

## OCC COVID19: Updated September 2021/ Reviewed and updated January 2022 Risk Assessment and Action Plan



**SCHOOL NAME:** Bishopswood School ( Special)

**OWNER:** Oxfordshire County Council

**DATE:** 3<sup>rd</sup> January 2022

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 Erlegh Chiltern Edge.

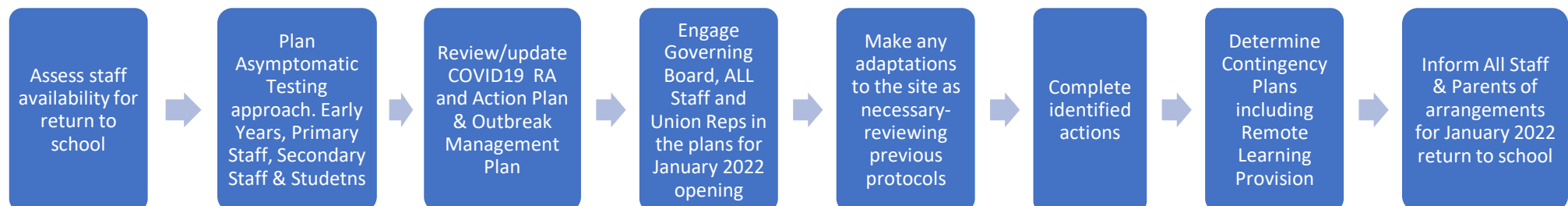
### Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place [for the return to school January 2022](#) 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 January 2022 return:



## Risk Assessment/ Action Plan Sections:

<a href="#">Engagement in Risk Assessment and Planning</a>	Error! Bookmark not defined.
<a href="#">Site Arrangements</a>	Error! Bookmark not defined.
<a href="#">Emergency Evacuations</a>	Error! Bookmark not defined.
<a href="#">Cleaning and waste disposal</a>	Error! Bookmark not defined.
<a href="#">Classrooms</a>	Error! Bookmark not defined.
<a href="#">Staffing</a>	Error! Bookmark not defined.
<a href="#">Group Sizes</a>	Error! Bookmark not defined.
<a href="#">Social Distancing</a>	Error! Bookmark not defined.
<a href="#">Transport</a>	Error! Bookmark not defined.
<a href="#">Catering</a>	Error! Bookmark not defined.
<a href="#">PPE</a>	Error! Bookmark not defined.
<a href="#">Visors/face coverings</a>	Error! Bookmark not defined.
<a href="#">Response to suspected/ confirmed case of COVID19 in school</a>	Error! Bookmark not defined.
<a href="#">Remote Education Plan</a>	Error! Bookmark not defined.
<a href="#">Safeguarding</a>	Error! Bookmark not defined.
<a href="#">Curriculum / learning environment</a>	Error! Bookmark not defined.
<a href="#">SEND PUPILS</a>	Error! Bookmark not defined.
<a href="#">Attendance</a>	Error! Bookmark not defined.
<a href="#">Communication</a>	Error! Bookmark not defined.
<a href="#">Governors/ Governance</a>	Error! Bookmark not defined.
<a href="#">School events, including trips</a>	Error! Bookmark not defined.
<a href="#">Finance</a>	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
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing board and union representatives. <a href="#">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a> <a href="#">Actions for early years and childcare providers</a>	<b>All stakeholders not aware of changes in school processes to minimise risk of COVID 19</b>	M	<b>Update Risk Assessment and inform all stakeholders</b>	<b>1<sup>st</sup> September 21 January 2022</b>	L
<b>Site Arrangements</b> <a href="#">Coronavirus: latest information and advice - HSE news</a>	<b>Review</b> 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 4 key personnel at any one time and social distancing is being observed.</i>	<i>1<sup>st</sup> September 21 03.01.2022</i>	L
	<b>Review</b> access/entrance by pupils, staff, visitors and manage as appropriate for the safety of all-based on processes/procedures. What worked/what didn't.	<i>Bottlenecks likely at entrance to school.</i>	M	<i>Pupils enter the school via a shared entrance on Secondary site and separate entrances at Primary / Early Years. Pupils leave the school sites in small groups via separate entrances from co located partners.</i>	<i>1<sup>st</sup> September 21 03.01.2022</i>	L

