

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Bishopswood School – Secondary, Primary and EYFS Departments

OWNER: Janet Kellett

DATE: 25th August 2020 – updated 14th September 2020

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

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

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**The template below includes examples in grey, these are not exhaustive, and schools should adapt/edit/develop this RA to suit their sites on-going requirements informed by the OCC COVID19 schools full opening September 2020 guidance document and GOV.UK guidance-see link at the end of the document.*

**The completed RA should be regarded as a 'working document' and reviewed regularly (determined by the school) particularly at the start of the new term.*

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 Body, Trust Board of Directors and Union Representatives.					
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<i>Example:</i> Site Manager is unavailable	<i>Example:</i> H	<i>Example:</i> Source alternative suitably trained person	<i>Example:</i> Sept 2020	<i>Example:</i> L
		Site has been closed for prolonged period	M	Carry out a formal / recorded full pre-opening premises inspection. The MECE caretaker has checked the classrooms and utilities to ensure that it is safe.	Sept 2020	L
			M	Pat testing, fridges and freezers, IT equipment & services under Bishopswood monitoring. Completed	11 th Sept 2020	L
			M	School hot water systems must be taken up to operating temperature at least 7 days prior to re-occupation and all taps nearest and furthest to any CWS (Cold Water Storage) tanks, hot water calorifiers and	Sept 2020	L

				incoming mains water taps are then run each day to create good circulation prior to re-occupation. <i>To be checked regularly.</i>		
	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between staff members, no windows for ventilation.</i>	M	<i>The office has been reorganised and staff desks re positioned. Access to the office has been restricted to key personnel and social distancing is being observed. (please see separate Risk Assessment)</i>	Sept 2020	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	M	<i>In agreement with MECE 2-metre markers to be present on floors. Bishopswood pupils to enter and exit through their own door in agreement with MECE Signage in place for Bishopswood Pupils. Enhanced signage for Bishopswood pupils and staff with footpath corridor between classrooms especially from Perseus to main Bishopswood</i>	Sept 2020	L

				<p><i>classrooms, canteen and active zone.</i> <i>Arrangements have been agreed with Sonning Common primary school and Valley Road school to maintain social distancing and keeping our 'bubbles' separate.</i> <i>Procedures for entering and leaving the school have been agreed for each site with signage in place.</i></p>		
	<p>Consideration given to premises lettings and approach in place. 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</p>		M	<p><i>N/A</i> <i>We will not be letting our premises at this moment in time.</i></p>		L
	<p>Consideration given to the arrangements for any deliveries.</p>			<p><i>All deliveries to the main office at Grove Road, Sonning Common to be in place.</i></p>	3 rd September 20	L
<p>Emergency Evacuations</p>	<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</i></p>	<p><i>Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.</i></p>	M	<p><i>Revised evacuation procedure is shared with all staff and children, before and on return to school.</i></p>	Ongoing	L

	<p><i>calmly regardless of social distancing.</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>All pupils have an individual PEEP</i> <i>Join Co- located school's Fire practices within the first week.</i> <i>Procedures to be shared with pupils in class team</i></p> <p><i>Each department of Bishopswood School will work as a bubble.</i> <i>Co located schools to be separate bubbles and Bishopswood staff to respect the protocols of the co located school.</i></p> <p><i>Safe staffing will be reviewed on a daily basis and if required members of another department may need to transfer between sites to support a class.</i> <i>Members of the senior management team may also need to transfer between sites but being aware of social distancing and at times may need to wear a mask. Staff working on the secondary site to wear a mask when travelling between</i></p>	<p><i>11th September 2020</i></p>	
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				<p><i>classrooms across shared areas when MECE pupils and staff may be moving between lessons and during their two 1\2 hour breaks if the needs of the child dictate that this must take place, class safety and in an emergency.</i></p>		
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.</p>			<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 (named adult for each site) and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Additional cleaning at the end of each day</i></p>	<p><i>Ongoing</i></p>	<p><i>L</i></p>

