

OCC COVID19: Updated September 2021 Risk Assessment and Action Plan

SCHOOL NAME: Bishopswood School (Special)

OWNER: Oxfordshire County Council

DATE: 1st September 2021

Bishopswood is co located on 3 mainstream sites, Early Years at Valley Road School, Primary Department at Sonning Common Primary school, Secondary department co-located with Maiden Erleigh Chiltern Edge.

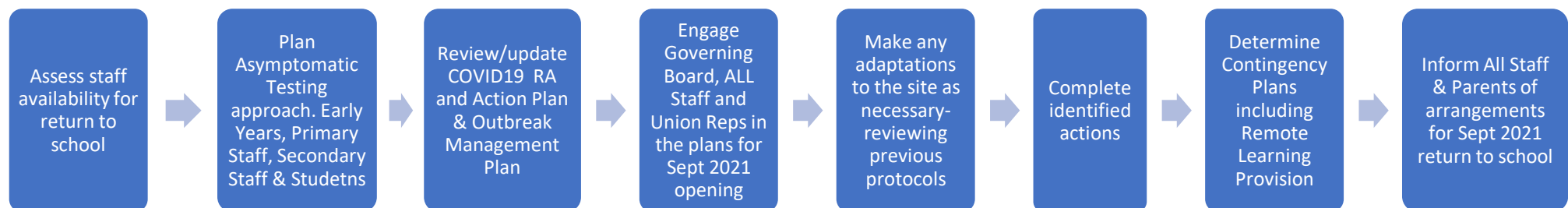
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place [for the return to school September 2021](#) and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- School specific Health and Safety Policy
- First Aid Policy
- DFE Guidance relating to COVID19 [Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](#)
- [The Health Protection \(Notification\) Regulations 2010 \(legislation.gov.uk\)](#)
- Public Health England (PHE) (2017) [Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](#)

Risk Assessment for September 2021 return:



Risk Assessment/ Action Plan Sections:

Engagement in Risk Assessment and Planning	Error! Bookmark not defined.
Site Arrangements	Error! Bookmark not defined.
Emergency Evacuations	Error! Bookmark not defined.
Cleaning and waste disposal	Error! Bookmark not defined.
Classrooms	Error! Bookmark not defined.
Staffing	Error! Bookmark not defined.
Group Sizes	Error! Bookmark not defined.
Social Distancing	Error! Bookmark not defined.
Transport	Error! Bookmark not defined.
Catering	Error! Bookmark not defined.
PPE	Error! Bookmark not defined.
Visors/face coverings	Error! Bookmark not defined.
Response to suspected/ confirmed case of COVID19 in school	Error! Bookmark not defined.
Remote Education Plan	Error! Bookmark not defined.
Safeguarding	Error! Bookmark not defined.
Curriculum / learning environment	Error! Bookmark not defined.
SEND PUPILS	Error! Bookmark not defined.
Attendance	Error! Bookmark not defined.
Communication	Error! Bookmark not defined.
Governors/ Governance	Error! Bookmark not defined.
School events, including trips	Error! Bookmark not defined.
Finance	Error! Bookmark not defined.

**The below table includes examples in grey, these are not exhaustive.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing board and union representatives. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk) Actions for early years and childcare providers	All stakeholders not aware of changes in school processes to minimise risk of COVID 19	M	Update Risk Assessment and inform all stakeholders	6th September 21	L
Site Arrangements Coronavirus: latest information and advice - HSE news	Review office space(s) to allow staff to continue to work safely.	<i>Office does not allow for adequate space between staff members, no windows for ventilation.</i>	M	<i>Office staff desks repositioned. Staff working from home, by agreement The office has been reorganised and staff desks re positioned. Access to the office has been restricted to 2 key personnel at any one time and social distancing is being observed. (please see separate Risk Assessment for the office)</i>	<i>6th september 21</i>	<i>L</i>
	Review access/egress by pupils, staff, visitors and manage as appropriate for the safety of all-based on summer term processes/procedures. What worked/what didn't. Any other physical changes necessary?	<i>Bottlenecks likely at entrance to school.</i>	M	<i>Pupils enter the school via a separate entrance on all three sites. Pupils leave the school sites in small groups via separate entrances from co located partners.</i>	<i>6th September 21</i>	<i>L</i>