	Review premises lettings and best practice approach, as required		M	Classrooms are not let out to other providers.	September 21 03.01.2022	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 03.01.2022	L
	Dedicated testing site organised, signage up and robust cleaning processes in place (Secondary)	Permission is being sought from parents.	M	Dedicated testing site is set up with robust cleaning processes in place for secondary pupils.	September 21 03.01.2022	L
	Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure is still in place.		M	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 around the school in communal areas and at all times at Secondary. To be reviewed 26.01.2022 following Government guidelines.	September 21 03.01.2022	L
	Safe Contractor management	Contractors may increase risk of exposure to COVID 19 if safeguards are not followed	M	All contractors complete a statement to confirm that they have not been in contact with anyone	1 <sup>st</sup> September 21 03.01.2022	L

				<b>with COVID or have symptoms of COVID 19</b>		
<b>Emergency Evacuations</b>	<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>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>	M	<p><i>Our evacuation procedure for each site will be followed.</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. <b>And each term.</b></i></p> <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 (Primary)</i></p>	<p><b>1<sup>st</sup> September 21 03.01.2022</b></p> <p><b>8<sup>th</sup> September 21 03.01.2022</b></p>	L
<b>Cleaning and waste disposal</b>	<p>Review enhanced cleaning regime is in place in line with <u>COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</u></p>		M	<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><b>6<sup>th</sup> September 21 03.01.2022</b></p>	L

				<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> <p><i>Additional cleaning is being sought at Secondary.</i></p>		
	<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> <p><i>Early morning touch point cleaning of all communal areas is in place.</i></p> <p><i>Additional cleaning is being sought at Secondary.</i></p>	<p><i>2<sup>nd</sup> September 21</i> <b>03.01.2022</b></p>	<p><i>L</i></p>
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>Hand sanitiser is available for visitors to reception at all 3 sites.</i></p>	<p><i>M</i></p>	<p><i>Hand sanitiser available at the school entrance</i></p>	<p><i>1<sup>st</sup> September 21</i> <b>03.01.2022</b></p>	<p><i>L</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>		
	Sufficient time is available for the enhanced cleaning regime to take place.		M	<p><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></p>	6 <sup>th</sup> September 21 <b>03.01.2022</b>	L
	Waste disposal process in place for potentially contaminated waste, including testing waste.			<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i></p> <p><a href="https://www.gov.uk/guidance/cleaning-of-non-healthcare-settings-outside-the-home">COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)</a></p>	6 <sup>th</sup> September 21 <b>03.01.2022</b>	L

	Process in place for safe removal and/or disposal of face masks (if this is a school requirement).		M	Lidded bins for disposal of PPE	1 <sup>st</sup> September 21 <b>03.01.2022</b>	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	<del>M</del>	<b>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 with an emphasis on outdoor learning.</b>	3 <sup>rd</sup> September 21 <b>03.01.2022</b>	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. Review any sharing of equipment as necessary and cleaning measures required	Soft toys, cushions and beanbags in classroom are not easily washable.	L	Surfaces to be cleared of unnecessary resources and stored in a lidded box. This includes blankets and pillows that are easily accessible.	1 <sup>st</sup> September 21 <b>03.01.2022</b>	L
	Review non-essential equipment or resources which are not easily washable or wipeable.  Review information posters which are displayed across the site; at the main entrance, places visible to those at the school gate, in the	No COVID19 information posters currently in place. Limited reminders/ awareness for children.	M	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	1 <sup>st</sup> September 21 <b>03.01.2022</b>	L