	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>			<p><i>Bishopswood staff to support in the cleaning of the school during the school day between teaching sessions</i></p>	<p><i>September 2020</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>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>	<p><i>M</i></p>	<p><i>Hand sanitiser available at the school entrance and available in Bishopswood Classrooms for all staff</i></p> <p><i>Lidded bins have been ordered for all in classrooms, <u>Bins now in place</u></i></p> <p><i>Disposable tissues & wipes 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. All in place</i></p>	<p><i>3rd September 2020</i></p>	<p><i>L</i></p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		<p><i>M</i></p>	<p><i>LSAs will leave the site at the end of the school day unless attending after school training.</i></p>		<p><i>L</i></p>

				<i>Teachers can remain in school after the school day until the site closes.</i>		
	Waste disposal process in place for potentially contaminated waste.			<i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i> <i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i>	September 2020	L
	Process in place for safe removal and/or disposal of face masks.			<i>Face masks to be disposed of in separate sealed bag to other waste , then disposed after 72 hours.</i>	September 2020	L
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.			<i>Classroom have capacity assessed for staff and pupils. Classes will resume in full, all students and staff are expected to return in September. Tables rearranged with resources in a lidded box.</i>	September 2020	L

	Classroom entry and exit routes have been determined and appropriate signage in place.			<i>Bishopswood plans to be agreed with staff and governors as well as headteachers of co located schools</i>	September 2020	L
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently and before/after the equipment has been used by pupils in a different bubble.</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed. Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p><i>Inappropriate sized equipment for smaller children in Classroom B.</i></p> <p><i>Soft toys, cushions and beanbags 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>Removal of soft furnishings from Bishopswood classrooms that cannot easily be washed / wiped down.</i></p> <p>There are posters around the department reminding staff and students about social distancing and hand washing and STOP the SPREAD.</p> <p><i>Manage tables/chair/furniture - size and positioning to be age appropriate</i></p> <p><i>Remove items which cannot easily be cleaned</i></p> <p><i>Posters displayed appropriate for special schools with use of symbols.</i></p>	September 2020	L
	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>		<i>Acquiring more suitable chairs/stools.</i>	September 2020	L

Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 		H	<p><i>Staff numbers have been agreed,</i></p> <p><i>Class list shared with all staff in July 2020</i></p> <p><i>Each classroom will have a staff member that is first aid trained.</i></p> <p><i>There is a safeguarding lead on each site. Safeguarding Lead is contactable for the EYFS department.</i></p>	<i>Ongoing</i>	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>			<p><i>Staff will ring the main Bishopswood Office if they are unable to work.</i></p>	<i>ongoing</i>	L
	<p>Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.</p>	<p><i>Reception teacher was shielding and will return to school, this year group are less likely to socially distance.</i></p>	H	<p><i>Risk assessments and arrangements have been made for those staff who have been shielding and those clinically vulnerable or living with someone in these groups</i></p>	<i>In place for Sept start</i>	L

				<p><i>Individual risk assessments have been written..</i></p> <p><i>Specific RA template available H&S A-Z</i></p>		
	<p>Plans to respond to 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>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></p>	September 2020	L
	<p>Consideration given to staff clothing expectations and information shared with staff.</p>			<p><i>Staff informed of school's expectations to change their clothes regularly.</i></p> <p><i>Parents informed that children come into school in clean clothes each day</i></p>	September 2020	L
	<p>Approaches for meetings and staff training in place.</p>			<p><i>Meetings and training are carried out virtually or with social distancing in departmental bubbles.</i></p> <p><i>Teacher meetings to be carried out virtually or face to face with social distancing.</i></p>	September 2020	L