	Maintain one-way system(s), appropriate signage etc			<i>There is signage for all three sites and pupils are well supported when entering and leaving the sites.</i>		
	Review premises lettings and best practice approach, as required	<i>Hall repurposed as a classroom. Cannot be let and reassembled with sufficient time for cleaning in between.</i>	M	<i>Classrooms are not let out to other providers. Can additional cleaning provision take place to ALL areas accessed between letting and normal school operations</i>	6 th September 21	L
	Consideration given to the arrangements for any deliveries.		M	All deliveries to the main office at Grove Road, Sonning Common to be in place.	September 21	L
	Dedicated testing site organised, signage up and robust cleaning processes in place (Secondary)		M	<i>Dedicated testing site is set up with robust cleaning processes in place for secondary pupils.</i>	September 21	L
	Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure still in place?		M	<i>Regular communication with parents via school office, from class teacher, headteacher. Letters, Telephone, email and by appointment in person . All visitors to wear face masks when moving</i>	September 21	L

				around the school in communal areas.		
	Safe Contractor management	<i>Contractors may increase risk of exposure to COVID 19 if safeguards are not followed</i>	<i>M</i>	<i>All contractors complete a statement to confirm that they have not been in contact with anyone with COVID or have symptoms of COVID 19</i>	<i>1st September 21</i>	<i>L</i>
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly.</i></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p><i>Evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i></p> <p><i>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</i></p>	<i>M</i>	<p><i>Revised evacuation procedure for each site has been written and shared with all staff and children. Secondary pupils minimise movement along exit routes when MECE pupils are moving lessons. It may be necessary to move with small groups of pupils for health and safety reasons at any time throughout the day.</i></p> <p><i>Agreed access to outdoor space at all times on the primary / Sonning Common site. All pupils have an individual PEEP Join Co- located school's Fire practices within the first week. And each term.</i></p>	<p><i>27th September 21</i></p> <p><i>27th September 21</i></p>	<i>L</i>

				<p><i>Procedures to be shared with pupils in class team</i></p> <p><i>Arrange a Fire drill as soon into the new term as possible, capturing new pupils/staff</i></p>		
Cleaning and waste disposal	<p>Review enhanced cleaning regime is in place in line with COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>		<i>M</i>	<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by (insert name or job titles) and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</i></p>	6th September 21	<i>L</i>
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime – any adjustments required?</p>			<p><i>Touch point cleaning and regular cleaning of surfaces throughout the day in all classrooms.</i></p>	2nd September 21	<i>L</i>

				<i>Early morning touch point cleaning of all communal areas is in place.</i>		
	<p>Adequate cleaning supplies and facilities around the school are in place. Any further changes necessary?</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do not have tissues.</i></p> <p><i>Low supply of soap.</i></p>	<i>M</i>	<p><i>Hand sanitiser available at the school entrance</i></p> <p><i>Lidded bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed, and order made.</i></p>	<i>1st September 21</i>	<i>L</i>
	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	<i>All support staff advised to leave the site by 3:30 in order for cleaning to be undertaken. Cleaners will not be cleaning in the after school club area.</i>	<i>6th September 21</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste, including testing waste.			<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i>	<i>6th September 21</i>	<i>L</i>

				Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)		
	Process in place for safe removal and/or disposal of face masks (if this is a school requirement).		M	Special bins for disposal of PPE	1 st September 21	I
	Safe and appropriate storage of large supplies of alcohol gel	No flammable store	H	Source appropriately sized flammable store	N/A	L
Classrooms	Classrooms allow as much space between individuals as practical.	No social distancing	M	Class teacher arranges classroom to promote space between individuals. Bishopswood pupils have severe SEND and therefore may not be practical at all times Carefully planned learning activities to promote social distancing and emphasis on outdoor learning.	3 rd September 21	L
	Review classroom entry and exit routes, any further changes required and is appropriate signage in place. Consider lessons learnt from earlier in the year.		M	Small number of pupils in each class. Pupils enter and exit through same door in small groups supervised by adults	3 rd September 21	L