	<p>staffroom and in all toilets, are any changes necessary?</p>		L	<p><i>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 in between purging.</i></p> <p><i>Posters displayed that can be read by some pupils with SEND</i></p> <p><i>e-Bug posters displayed:</i></p> <ul style="list-style-type: none"> <li>• <i><u>Horrid hands</u></i></li> <li>• <i><u>Super sneezes</u></i></li> <li>• <i><u>Hand hygiene</u></i></li> <li>• <i><u>Respiratory hygiene</u></i></li> </ul>	<p><i>1<sup>st</sup> September 21</i> <b>03.01.2022</b></p>	L
	<p>Increased ventilation (where reasonably practicable – cost versus risk exercise). All classes and some communal areas have CO2 monitors. Currently under review by OCC H&amp;S in conjunction with other LA's/DfE/HSE Guidance - <i><u>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</u></i></p> <p><i>The current <u>Schools COVID guidance states</u></i></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, be identifying <u>any areas of concern</u>. e.g., where there's</i></p>		<p><u>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</u></p> <p><i>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</i></p>	<p><b>03.01.2022</b></p> <p><i>13<sup>th</sup> September 21</i></p>	L

	<p><i>"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, <b>where needed.</b>"</i></p>	<p><i>no natural ventilation/air flow; areas that feel stuffy etc.</i></p>				
<b>Staffing</b>	<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>	<p>3<sup>rd</sup> September 2021 03.01.2022</p>	L
	<p>Review any individual staff risk assessments (clinically extremely vulnerable, pregnant staff), are there appropriate and sufficient arrangements in place for mitigating risks as identified.</p> <p>Communication arrangements are in place and clear for staff concerning their role in continuing to support the working of the school.</p>		H	<p><i>Staff risk assessments will be reviewed with vulnerable staff or those advised by their GP to isolate. No Risk assessments in place at the present time.</i></p> <p><i>Specific RA template available H&amp;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>Staff are provided with appropriate PPE, LFD</i></p>	<p>September 21 03.01.2022</p>	L

				<i>and PCR home kits if and when needed</i>		
	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.	<i>Shortage of staff may result in pupils being asked to stay at home due to a lack of staff</i>	<i>M</i>	<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.</i>	<i>6<sup>th</sup> September 21 03.01.2022</i>	<i>L</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>1<sup>st</sup> September 2021 03.01.2022</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 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>1<sup>st</sup> September 2021 03.01.2022</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>LSAs may be re directed to work with individual pupils on another site or in another classroom.  HLTA will lead the group if teacher is not available on the day</i>	<i>1<sup>st</sup> September 21 03.01.2022</i>	<i>LL</i>

			<p><i>M</i></p> <p><i>with the support and guidance of the department team leader.</i></p> <p><i>Senior Leadership Team to assess safe staffing levels for each class.</i></p> <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 Sharon Hickles is the mental Health First Aider 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>2<sup>nd</sup> September 21</i> <i>03.01.2022</i></p>	<p><i>L</i></p>

				<p><i>Schools who subscribe to the EAP can access this link</i></p> <p><a href="http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme">http://schools.oxfordshire.gov.uk/cms/content/employee-assistance-programme</a></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.</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p>	<p><i>1<sup>st</sup> September 21</i></p> <p>03.01.2022</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><i>6<sup>th</sup> September 21</i></p> <p>03.01.2022</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><i>6<sup>th</sup> September 21</i></p> <p>03.01.2022</p>	<p>L</p>
	<p><b>Review</b> 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</p>			<p><i>Check with the contractor any requirements their employer has specified before visit.</i></p> <p><i>Bishopswood school protocols will be</i></p>	<p><i>3<sup>rd</sup> September 21</i></p> <p>03.01.2022</p>	<p>L</p>

	assessment carried out by the Contractor.			<i>shared with co-located headteachers when requested.</i>		
	<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><a href="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">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</a></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 <sup>th</sup> September 21 03.01.2022	L
<p><b>Mixing and 'bubbles'</b></p> <p><a href="#">Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</a></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. 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</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 routines to what they were prior to COVID lockdown..</i></p> <p><i>Assemblies will resume in departments.</i></p> <p><i>Each department lead will share with staff their outbreak management</i></p>	10 <sup>th</sup> September 2021 03.01.2022	L

