

Area for action	Questions to consider	Required Actions List	Who Responsible	Who Needs to be Made Aware?	Comments/Queries
<p><b>Pupils:</b> Identify appropriate cohorts of pupils to attend school in phased re-opening</p>	<p>Identify staffing capacity (teaching, TA, care staff and other support staff), and identify size of cohort at any one time, taking into account needs of children</p>	<p>Use agreed risk assessment template to help to identify appropriate phasing, risks and mitigations and plans for return to school for individual children.</p>	<p>PB</p>	<p>All staff</p>	<p>Full timetable operational from 2<sup>nd</sup> September.</p>
	<p>Identify on-going support needs and education needs and methods by which school and other professionals can provide support. Named member of staff to take responsibility around regular contact and updating of risk assessment/referral to other services if required.</p>	<p>Review and update numbers of Key Worker's children and those who have already been identified as sufficiently vulnerable to be required to attend and who will continue to need to attend for "full time" provision in the event of future local and/or national restrictions.</p>	<p>LO/PB/MJ</p>	<p>All staff</p>	

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	Consider plans to manage children's anxieties/re-introductions to school/ changes in school organisation and patterns of delivery. Will this require increased staffing?	CW and MJ to lead on addressing pupil/family anxieties – involve the relevant agencies if appropriate	CW/MJ/PB		
	Consider children whose anxieties mean that they will require in-home support to prepare them for a return.		SS/MJ		
	Free School Meals pupils – how will this be managed?	All FSM pupils currently offered school lunch.	SS/PB		
	Attendance policy to be revised temporarily in relation to Covid-19 situation.		AK		
	Review curriculum regarding access to specialist teaching areas (see interface with Site/buildings and Staff sections)		LO/PB		
<p><b>In the event of a pupil becoming unwell with Covid-19 symptoms whilst at school, member of staff to wear PPE (facemask, disposable apron) to attend to him/her, parents to be called and pupil to be sent home to self-isolate and advised to request a test. (If pupil is in an established pod, the whole pod will need to self-isolate for 14 days.)</b></p>					

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<b>Staff:</b> Assess staff availability, staff requirements and staff support/wellbeing needs	Identify vulnerable staff. Identify areas of work they can or can continue to undertake e.g. supporting on-line learning, telephone support to families, reviewing risk assessments, liaising with other services to provide support/mitigation for a pupil to return to school, reviewing policies etc	Follow joint union advice and allow ECV (extremely clinically vulnerable) to work from home.	SS/LO & teaching staff PB to facilitate TA deployment	All staff	
	Identify support systems in place for staff having to remain at home or who may have to self-isolate at any point in the future. Ensure they have named link (usually line manager but may need to be other in certain circumstances). Ensure this is recorded so that should a supervisor/manager	Communication arrangements will need to be in place with those staff and their role in continuing to support the working of the school is clear.	SLT	All staff	

	become ill, another member of staff picks up support to those who are having to isolate at home.				
	Consider impact on curriculum from staff who will not be available in school (also see pupil and buildings sections)		SLT		
	Ensure arrangements in place for staff wellbeing. Ensure staff aware of how to raise concerns or anxieties safely.	All staff asked to support colleagues. All staff encouraged to ask for help or support.	All staff SS, CH to review and provide counselling/ support information.		
Individual Risk Assessment for anyone who is identified as clinically vulnerable.	Provide a risk assessment for those who need to shield during higher levels of COVID and Lockdowns	Risk assessment sent to staff and pupils for completion. Health & Safety Representative to collate and pass to Headteacher for review.	All staff/Parents and carers. Ultimate risk assessment completed by Health & Safety Lead.		
<b>General Protective Measures</b> Testing for staff/students and Families under the new test initiative for schools	Advise staff/pupils parents and guardian the system in place for testing and track and trace reporting.	Send out letter explaining how the testing can be accessed and reporting	Admin, SLT	All staff parents and carers.	Track and trace requirements as identified by Government guidance.