	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. Review any sharing of equipment as necessary and cleaning measures required</p> <p>Review non-essential equipment or resources which are not easily washable or wipeable.</p> <p>Review information posters which are displayed across the site; at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets, are any changes necessary?</p>	<p><i>Inappropriate sized equipment for smaller children in Classroom B.</i></p> <p><i>Soft toys, cushions and beanbags in classroom are not easily washable.</i></p> <p><i>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</i></p>	<p>L</p> <p>M</p> <p>L</p>	<p><i>Tables rearranged with resources in lidded boxes. Surfaces to be cleared of unnecessary resources and stored in a lidded box. This includes blankets and pillows that are easily accessible.</i></p> <p><i>Regular ventilation of classrooms is essential, especially in the winter. It is recommended that staff purge the classrooms and communal areas at break and lunchtimes to allow good ventilation but can close windows again when children are in lesson especially with the colder weather.</i></p> <p><i>Pupils will also be encouraged to wear extra clothing as some windows will be open slightly inbetween purging.</i></p>	<p><i>6th September 21</i></p> <p><i>6th September 21</i></p> <p><i>6th September 21</i></p>	<p>L</p> <p>L</p> <p>L</p>
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				<p>Remove soft furnishings</p> <p>Posters displayed that can be read by pupils with SEND</p> <p><i>e-Bug</i> posters displayed:</p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> <p><u>Microbe mania</u></p>		
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	<i>Chairs not comfortable for long term use i.e. science lab re-purposing as a classroom.</i>		<ul style="list-style-type: none"> • Acquiring more suitable chairs/stools./ tables 	6 th September 21	L
	<p>Increased ventilation (where reasonably practicable – cost versus risk exercise).</p> <p>21/08/21 update from GOV.UK All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</p> <p>Currently under review by OCC H&S in conjunction with other LA's/DfE/HSE Guidance - The Health and Safety Executive guidance on air conditioning and</p>	<p><i>Reminder to keep windows/doors open as much as practically possible and/or purge fresh air at mid-morning and lunch break. Investigating options for improving mechanical ventilation system, where practicable to do so.</i></p> <p><i>Following DfE, HSE and CIBSE guidance, schools should, as part of their risk assessment,</i></p>		<p>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p>	<p>Open windows, Purging at breaktime or when pupils are outside. Consideration required for pupils with medical needs and vulnerability when opening windows in cold weather</p>	L

	<p><u>ventilation during the coronavirus outbreak and CIBSE COVID-19 advice</u> provides more information.</p> <p>The current Schools COVID guidance states</p> <p>“DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings, where needed.”</p>	<p>be identifying any areas of concern. e.g., where there’s no natural ventilation/air flow; areas that feel stuffy etc.</p>			13 th September 21	
Staffing	<p>Review staffing numbers required for Sept 2021 return have been determined including support staff such as facilities, IT, midday and office/admin staff.</p>		M	<p>Staffing has been allocated to class groups according to need.</p> <p>Class list shared September 2021</p> <p>Agency staff used while waiting to appoint new staff.</p>	September 21	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>			<p>Staff will ring the main Bishopswood Office if they are unable to work.</p> <p>Staff aware of the latest guidance re COVID 19</p>	3 rd September 2021	L
	<p>Review any individual staff risk assessments (clinically extremely vulnerable, pregnant staff), are there appropriate and sufficient</p>		H	<p>Staff risk assessments will be reviewed with vulnerable staff or those</p>	September 21	L

	<p>arrangements in place for mitigating risks as identified. Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p> <p>Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)</p> <p>Communication arrangements are in place and clear for staff concerning their role in continuing to support the working of the school.</p>			<p><i>advised by their GP to isolate.</i></p> <p><i>Specific RA template available H&S A-Z</i></p> <p><i>How to stay safe and prevent the spread to be discussed with class teams.</i></p> <p><i>Highlight need for staff to be provided with appropriate PPE, LFD and PCR home kits if and when needed</i></p>		
	<p>Plans to respond to any increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>	<p><i>Shortage of staff may result in pupils being asked to stay at home due to a lack of staff</i></p>	<p><i>M</i></p>	<p><i>Letter to parents includes a statement that if there are insufficient staff the class will close or number of pupils attending will be reduced. School will follow</i></p>	<p><i>6th September 21</i></p>	<p><i>L</i></p>
	<p>Where appropriate/necessary, consideration given to staff clothing expectations and</p>		<p><i>M</i></p>	<p><i>All staff requested to wear easily washable clothes and changed</i></p>	<p><i>6th September 2021</i></p>	<p><i>L</i></p>