	<p>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>plan in case of a possible outbreak of COVID 19 within the school.</i></p>		
	<p>Identified solutions to any workforce capacity issues are in place.</p>			<p><i>The impact of staff shortages may result in the SLT closing a class / department</i></p>	<p>3<sup>rd</sup> September 21 03.01.2022</p>	<p>I</p>
<p><b>Social Distancing?</b> Hands, face, space and fresh air!</p>	<p><b>From GOV.UK;</b> 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 employees on how to talk about reducing risks in the workplace. If necessary, <b>review</b> arrangements for any continuation of protocols from Spring term 2022:</p>			<p>Enhanced cleaning will continue on all sites will continue. Avoid overcrowding in confined spaces Promote ventilation around the school. Secondary pupils will be mindful of movement across shared areas with MECE pupils during lesson changes. Bishopswood pupils may need to transition at these times as part of movement breaks and emotional regulation. Bishopswood SLT and SC school will agree a timetable for Bishopswood pupils to</p>	<p>03.01.2022</p>	<p>L</p>

				access the dining hall for lunchtime.		
	<p>Approach to assemblies – <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></p>	<p><i>Consider and review any alternative outdoor areas (weather permitting) for assemblies, classes etc.,</i></p>		<p><i>Assemblies are currently not being held at Bishopswood School apart from Class assemblies. Whole school gatherings to consider larger halls and our use of outside space e.g sports day.</i></p>	<p><i>3<sup>rd</sup> September 21 03.01.2022</i></p>	<p><i>L</i></p>
	<p>Review arrangements in place for the use of the playground, including equipment.</p>			<p><i>SLT 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></p>	<p><i>6<sup>th</sup> September 21 03.01.2022</i></p>	<p><i>L</i></p>
<b>Transport</b>	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p>			<p><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></p>	<p><i>3<sup>rd</sup> September 21 03.01.2022</i></p>	<p><i>L</i></p>
	<p>Arrangements in place with transport providers to support any staggered start/end times.</p>			<p>Transport arrangements are in place for normal</p>	<p><i>3<sup>rd</sup> September 21 03.01.2022</i></p>	<p><i>L</i></p>



				start and end times for each department		
	Children and young people reminded to wear face coverings on public and school transport.			<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>3<sup>rd</sup> September 21</i> 03.01.2022	<i>L</i>
<b>Catering</b>	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 food consumed in classrooms. Early Years lunchtime will be at 12:00 and food eaten in Bishopswood area.	<i>3<sup>rd</sup> September 21</i> 03.01.2022	<i>L</i>
<b>PPE</b>	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.	<i>3<sup>rd</sup> September 21</i> 03.01.2022	<i>L</i>
<b>Visors/face coverings</b>	<u>Schools COVID-19 operational guidance - GOV.UK (<a href="http://www.gov.uk">www.gov.uk</a>)</u>			Face coverings may be used when supporting pupils with their	<i>3<sup>rd</sup> September 21</i> 03.01.2022	<i>L</i>

	Face coverings are recommended from Year 7 and above. This will be reviewed on 26.01.2022			personal care needs or when in enclosed, confined or crowded areas Bishopswood pupils who are able to will need to wear a mask in a taxi.		
<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/take action</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<i>No systems in place</i>	<i>H</i>	<p>Headteacher and SLT 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. 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>	<i>3<sup>rd</sup> September 21</i> 03.01.2022	<i>L</i>
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>			<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>	<i>3<sup>rd</sup> September 21</i> 03.01.2022	<i>I</i>

				If 2 or more cases are confirmed, we notify and follow advice from <b>PHE</b> .		
	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.	6 <sup>th</sup> September 21 03.01.2022	L
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> <li>• PPG/ vulnerable groups</li> </ul>			<b>To regularly review impact of COVID19 on families.</b> <b>Regular contact with families by phone and email and in person by appointment.</b> <b>Use of after school club for identified pupils has resumed.</b>	3 <sup>rd</sup> September 21 03.01.2022	L
<b>Remote Education Plan</b>	Contingency plan for remote learning developed should self-isolation or restricted attendance be required.	Response to positive case(s) of COVID19.		Class teachers will have remote learning packs available for individual / groups of pupils if it is required.	6 <sup>th</sup> September 21 03.01.2022	L
	Technology support/DfE laptop allocation in place.			Refer to GOV.UK guidance		