	<p>Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.</p>		<p><i>Parents and staff informed of possible reduced teacher / LSA availability and provision of online learning through Google Classroom or work sent home.</i></p> <p><i>In the event of localised lockdown, teachers will send work home.</i></p>	<p><i>September 2020</i></p>	<p><i>L</i></p>
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks, they are unfamiliar with.</p>		<p><i>LSAs may be re directed to work with individual pupils.</i></p> <p><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></p>	<p><i>September 2020</i></p>	<p><i>L</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</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>September 2020</i></p>	<p><i>L</i></p>

	and that of pupils and colleagues is clear.			<p><i>Sharon Hickles is the mental Health First Aider.</i></p> <p>http://schools.oxfordshire.gov.uk/cms/schoolsnews/guidance-bereavement-and-loss</p>		
	Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.			<p><i>A designated area on each site will be made available to staff for break and lunchtimes . These areas will allow for social distancing.</i></p>	September 2020	L
	<p>Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p>			<p><i>Information given to staff to obtain self- testing kits.</i></p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	September 2020	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.			<p><i>Induction would continue with social distancing.</i></p>	September 2020	L
	Return to school procedures are clear for all staff.			<p><i>A letter will be sent to all staff and repeated during the two inset days at the start of term.</i></p>	September 2020	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			<p><i>Staff contracts will be reviewed at the start of term following safer recruitment guidance.</i></p>	September 2020	L

	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			<i>HR processes identified to be resolved</i>	<i>September 2020</i>	<i>L</i>
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</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.</i></p> <p><i>Share Bishopswood school protocols with Headteacher's of co located schools & leadership team, re visitors / contractors on site.</i></p>	<i>September 2020</i>	<i>L</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>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>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i></p>	<i>September 2020</i>	<i>L</i>
Group Sizes	All children are included in distinct groups/ 'bubbles' that do not mix with other groups	<i>In 2 form entry primary school, toilet block shared by</i>	<i>M</i>	<i>Bishopswood is a special school and collocated on 3 mainstream sites.</i>	<i>September 2020</i>	<i>L</i>

		<i>both classes. Supervised as appropriate</i>		<i>Each Bishopswood site will act as a bubble and separate from co located schools.</i>		
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.			Class numbers will return to normal in September 2020. Bishopswood pupils and staffing level grouped according to need. <i>Working in departmental bubbles(well below government guidance)</i>	<i>September 2020</i>	L
Social Distancing	<p>Arrangements for social distancing in place to consider:</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 	<i>Special School Curriculum</i>		<p><i>Pupils brought to school by taxi / Parent. Pupils to be collected from vehicle to avoid cross contamination.</i></p> <p><i>Pupils will be escorted to Bishopswood entrance to reduce contact.</i></p> <p><i>Secondary pupils will be eating their lunchtime meal in a designated area at different times to MECE pupils. Primary pupils will be eating lunch in their classrooms for the first term.</i></p>	<i>September 2020</i>	L

				<p><i>EYFS pupils will be eating their lunch separately.</i></p> <p><i>Normal routine allows for social distancing for toileting.</i></p>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>			<p><i>Most Pupils travel by SEN transport.</i> <i>Operators comply with strict cleaning regime and use of PPE if required</i> <i>Pupil/ staff ratio</i> <i>Reduces contact with other groups</i></p> <p><i>All Bishopswood pupils will struggle to follow expectations but are supported to interact and work within the Bishopswood group.</i></p> <p><i>Each class will have their own routine communicated to pupils and staff</i></p>	<p><i>September 2020</i></p>	<p>L</p>
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>			<p><i>Handwashing and cleaning (if needed)</i></p>	<p><i>September 2020</i></p>	<p>L</p>

				<p><i>Conversations with parents</i></p> <p><i>Risks assessments and individualised approach in place for students who might struggle to follow expectations. These pupils to be identified and co locating schools to be informed.</i></p>		
	<p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p> <p>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</p>			<p><i>Assemblies are organised within departmental bubbles with social distancing systems to be put in place</i></p> <p><i>To be reviewed regularly</i></p>	7 th September 2020	L
	<p>Social distancing plans communicated with parents, including approach to breaches.</p>			<p><i>Letter sent to parents explaining social distancing plans.</i></p> <p><i>Working with parents to explore strategies to be used to reduce breaches to social distancing.</i></p>	September 2020	L
	<p>Arrangements in place for the use of the playground, including equipment.</p>			<p><i>Outside play routines in place. Secondary outside access to be clarified with MECE in writing taking into account Bishopswoods need to</i></p>	September 2020	L