	information shared with staff. to ensure clothes worn are easily washable (e.g. no ties).			<i>regularly. Families requested to send child into school in clean clothes.</i>		
	Approaches for meetings and staff training in place.		<i>M</i>	<i>Staff meetings are now taking place in person with the option of teams meeting for whole school training</i>	<i>6th September 2021</i>	<i>L</i>
	Staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision agreed and communicated.			<i>Class teachers will provide remote learning resources for pupils in their class unable to attend school due to lockdown This will be paper / practical sensory resources or activities via google classroom</i>	<i>6th September 2021</i>	<i>L</i>
	Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	<i>TA s are required to lead some groups as not enough teachers on site to cover numbers.</i>	<i>M</i>	<i>LSAs may be re directed to work with individual pupils.on another site or in another classroom.</i> <i>HLTA will lead the group if teacher is not available on the day with the support and guidance of the department team leader.</i> <i>Senior Leadership Team to assess safe staffing levels for each class.</i>	<i>6th September 21</i>	<i>LL</i>

				<p><i>If staffing levels are low and becomes a health and safety risk as well as the wellbeing of the children. The SLT may close the class or request some pupils do not attend on a rota basis.</i></p>		
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p><i>Bishopswood has a mental health first aider. Staff are aware of support and advice for schools and pupils available from OCC</i></p> <p><i>Sharon Hickles is the mental Health First Aider</i></p> <p><i>Emily Radford is mental health first aider for staff to contact..</i></p> <p><i>Staff are aware of support and advice for schools and pupils available from OCC</i></p> <p><i>Schools who subscribe to the EAP can access this link</i></p> <p>http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme</p>	<p><i>2nd September 21</i></p>	<p>L</p>

	<p>Arrangements for accessing testing are in place. Staff are clear on how and when to access a test.</p>			<p>All staff have received training on how to use the Lateral flow test and know where to access them from in school. Staff also have access to a PCR home testing kit. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	<p>1st September 21</p>	<p>L</p>
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>			<p><i>Induction of new staff will also include training on use of a LFD test kit, use of PPE and hand sanitisation.</i></p>	<p>6th September 21</p>	<p>L</p>
	<p>Any staff contracts that need to be issued, extended or amended considering the current situation have been.</p>			<p><i>Staff contracts have had to be amended for identified staff due to impact of COVID 19</i></p>	<p>6th September 21</p>	<p>L</p>
	<p>Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.</p>			<p>HR processes identified to be resolved HR processes are being followed.</p>	<p>3rd September 21</p>	<p>L</p>
	<p>Review and communicate arrangements for any visitors/ contractors on site, protocols and expectations required.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<p><i>Check with the contractor any requirements their employer has specified before visit. Share Bishopswood school protocols with Headteacher's of co located schools & leadership team, re visitors / contractors on site.</i></p>	<p>3rd September 21</p>	<p>L</p>

				<p><i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i></p> <p><i>Admin team to send protocols in an email to contractors prior to visit</i></p>		
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</p>	<p><i>Decide on the delivery of this learning</i></p> <p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p>		<p><i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p> <p><i>Music teacher, Drama. Soundabout, Relax Kids.</i></p>	6 th September 21	L
<p>Mixing and 'bubbles'</p> <p>Schools COVID-19 operational</p>	<p>GOV.UK no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for</p>			<p><i>Bishopswood School will operate as a whole school for all 3 sites. The school is reviewing its procedures with co located mainstream schools to return</i></p>	20 th September 2021	L