<b>Safeguarding</b>	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Safeguarding briefing to staff given 2 <sup>nd</sup> September 2021. Safeguarding training to all staff June 2021 Staff refresher training session on processes and procedures and the revised wellbeing material.	2 <sup>nd</sup> September 2021 03.01.2022	L
	Reviewed/updated Child Protection Policy in place			<b><i>Safeguarding and Child Protection Policy 2021 is in place and shared with staff. KCSIE 2021 also shared with staff. Code of Conduct to be updated in light of KCSIE 2021 Child Protection Policy updated and reviewed by Governors. Safeguarding Training for all staff 10.11.2021</i></b>	September 21 03.01.2022	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP and families to complete risk assessments and planning.			Weekly DSL meetings in place. The well-being of all at risk children is discussed and actions where needed are implemented.	September 2021 03.01.2022	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate			All pupils requiring physical contact in the context of managing behaviour are reviewed	03.01.2022	L

	hygiene measures are in place to mitigate any risk of transmission.			and level of hygiene & PPE that needs to be in place. Review individual consistent management plans to ensure they include protective measures.		
<b>Curriculum / learning environment</b>	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	<i>6<sup>th</sup> September 2021</i> 03.01.2022	L
	<p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> <li>• PE <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport. Advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> <li>• Practical science lessons <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a></li> <li>• Swimming <a href="https://www.swimming.or">https://www.swimming.or</a></li> </ul>			<p>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. PE will initially take place outdoors or in smaller groups. In Practical lessons use of equipment if shared needs to be cleaned between use.</p> <p>Swimming for Bishopswood pupils has</p>	<i>4<sup>th</sup> September 21</i> 03.01.2022	L

	<a href="https://www.swimengland.org/swimengland/pool-return-guidance-documents/">g/swimengland/pool-return-guidance-documents/</a> <ul style="list-style-type: none"> <li>• <a href="https://www.oeapng.info">Contents   (oeapng.info)</a></li> </ul>			resumed from September 21. Use of Sonning Common pool is now taking place.		
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum</li> <li>• recognising 'non-curriculum' learning that is being done at home, where/if applicable</li> <li>• capturing pupil achievements/ outcomes</li> <li>• utilising the DFE 'catch-up' funding and programmes</li> <li>• contingency remote learning plan</li> </ul>			<p>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 teaching in a special school and aware of how best to provide pupils with additional support.</p> <p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p>	September 21 03.01.2022	L
	Student behaviour policy reviewed and amended where necessary to reflect the current circumstances.			<i>Positive Behaviour policy was updated inline with KCSIE 2021 November 2021</i>	24 <sup>th</sup> September 2021 03.01.2022	L
	Arrangements for teaching pupils how to keep themselves safe online are in place and aligned to			<i>Use of Information Technology Policy January 2021 includes</i>	3 <sup>rd</sup> September 21 03.01.2022	L

	the contingency remote learning plan.			<i>remote learning and teaching internet safety.</i>		
<b>SEND PUPILS</b>	Approach to provision of the elements of the EHCP including health/therapies in place. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B</a>			Physiotherapists, Occupational therapists Speech and language therapists will be attending school and working with pupils following guidance from NHS	1 <sup>st</sup> September 21 03.01.2022	L
	Annual reviews.			Annual reviews can take place in person and / or via teams .	1 <sup>st</sup> September 21 03.01.2022	L
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved.			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.	6 <sup>th</sup> September 21 03.01.2022	/
	Requests for assessment considered.			Bishopswood will continue to support professional assessments onsite from a wide range of professionals.	6 <sup>th</sup> September 21 03.01.2022	L

<b>Attendance</b>	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			<b>Refer to GOV.UK guidance Pupils will be supported with a re integration plan to return to school full time with LA guidance.</b>	6 <sup>th</sup> September 21 03.01.2022	L
	Approach to support for parents where rates of persistent absence were high before closure.			<b>Bishopswood will seek support from other agencies to support an individualised re integration back to school</b>	6 <sup>th</sup> September 21 03.01.2022	L
<b>Communication</b>	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>	03.01.2022	L
	Union representatives informed of Sept 2021 return to school plans.			<i>School does not have a named union rep</i>	10 <sup>th</sup> September 21 03.01.2022	L
	Updated Risk Assessment published on website.				10 <sup>th</sup> September 21 03.01.2022	/
	Communications with parents on the: <ul style="list-style-type: none"> <li>Sept 2021/January 2022 return to school</li> <li>Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning</li> </ul>			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.	13 <sup>th</sup> September 21 03.01.2022	/