				<p><i>have emergency breakout areas.</i></p> <p><i>Enhanced safe cleaning process in place for outdoor equipment</i></p>		
Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.			<p><i>Local Authority guidance sent to parents.</i></p> <p><i>Letter from school sent to parents</i></p>	September 2020	L
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			<p><i>SEN Transport are following the bubble arrangement and protocols of the school.</i></p>	September 2020	L
	Support in place for pupils who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.			N/A		
	Arrangements in place with transport providers to support any agreed staggered start/end time, where reasonably practicable to do so.			<p><i>Arrangements have been made with Transport department on times pupils will arrive and depart school.</i></p> <p><i>Pupils to be transported in 'Bubble Groups'</i></p>	3 rd September 2020	L
Catering	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.	<p><i>School kitchen has been closed.</i></p>	M	<p><i>Liaise with catering team to</i></p> <p><i>All school canteens have been opened to provide hot and cold food.</i></p> <p><i>Organisation of delivery discussed with kitchen</i></p>	<p><i>Sept 2020</i></p> <p><i>September 2020</i></p>	<p>L</p> <p>L</p>

				<p><i>managers by Senior Management Team.</i></p> <p><i>Secondary pupils access to meals confirmed with MECE</i></p>		
	<p>Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.</p>			<p>Secondary site will take lunch in MECE canteen between 1:15 and 2:15 using identified tables and cleaned afterwards. Canteen will not close until all pupils have been served. Perseus staff to collect meals and take to Kingfisher building.</p> <p>Primary pupils will initially eat lunch in classrooms. 11:45 to 12:30.</p> <p>EYFS pupils will have lunch in designated area away from Cygnets pupils.</p>	September 2020	L
PPE	<p>PPE requirements understood and appropriate supplies in place.</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p>			<p>Appropriate PPE supplies are in place.</p> <p>Orders have been made</p>	September 2020 ongoing	L
Response to suspected/ confirmed case	<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? 			<p>Senior leadership team member / department lead need to be informed and will take overall responsibility for contacting relevant</p>	September 2020 ongoing	L

<p>of COVID19 in school</p>	<ul style="list-style-type: none"> • 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>organisations and parents. Areas identified on each site have been communicated to all staff. Procedure of how to clean infected areas is fully understood.</p>	
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating pupil away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 			<p><i>ongoing</i></p>	<p>L</p>
	<p>Process in place for all staff to engage with the NHS Test and Trace process.</p>			<p><i>ongoing</i></p>	<p>L</p>

<p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p>	<p>Approach and expectations around school uniform determined and communicated with parents.</p>			<p>Information regarding school uniform communicated to all parents via letter/ email. Website</p>	<p>1st September 2020</p>	<p>L</p>
	<p>Changes to the school day/timetables shared with parents.</p>			<p>Changes to the school day and routines will be shared with parents, pupils and staff</p>	<p>3rd September 2020</p>	<p>L</p>
	<p>All students instructed to bring a NAMED water bottle each day. Robust water fountain cleaning arrangements in place, if determined safe to use!</p>			<p>Pupils and staff requested to bring in their own named water bottle to school and pupils supervised when refilling.</p>	<p>September 2020</p>	<p>L</p>
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>			<p>Approach to preparing pupils returning to school who have and have not been in school is included in the inset training days.</p>	<p>September 2020</p>	<p>L</p>
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>			<p>Bishopswood has a Mental Health First Aider available for all staff. Planning to train a second MH First Aider.</p>	<p>ongoing</p>	<p>I</p>