<p>guidance - GOV.UK (www.gov.uk)</p>	<p>example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p> <p>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>			<p><i>routines to what they were prior to COVID lockdown..</i></p> <p><i>Secondary site:</i></p> <p><i>Movement of pupils around site. Staff to be aware of MECE breaktime and lunchtimes and avoid large group movement of pupils at these times. Bishopswood will endeavour to minimise occasions when Bishopswood pupils might venture onto MECE site.</i></p> <p><i>Sonning Common primary school is still operating bubbles by year group and have requested Bishopswood pupils keep to their allocated areas on the playground. Pupils using the lunch hall to leave it by 12:00 and BW staff to clean surfaces before leaving the room. Staff to wear masks when moving through communal areas.</i></p> <p><i>Pupils to be supervised and avoid going into SC</i></p>		
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				<p><u>classroom areas. It needs to be understood by all schools that on occasions this may not be possible due to the child's emotional state at that time.</u></p> <p>Assemblies will resume in departments.</p> <p>Each department lead will share with staff their outbreak management plan in case of a possible outbreak of COVID 19 within the school.</p>		
	Identified solutions to any workforce capacity issues are in place.			The impact of staff shortages may result in the SLT closing a class / department	3 rd September 21	/
<p>Social Distancing? Hands, face, space and fresh air!</p>	<p>From GOV.UK; Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home. Employers should be able to explain the measures they have in place to keep CEV staff safe at work. The Health and Safety Executive (HSE) has published guidance on protecting vulnerable workers, including advice for employers and</p>			<p>Enhanced cleaning will continue on all sites will continue. Avoid overcrowding in confined spaces Promote ventilation around the school.</p> <p>Consider zonal organisation to reduce</p>		

	<p>employees on how to talk about reducing risks in the workplace. If necessary, review arrangements for any continuation of protocols from summer term 2021:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) without reducing teaching time • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 			<p><i>movement and interaction between 'bubbles' in corridors and communal spaces</i> <i>Secondary pupils will be mindful of movement across shared areas with MECE pupils during lesson changes.</i> <i>Bishopswood pupils may need to transition at these times as part of movement breaks and emotional regulation.</i> <i>Bishopswood SLT and SC school will agree a timetable for</i> <i>Bishopswood pupils to access the dining hall for lunchtime..</i></p>		
	<p>Approach to avoiding children and young people entering school congregating in large numbers</p>			<p><i>Pupils are escorted into school individually by a staff member and checked they are well.</i> <i>On the primary site pupils are already in the routine for waiting 2m apart before entering the school premises.</i></p>	<p>3rd September 21</p>	<p>L</p>
	<p>Approach to assemblies – https://www.gov.uk/government/publications/actions-for-schools-</p>	<p><i>Consider and review any alternative outdoor areas</i></p>		<p><i>Assemblies will take place in smaller class groups, usually 10 pupils</i></p>	<p>3rd September 21</p>	<p>L</p>

	during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks	<i>(weather permitting) for assemblies, classes etc.,</i>		<i>+ 6 staff but sometimes whole departments of no more than 35 Whole school gatherings to consider larger halls and our use of outside space e.g sports day.</i>		
	Review arrangements in place for the use of the playground, including equipment.			<i>Team leaders to agree with co located schools access to outside space, playground and equipment. Where reasonably practicable to do so, enhanced safe cleaning process in place for outdoor equipment</i>	<i>6th September 21</i>	<i>L</i>
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.			<i>Bishopswood is a special school and the majority of pupils come to school via a taxi / bus/ car Public transport to be used only as part of an educational activity to promote independence</i>	<i>3rd September 21</i>	<i>L</i>
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			<i>Pupils will arrive by school transport or parents cars to each department</i>	<i>3rd September 21</i>	<i>I</i>
	Support in place for CYP who have no alternative, to access public transport safely, recommending			<i>School and families follow OCC transport guidance</i>	<i>3rd September 21</i>	<i>L</i>

	social distancing protocols where possible.					
	Arrangements in place with transport providers to support any staggered start/end times.			Transport arrangements are in place for normal start and end times for each department	3 rd September 21	L
	Children and young people reminded to wear face coverings on public and school transport. <i>See Visors/Face Covering below</i>			<i>Bishopswood pupils have SEND and some pupils are unable to keep face mask on. Pupils able to have been advised to wear a face mask</i>	<i>3rd September 21</i>	L
Catering	Review arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. Liaise with catering team/Contractor re any changes to processes and procedures/RA update			<i>Secondary meals are provided by co located school MECE and this will continue as before School meals are provided by Kites Kitchen on the primary site. This will continue. Early Years meals are provided by co located school Valley Road.</i>	<i>3rd September 21</i>	L
	Review arrangements for when and where pupils and staff will take lunch (and snack time if necessary) – any adjustments necessary?			Secondary department lunchtime will be in MECE hall, canteen service. Primary department meals will initially be brought to the Bishopswood site and	<i>3rd September 21</i>	L