	<ul style="list-style-type: none"> <li>• Attendance</li> <li>• Uniform</li> <li>• Transport</li> <li>• Behaviour</li> <li>• Contingency plans – Outbreak Management Plan</li> </ul>			Letter will inform parents of the latest guidance on, attendance, uniform, transport, behaviour NHS Test and Trace, school timings Contingency Outbreak Management Plan.		
	Pupil communications around: <ul style="list-style-type: none"> <li>• Any changes to timetable</li> <li>• Any continuing social distancing arrangements</li> <li>• Travelling to and from school safely</li> </ul>				03.01.2022	L
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media Class letters to be sent to parents	17 <sup>th</sup> September 21 03.01.2022	I
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken are prioritised.			Governors will follow the agreed schedule	13 <sup>th</sup> September 21 03.01.2022	L
	Governors have oversight of Sept 2021 return to school and risk assessments.  Approach to communication between Leaders and Governors is clear and understood.			Sent to governors by email  Approach to communication agreed at set up meeting. Regular updates of any changes to routines communicated to the Chair of governors and vice chair.	13 <sup>th</sup> September 21	I

	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/Teams</i>	6 <sup>th</sup> September 21 03.01.2022	L
	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>	1 <sup>st</sup> September 21 03.01.2022	I
<b>School events, including trips</b>	Review the school's annual calendar of events.			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	6 <sup>th</sup> September 21 03.01.2022	L
<b>Finance</b>	Review any continuing additional costs incurred due to COVID19; are they clearly documented.			<i>COVID costs updated and reviewed with school bursar</i>	15 <sup>th</sup> September 21 03.01.2022	L
	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>	15 <sup>th</sup> September 21 03.01.2022	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			N/A	15 <sup>th</sup> September 21 03.01.2022	L
	Insurance claims, including visits/trips booked previously.			N/A	6 <sup>th</sup> September 21 03.01.2022	L

	<p>Reintroduction or re-contracting of services, such as:</p> <ul style="list-style-type: none"> <li>• Cleaning</li> <li>• IT support</li> <li>• Catering</li> <li>• Waste management</li> </ul>			N/A	6 <sup>th</sup> September 21 03.01.2022	L
	<p>Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.</p>			<p><i>Working with SC school to improve site security. Bishopswood will consider any risks . e.g The Earth Trust</i></p>	13 <sup>th</sup> September 21 03.01.2022	L
<b>Before and after school clubs</b>	<p>Approach in place for before/after school clubs implements the necessary protective measures including restricted attendance  <a href="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">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</a></p>			<p><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></p>	03.01.2022	L
<b>Testing</b>	<p>Test kits are securely stored and distributed to staff and students (secondary).</p>			<p><i>Identified staff are trained and kits are stored in a secure office</i></p>	1 <sup>st</sup> September 21 03.01.2022	L
	<p>Staff and some students (secondary) are aware of how to safely take and process the test. Share the following:</p> <ul style="list-style-type: none"> <li>• NHS instruction leaflet</li> <li>• Training video and online resources on the</li> </ul>			<p>Bishopswood is a special school and some secondary student do it themselves following guidance for the first week and then tests to be done at home.</p>	1 <sup>st</sup> September 21 03.01.2022	I

	<p>document sharing platform</p> <ul style="list-style-type: none"> <li>• Contact details if queries</li> <li>• Process for reporting incidents</li> <li>• PPE provision</li> <li>• Layout of testing space and one-way foot fall as per guidelines</li> </ul>			Letter to be sent home to gain consent on Thursday 5 <sup>th</sup> January 2022.		
	Staff are aware of how to report their test results to school and to NHS Test and Trace.			Bishopswood staff have been trained in taking lateral flow test and know how to report results to Test and Trace.	1 <sup>st</sup> September 21 03.01.2022	I
	<p>Process in place to monitor and replenish test supplies</p> <p>Process in place for appropriate PPE to be available (Secondary)</p>			Procedure is understood	1 <sup>st</sup> September 21 03.01.2022	I

[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>