	Re-orientation support for school leavers is developed.			Continuing link with leavers during Autumn term to support transition to new post 16 provision / school.	<i>September 2020</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 		M	To regularly review impact of COVID19 on families. Regular contact with families and engage with LCSS to provide extra support. Use of after school club for identified pupils.	<i>ongoing</i>	L
Remote Education Contingency Plan	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	<i>Bubble needs to self-isolate because of a positive case of COVID19.</i>		<i>Remote learning contingency available and ready to be 'switched-on' when needed.</i>	<i>September 2020</i>	L
				<i>Oak provision - Refer to GOV.UK guidance-see link at the end of the document Teachers are making good use of Google Classroom and are aware of Oak Provision for SEN pupils</i>	<i>September 2020</i>	L
Safeguarding	Consideration given to any pupils who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	<i>Pupils previously deemed to be safer at home and family are anxious about returning to school.</i>	M	<i>Pupil risk assessments have been reviewed and pupils requiring extra support and / or a phased return to school have been identified with</i>	<i>7th September 2020</i>	L

				<i>a phased return to school in place.</i>		
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			<i>Staff refresher training session on processes and procedures and the revised wellbeing material.</i>	<i>September 2020</i>	<i>L</i>
	Updated Child Protection Policy in place.			<i>Adopted most recent Child Protection Policy</i>	<i>September 2020</i>	<i>L</i>
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable pupil to return to school.			Regular contact with social care is established and working closely with them to enable all children to return to school.	<i>ongoing</i>	<i>L</i>
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			<i>All Positive Behaviour Support Plans will be reviewed with all staff.</i>	<i>September 2020</i>	<i>L</i>
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			Class teachers are following government advice for special school provisions and have revised their learning plans accordingly to meet the pupils present learning needs in their class group.	<i>September 2020</i>	<i>L</i>
	Consideration has been given to what activity is more difficult/ not			Class teachers and leadership team have reviewed activities and	<i>10th September 2020</i>	<i>L</i>

	<p>possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated insert link</p> <ul style="list-style-type: none"> • PE guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport. Advice from organisations such as the Association for Physical Education and the Youth Sport Trust • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org.uk/for-education/primary/ • Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/ • EVC advice guidance states non overnight visits acceptable https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus- 		<p>identified activities that will not be taking place and replacing with activities that encourage social distancing and reducing opportunities of cross contamination. 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 is suspended until after autumn half term when plans will be put in place for safer swimming at public swimming pool.</p> <p>Residential visits have been postponed until March 2021. To be reviewed in December 2020</p>	<p><i>September 2020</i></p> <p><i>October 2020</i></p> <p><i>December 2020</i></p>	<p><i>L</i></p> <p><i>L</i></p> <p><i>L/ML</i></p>
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	travel-guidance-for-educational-settings					
	<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 has been done • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes 			<i>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.</i>	<i>September 2020</i>	<i>L</i>
	Student behaviour policy reviewed and reflects the current circumstances.			<i>Behaviour policy was reviewed in June 2020 and updated August 2020. To be discussed with all staff in September 2020</i>	<i>23rd September 2020</i>	<i>L</i>
SEND pupils	<p>Approach to provision of the elements of the EHCP including health/therapies in place.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B</p>			<i>Bishopswood school will endeavour to meet the needs of all their pupils as outlined in the EHCP. Therapists will resume face to face contact with pupils wearing full PPE</i>	<i>September 2020</i>	<i>L</i>
	Annual reviews.			<i>Annual review schedule will go ahead in the Autumn term via Teams or phone call. Termly meetings will also take place via teams</i>	<i>September 2020</i>	<i>L</i>