				food consumed in classrooms. Early Years lunchtime will be at 12:00 and food eaten in Bishopswood area.		
	Review arrangements for food deliveries in place – any adjustments necessary?			N/A		
PPE	Review PPE requirements and are appropriate supplies in place?			All class teams have access to PPE for their use e.g face masks, gloves, shields, hand sanitiser. These will be used when working with pupils closely and to support personal care needs.	<i>3rd September 21</i>	L
Visors/face coverings	<p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p> <p>Face coverings</p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces</p>			<p>Face coverings will only be used when supporting pupils with their personal care needs or when in enclosed, confined or crowded areas</p> <p>On the secondary site this may happen if staff and or pupils need to transfer to another classroom / activity or to support a pupil to take a movement break which</p>	<i>20th September 21</i>	L

	<p>where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Contingency framework: education and childcare settings (publishing.service.gov.uk)</p>			<p>requires crossing shared space when MECE pupils are transitioning to their next lesson.</p> <p>On the primary site this situation may arise in a corridor or school hall.</p> <p>All Bishopswood pupils aged 11 and above who are able to will need to wear a mask in a taxi.</p> <p>Visitors to wear a mask when entering school building. Visitors asked not to attend if a confirmed case has been identified in the school</p>		
<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<p><i>No systems in place</i></p>	<p>H</p>	<p>Team leader of each site and Headteacher should be informed of a confirmed case and agreed actions to be followed.</p> <p>Bishopswood will follow Special School guidance. Area identified for confirmed case to isolate safely and wait to be collected has been identified on each site.</p>	<p><i>3rd September 21</i></p>	<p>L</p>

				<p>School staff to follow use of PPE and cleaning procedures for suspected and confirmed case. Parents to be informed immediately and request for child to be collected.</p> <p>Disposable mop heads recommended, see link: COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place • Contact tracing arrangements if needed 			<p>COVID 19 Resource Pack for Educational Settings V12.00</p> <p>After school club takes place 3 days a week . 2 days on primary and 2 days on secondary site.</p>	3 rd September 21	/
	<p>Review any changes to the school day/timetables and communicate with parents.</p>			<p>Changes of times have already been sent to parents in the summer term.</p> <p>Reminder letter will be sent to parents for the Autumn term 21</p>	6 th September 21	L

	All students instructed to bring a NAMED water bottle each day. Robust water fountain cleaning arrangements in place, if determined safe to use/re-instate!			<i>Parents can send in named water bottle but pupil;s are individually supported with access to drinking and eating equipment. No water fountains are in school</i>	<i>3rd September 21</i>	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			Bishopswood has 2 Mental Health First Aider available for all staff. ELSA trained staff available on primary site to support pupils mental health. More training planned.	<i>6th September 21</i>	L
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 			To regularly review impact of COVID19 on families. Regular contact with families by phone and email and in person by appointment. To engage with LCSS to provide extra support. Use of after school club for identified pupils has resumed.	<i>3rd September 21</i>	L
Remote Education Plan	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	<i>Response to positive case(s) of COVID19.</i>		<i>Class teachers will have remote learning packs available for individual / groups of pupils if it is required.</i>	<i>20th September 21</i>	L

