per se. All staff understand the arrangements for passing on information to the safeguarding team or their line manager. These arrangements are unchanged for staff out of school, but are different for staff in school. Staff are informed of these details each day. From September we return to usual procedures including use of CPOMS.		
126.	Where staff have been deployed/ appointed, they are aware of the safeguarding processes and codes of conduct they should adhere to.		As above.		
127.	Safer recruitment processes being adhered to.		Staff recruitment continues and safer recruitment protocols are in place.		
128.	The SCR is up-to-date and monitored with changes to staffing/ volunteers in the school.		Single Central Record continues to be kept up-to-date, with the latest version signed off by the Headteacher each term most recently on 7/7 – no gaps except for staff yet to start on 1/9.		

129.	Informing relevant staff of any 'need to know' information for students.		The house teams work with the DSL to decide when sensitive information should be shared with staff and who with and in what way. These established arrangements continue.		
130.	Preparation for a possible increase in disclosures/ concerns on return.		The number of disclosures may increase when students return to school. We have a significant number of appropriately trained and senior staff available and ready to support. A process is in place for students to be able to access appropriate support from staff as necessary within their zone.		
131.	Recording and reporting of incidents during the closure. Any further reporting/ following-up needed?		Existing systems work well. The addition of the CPOMS system last September has been helpful.		
132.	Communication with vulnerable families during the closure and on return.		The house teams and safeguarding team co-ordinate all contact with these families and this continues to work well. The recruitment to a new post of Assistant Designated Lead was well-timed.		
133.	The e-safety/ online safety policy covers all safeguarding risks for students accessing learning at home.		We have updated relevant policies to take into account the increase in on-line learning and in particular the use of Microsoft Teams with teaching.		
134.	Families' access to support during school closure has been evaluated, e.g. food parcels, pastoral support.		Feedback from families as to the support provided by school has been positive. The staff team most closely involved have reviewed practice to date and confirmed arrangements. Communications have been strengthened and all families entitled to free school meals informed that packed lunches will be provided initially due to the closure of the café. Arrangements to be confirmed.	Confirm arrangements for free school meals from Sept.	
135.	Families will need ongoing engagement/ communication whilst returning to normality have been identified.		As above.		

136.	Safeguarding lessons learnt during this crisis?		Practice is strong. The addition of an Assistant Safeguarding Lead was a wise decision and we recruited well adding to both the capacity and the breadth of experience of the team. The use of CPOMS is very helpful.		
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)					
	Assessment Area	RAG	Action taken	Action to be taken	When? Who?
137.	Governors' understanding of the ways that the crisis has impacted on staff/ students/ the school and their ability to support the school during a transition to normality.		Well-informed governing body that knows the school well and also has a wider experience of governance in other schools across phases. Governors have been kept up-to-date throughout with regular bulletins and governor meetings have continued via Teams.		
138.	Governors are involved in the discussion and planning for wider opening.		A full discussion was held at FGB meeting on 18 May in response to the initial planning. Individual discussions have continued including with the chair and vice-chair. Further consideration and discussion at FGB meeting on 9 June and FGB meeting on 13/7 with another meeting on 17/8 to consider risk plan. Regular meetings with chair and vice-chair continue eg 28/8.		
139.	Governors have approved the principles on which the school will operate.		Approval in principle at FGB meeting on 18 May. Further consideration and discussion at FGB meeting on 9 June – approved. Agreed in principle on 13/7 and at 17/8 meeting detailed, updated risk plan (version 3).	Keep risk plan updated.	Headteacher
140.	Governors know how they will support leaders during phases of the wider opening and how they will assure themselves of the appropriate management of risk.		School leaders benefit from regular communication with governors, including the chair and vice-chair, meetings and a regular flow of information from a range of sources to inform a broad view of events. Thorough reports from the Headteacher and opportunities for Q&A and discussion ensure all governors can be reassured of the		

			appropriateness of the plans and their implementation.		
141.	Governance processes have been reviewed and adjusted to ensure that they are, and remain, appropriate to the emerging situation.		Meetings continue to be held via Teams, documents are circulated and governors have the usual range of opportunities to question and discuss policy. The meeting on 17/8 was the first to be held in person with Teams as an option and is a model for future meetings.		
Financial/ Business/ Resourcing					
142.	Catering contracts and facilities as students begin to return.		Chartwells have been informed service not required initially in September, with continuing discussion about this taking place as to when a service can be resumed. Packed lunches provided for students on free school meals.	Review and agree return of café service.	Headteacher in September.
143.	Any financial loss to the school/ ability to claim back losses from the government is known.		Careful records kept of expenditure we believe will be eligible to reclaim, e.g. free school meal vouchers. We have made a claim largely to cover free school meal voucher costs.	Monitor claim so it is paid.	Finance Manager.
144.	Sufficient cleaning materials.		We have sufficient stocks, with additional supplies on order.		
145.	PPE available if appropriate.		PPE is only needed for medical staff. Adequate supplies are available and stored in the medical room.		
146.	Learning materials/ resources in stock ready for students on return.		Team leaders are able to continue to place orders ahead of the new school year. We have made an additional budget available for extra textbooks or materials teachers will need as teaching in many classrooms each week and not in home base. Bids were assessed on 17/7 and necessary orders placed for delivery for September.	Assess bids. Make orders.	Finance Manager with Headteacher.