				<i>To be reviewed for Spring and Summer terms.</i>		
	Requests for assessment considered.			<i>Requests for assessments made by parents will be supported by the school. Visiting professionals to wear PPE</i>	<i>ongoing</i>	<i>I</i>
	Consider any SEN pupils who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for pupil to understand new rules i.e. social distancing.</i>			<i>Senior Leadership team have identified pupils that will need support to return to school and parents have been contacted.</i>	<i>3rd September 2020</i>	<i>L</i>
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			<i>Some pupils may require a short phased return to school. This will be agreed with parents before the start of the school term. Individual risk assessments to be in place prior to starting.</i> <i>Refer to GOV.UK guidance-see link at the end of the document</i>	<i>3rd September 2020</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.			<i>School to monitor pupil attendance rigorously work with parents to increase attendance.</i>	<i>ongoing</i>	<i>L</i>

				Letter sent to parents re attendance and consequences of non attendance		
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.			<i>Letter to staff and discussion with staff during inset days</i> <i>Refer to GOV.UK guidance-see link at the end of the document</i>	4 th September 2020	L
	Governors/Trust Board of Directors consulted on full opening plans.			<i>Discussed initially at full governors meeting in July 20 Final RA sent to Governors</i>	4 th sept 2020	L
	Union representatives consulted on full opening plans.			<i>Final risk assessment sent to union representative and staff</i>	4 th September 2020	L
	Risk Assessment published on website			<i>Risk assessment published on website</i>	4 th September 2020	L
	Communications with parents on the: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • NHS Test and Trace 			<i>Letter to be sent before start of term. Discussion with parents of children that require an individual risk assessment</i>	1 st September 2020	L

	<ul style="list-style-type: none"> • Staggered start and end times • Expectations when in school and at home (if self-isolating is necessary) • Anticipated sanctions for breach of school guidelines and processes 					
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 			<p><i>Pupils informed by class teacher and department Team leaders regarding Change of timetable. Hand washing and social distancing. Staggered breaktimes and lunchtime What will happen if they become ill in school Strategies for travelling to school safely.</i></p>	<p><i>September 2020</i></p>	<p>L</p>
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>			<p>Letters, website updates, social media</p> <p>Teachers to send class letter to parents within 2 weeks</p> <p>Initial discussion with parent via home /school book, email or telephone</p> <p>Parent teacher meeting via teams or telephone</p> <p>Copies of communications on school website</p>	<p><i>End of September</i></p>	<p>L</p>

				Parents to be encouraged to access google classroom		
Governors/Trust Board of Directors/ Governance	Meetings and decisions that need to be taken are prioritised.			Governors strategy meeting and regular teams meeting to be confirmed	September 2020	L
	Governors are clear on their role in the planning and full opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.			<i>Governors discussed plans for the Autumn term with a review meeting once the term has started. Headteacher to contact governors and include in Communication to parents and staff</i>	September 2020	L
	Governors prepared for start of school year (clerking, etc).			<i>Governor meetings and dates agreed in July 20 Meetings planned for September 2020</i>	September 2020	L
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips. https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings			<i>Refer to GOV.UK guidance-see link at the end of the document The school's annual calendar has been reviewed and modified. e.g onsite training, residential trips, inset day training.</i>	September 2020	L

Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			<i>Refer to GOV.UK guidance-see link at the end of the document</i>	<i>ongoing</i>	<i>L</i>
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			<i>There will be an expected increase in premises costs related to cleaning, hygiene and FSM</i>	<i>ongoing</i>	<i>L</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<i>Loss of parental contributions to afterschool club.</i>		
	Insurance claims, including visits/trips booked previously.			<i>None</i>		
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 			<i>Catering for secondary department will be re started from September 2020 with access to designated tables in the canteen. Cleaning required after use</i>	<i>3rd September 2020</i>	<i>L</i>
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			<i>Bishopswood is working with co- located schools to ensure safety of pupils in each of the schools. Systems agreed in July 20</i>	<i>September 2020</i>	<i>L</i>
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures. https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings			<i>After school club will re start with the implementation of the new protective measures.</i> <i>Tuesday , Wednesday - primary.</i>	<i>21st September 2020</i>	<i>L</i>

	for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak			<i>Weds, Thursday-secondary</i>		
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