				<i>Remote learning contingency available and ready to be 'switched-on' when needed.</i>		
	Technology support/DfE laptop allocation in place.			<i>Refer to GOV.UK guidance</i>		
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Safeguarding briefing to staff given 2nd September 2021.</i> <i>Safeguarding training to all staff June 2021</i> <i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	<i>2nd September 2021</i>	<i>L</i>
	Reviewed/updated Child Protection Policy in place			<i>Safeguarding and Child Protection Policy 2021 is in place and shared with staff.</i> <i>KCSIE 2021 also shared with staff.</i> <i>Code of Conduct to be updated in light of KCSIE 2021</i> <i>Adopted most recent Child Protection Policy Policies to go to full governors</i>	<i>27th September 21</i>	<i>L</i>
	Where appropriate, work with other agencies, such as social care, has been undertaken to support			<i>RA to be reviewed by the SLT for Autumn 2021</i>	<i>September 2021</i>	<i>L</i>

	vulnerable CYP and families to complete risk assessments and planning.					
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			All pupils requiring physical contact in the context of managing behaviour are reviewed and level of hygiene & PPE that needs to be in place. <i>Review individual consistent management plans to ensure they include protective measures.</i>	27 th September 21	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			Teachers planning will take into account possible adjustments that would need to be made to minimise risk of catching COVID 19	6 th September 2021	L
	Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> PE guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport. Advice 			Class teachers and leadership team have reviewed activities and modified them to enable the activity to place that encourages social distancing and reducing opportunities of cross contamination.	4 th September 21	L

	<p>from organisations such as the Association for Physical Education and the Youth Sport Trust</p> <ul style="list-style-type: none"> • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org.uk/or-education/primary/ • Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/ • Contents (oeapng.info) 			<p>PE will initially take place outdoors or in smaller groups. Practical science lessons will allow pupils to have individual access to equipment and resources as well as encouraging learning outdoors.</p> <p>In Practical lessons use of equipment if shared needs to be cleaned between use.</p> <p>Swimming for Bishopswood pupils has resumed from September 21. Use of Sonning Common pool is now taking place.</p>		
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that is being done at home, where/if applicable • capturing pupil achievements/ outcomes 			<p><i>Bishopswood is a special school and teachers plan lessons to meet the pupils individual needs that may require close contact for prolonged periods of time. staff are trained and supported in the most appropriate classroom delivery style for</i></p>	<p><i>September 21</i></p>	<p>L</p>

	<ul style="list-style-type: none"> utilising the DFE 'catch-up' funding and programmes contingency remote learning plan 			<i>teaching in a special school and aware of how best to provide pupils with additional support.</i>		
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			<i>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i>		
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to the contingency remote learning plan.			<i>Positive Behaviour policy was updated July 2020 included COVID 19 but will update in line with KCSIE 2021 by 24/9/21</i>	24 th September 2021	L
				<i>Use of Information Technology Policy January 2021 includes remote learning and teaching internet safety.</i>	3 rd September 21	L
SEND PUPILS	Approach to provision of the elements of the EHCP including health/therapies in place. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B			Physiotherapists, Occupational therapists, Speech and language therapists will be attending school and working with pupils with guidance from NHS	1 st September 21	L

	Annual reviews.			Annual reviews can take place in person and / or via teams .	1 st September 21	L
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.			<i>Bishopswood will work with individual families to reintegrate pupils back to school. The school will also seek advice from the attendance and re integration team.</i>	6 th September 21	I
	Requests for assessment considered.			<i>Bishopswood will continue to support professional assessments onsite from a wide range of professionals.</i>	6 th September 21	L
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			Refer to GOV.UK guidance Pupils will be supported with a re integration plan to return to school full time with LA guidance.	6 th September 21	L
	Approach to support for parents where rates of persistent absence were high before closure.			Bishopswood will seek support from other agencies to support an individualised re integration back to school	6 th September 21	L

Communication	Information shared with staff around the Sept 2021 return to school and any amendments to usual working patterns/practices and groups.			<i>Refer to GOV.UK guidance Latest guidance sent to all staff.</i>		
	Union representatives informed of Sept 2021 return to school plans.			<i>School does not have a named union rep</i>	<i>10th September 21</i>	<i>L</i>
	Updated Risk Assessment published on website.				<i>10th September 21</i>	<i>/</i>
	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Sept 2021 return to school • Any continuing social distancing requirements? • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • NHS Test and Trace • Staggered start and end times • Expectations when in school • Anticipated sanctions for breach of school guidelines and processes 			<i>Letter to be sent out to parents informing them of plans alongside this risk assessment. Support given to parents if they have to home teach their child due to track and trace. Letter will inform parents of the latest guidance on, attendance, uniform, transport, behaviour NHS Test and Trace, school timings Contingency Outbreak Management Plan.</i>	<i>13th September 21</i>	<i>/</i>