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		requirements for positive test results.			
<p><b>In the event of a member of staff or visitor becoming unwell with Covid-19 symptoms whilst at school, they are expected to report this to a member of SLT and go home to self-isolate and advised to request a test. Their recent working location will be cleaned using appropriate materials and use of PPE. The head teacher or nominated person will consult and follow current and appropriate government guidance.</b></p>					

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<p><b>Site &amp; buildings:</b> Asses building capacity in light of social distancing requirements.</p>	<p>See detail in previous document dated 30th June. <b>Internal</b></p> <ul style="list-style-type: none"> <li>Consider classroom size and number of children and adults to enable social distancing (dependent on need of children) e.g. 2m desk or workstation layouts</li> </ul>	<p>All rooms to be checked for compliance with social distancing requirements. Required actions (moving tables, opening windows etc.) to be implemented before the room is used.</p>	<p>GL</p> <p>All staff. Tutors to check own rooms. Teachers to check each room used for teaching. Anyone using any room for any purpose.</p>	<p>All staff</p>	<p>Cleaning and safety equipment has been ordered and placed in the relevant classrooms. <b>Facemasks to be worn, when pupils are in the building, in all communal areas by staff, visitors and pupils unless they are exempt.</b> Face shields and aprons are available at reception should staff wish to wear them. <b>In occupied rooms, windows are to be open sufficiently to allow a flow of air. In rooms that are regularly used windows should be fully opened regularly (at break times/PPA time etc.) to allow a change of air.</b> Pupils to be screened on entry, temperature taken and recorded.</p>

					Coats/bags/phones stored. Pupils escorted by TA to wash hands. On return escorted to classroom by teacher.
	Design/use of and screening (if required or not already in place) for reception area. Will visitors on site come into reception? Consider whether visitors on-site only come in having pre-booked a time in order to manage access and numbers.	Brief all staff on all arrangements, including changes to policy and practice. Ensure Governors are aware and amendments have been “signed off”. (See Safeguarding/Health & Safety/Policy & Practice Amendments section)	SS/LO/PB	All staff	Changes made to entry protocols for visitors clear instruction for use of the building and our expectations for all visitors to site. (See addendum to Safe guarding Policy)
<p><b>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</b></p> <ul style="list-style-type: none"> <li>•put it in a plastic rubbish bag and tie it</li> <li>•place the plastic bag in a second bin bag and tie it</li> <li>•put it in a suitable and secure place marked for storage for 72 hours</li> </ul> <p><b>Waste should be stored safely and securely kept away from pupils. This waste will be stored in the wash room for at least 72 hours.</b></p> <p><b>Public Health England to be contacted for advise on cleaning arrangements:</b>  <b>PHE Kent Health Protection Team (South East) – 0344 225 3861</b></p>					

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<b>Transport:</b> Ensure pupils and students can travel into school safely.	See points to consider on previous document of 30 <sup>th</sup> June.	Discuss with families where they may be able to bring children in and discuss with KCC Transport/SEN team. What arrangements would be in place to recompense families for additional costs before having this discussion? <b>The parent questionnaire identified that most parents were able to bring and collect the children from school.</b> Minibus transport is provided on a pre-bookable basis and subject to public transport style Covid 19 secure procedures.	AK to maintain contact parents regarding transport to and from school  CH – to purchase bus tickets for those eligible  All staff	All staff	
CATERING/CLEANING/WASTE COLLECTION:					



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<b>SAFEGUARDING/ HEALTH &amp; SAFETY/ POLICY &amp; PRACTICE AMENDMENTS REQUIRED:</b> Policies and Procedures are updated to reflect the COVID-19 Pandemic	Have you access to the latest Government guidance, have staff been informed are pupils aware of any new procedures and policies?	Addendum to the Safeguarding policy written and uploaded onto the website and ratified by the Management Committee. Staff advised by e-mail.	SLT	All service users, staff and pupils	Updated as and when Government guidance changes
	Clear Risk Assessment completed to ensure the school complies with and has considered the risks for all service users	Health & Safety Risk assessment to be completed to consider comments from Government, Unions, Staff and Pupils.	SSK/SLT	All staff, service users and including support from Unions	To be reviewed and updates as further guidance issued and as circumstances change during Covid 19 pandemic. Considered in daily briefings for required changes/adaptions.
	Addendum to be added to the Health and Safety policy to reflect procedures in respect of Covid 19	Addendum added 16.09.20 after review and consideration by SLT and union H&S representative.	SLT	As above	As above
	Addendum to be added to Safeguarding Policy to reflect procedures for holding Management Committee and sub-committee meetings	Addendum added to Safeguarding Policy clarifying procedures for face to face meetings with or between MC members in school. In	SSK/AK	As above	As above.

	<p>and MC member's visit's to school.</p>	<p>summary: use of separate entrance, allocated room and toilet facilities away from the main part of the school. Separate signing in procedures and requested to adhere to 'hands, face, space' regulations and any future Covid19 secure requirements.</p>			
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<b>Finance:</b> Additional costs incurred due to COVID19	Additional costs incurred due to COVID19 are understood and clearly documented.	See previous document of 30 <sup>th</sup> June for details.	CH/SS	SS/LO/PB/CH	<b>Requests for spending required to be made through the normal channels and authorised by SLT before an order is placed or an item is purchased.</b>