	<ul style="list-style-type: none"> Contingency plans – Outbreak Management Plan 					
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> Any changes to timetable Any continuing social distancing arrangements Any staggered start times Expectations when in school Travelling to and from school safely 					
	On-going regular communication plans determined to ensure parents are kept well-informed			<p><i>Letters, website updates, social media</i></p> <p><i>Class letters to be sent to parents</i></p>	17 th September 21	/
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.			<p><i>Governors will follow the agreed schedule</i></p> <p><i>Set up meeting planned for the 13th September 21</i></p>	13 th September 21	L
	<p>Governors have oversight of Sept 2021 return to school and risk assessments.</p> <p>Approach to communication between Leaders and Governors is clear and understood.</p>			<p><i>Sent to governors by email</i></p> <p><i>Approach to communication agreed at set up meeting.</i></p> <p><i>Regular updates of any changes to routines communicated to the Chair of governors and vice chair.</i></p>	13 th September 21	/

	Review any aspects of Governance which may have been on-hold in order to review/reinstate as required			<i>Governor meetings have returned to face to face for whole governor meetings with committee meetings carried out via teams.</i>	<i>6th September 21</i>	<i>L</i>
	Governors have oversight of all staff wellbeing and appropriate arrangements in place to support Headteacher and SLT. <i>Refer to Headteacher wellbeing materials.</i>			<i>Wellbeing is discussed at Governors meeting as part of the schools response to managing COVID</i>	<i>1st September 21</i>	<i>I</i>
School events, including trips	Review the school's annual calendar of events. Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)			<i>School events will resume but mindful of increased infection rates. e.g hiring larger halls, holding events outside. Trips to follow COVID guidance and will resume in the Autumn term.21</i>	<i>6th September 21</i>	<i>I</i>
Finance	Review any continuing additional costs incurred due to COVID19; are they clearly documented.			<i>COVID costs updated and reviewed with school bursar</i>	<i>15th September 21</i>	<i>L</i>
	Review any claims submitted for reimbursement e.g., increased premises related costs, additional cleaning, additional waste removal, support for FSM etc			<i>Increased cleaning costs have been incurred</i>	<i>15th September 21</i>	<i>L</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<i>N/A</i>	<i>15th September 21</i>	<i>L</i>

	Insurance claims, including visits/trips booked previously.			N/A	6 th September 21	L
	Reintroduction or re-contracting of services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering • Waste management 			N/A	6 th September 21	L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			<i>Working with SC school to improve site security. Bishopswood will consider any risks . e.g The Earth Trust</i>	13 th September 21	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak			<i>No Breakfast club After school and holiday club has returned to normal working. Staff follow enhanced cleaning guidance. Activities are planned to avoid overcrowding situations.</i>		
Testing	Test kits are securely stored and distributed to staff and students (secondary).			<i>Identified staff are trained and kits are stored in a secure office</i>	1 st September 21	L
	Staff and students (secondary) are aware of how to safely take and process the test. Share the following: <ul style="list-style-type: none"> • NHS instruction leaflet 			<i>Bishopswood is a special school and secondary student do it themselves following guidance for</i>	1 st September 21	I

	<ul style="list-style-type: none"> • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents • PPE provision • Layout of testing space and one-way foot fall as per guidelines 			<i>the next 2 weeks and then to be done at home. Letter to be sent home on Monday. We do have consent for children doing it anyway. Stored in the CoVID file along with RA</i>		
	Staff and students (secondary) are aware of how to report their test results to school and to NHS Test and Trace.			<i>Bishopswood staff have been trained in taking lateral flow test and know how to report results to Test and Trace.</i>	1 st September 21	/
	Staff and students (secondary) are aware of how to report any incidents both clinical and non-clinical.			Staff have been trained in the testing process	1 st September	/
	Process in place to monitor and replenish test supplies Process in place for appropriate PPE to be available (Secondary)			<i>Procedure is understood</i>	1 st September 21	/

[Actions for early years and childcare providers](#)

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](#)

[Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](#)

[All schools to receive carbon dioxide monitors - GOV.UK \(www.gov.uk\)](#)
[Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](#)

[Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend)

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