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| **Risk Assessment Questions** | **Anstey First School response/plans** | **Questions you may have** |
| Will there be full consultation with union reps and staff on the revised risk assessments for full opening in September? | Staff to be sent risk assessments before restarting work in September. No identified union rep but given to all staff union/non-union |  |
| Will parents/carers and pupils be informed of planned measures to protect them and others? | Parents have been sent a general overview of measures that will be taken in September in July. Further current information released from the DFE about return to school will be collated and sent, website will have Covid information page added. Parent/Pupil “Welcome Back Day” planned before full start providing time for questions and to reorient themselves after being away from school for several months. |  |
| Has it been agreed that the risk assessments will be reviewed before reopening when circumstances may be different and periodically thereafter? | Risk assessments are/will reviewed each time the DFE release new guidance in order to assess local risk or concerns for our specific school provision. |  |
| Has the process included risk assessments for individual staff at greater risk for example pregnant women, new mothers, older staff, disabled staff and BAME staff? | Individual risk assessments to be sent to employees to support Anstey to make any adjustments |  |
| Has the process also included risk assessments for individual pupils identified as at greater risk, including users of wheelchairs and other physical aids? | Risk assessment to be done for pupil with wheelchair and crutches. Mum to do any transferring/movement. Mum to monitor whilst in school. Staff to refer to mum for any questions on pupil’s care |  |
| Will the risk assessment be undertaken by a ‘competent person(s)’ as defined by the Management of Health and Safety at Work Regulations 1999? | Mrs Vinton/Mrs Myers leadership team and reviewed by chair of governors, Mr T Sealy. |  |
| Will there be satisfactory arrangements for information, instruction, training and supervision to ensure that procedures are implemented and maintained? | Weekly staff meetings will be focussed on Covid19 response- review of risk assessments, distribution of information and training if necessary. Support staff will be paid to attend staff meetings. |  |
| Will there be a system for flagging up deficiencies in the risk assessment and ensuring that changes are introduced and do all staff know about this? | Weekly staff meetings will be focussed on Covid19 response- review of risk assessments, distribution of information and training if necessary. Support staff will be paid to attend staff meetings. |  |
| Will the school have an alternative plan in case, for any reason such as a renewed local lockdown, full opening cannot take place at the beginning of September? If so, what is it? | Lockdown Contingency Plan to be finalised in Autumn term alongside National Advice for local lockdowns.  Staff coming from different counties, towns etc  Coverage for classes, working from home plans |  |
| Has there been co-ordination between the school and any on-site contractors in the development and sharing of risk assessments? | Risk assessments to be shared with any visitors- signature they understand measures and details for contact and trace if necessary  **New Policy in hand together with declaration/record sheet for both visitors and contractors**  \*System to change for sign in |  |
| Have arrangements been put in the place to ensure the findings of the school risk assessment will be shared with visiting workers and/or their employers? | Risk assessments to be shared with any visitors- signature they understand measures and details for contact and trace if necessary  **New Policy in hand together with declaration/record sheet for both visitors and contractors**  \*System to change for sign in |  |
| Have catering and cleaning arrangements been included in the risk assessment, including in relation to shared equipment as well as social distancing? | School dinners will be dropped off to school as we will not have trolley service hot dinners until we feel ready to resume safely. Catering will deliver each class’s meals individually wrapped and boxed per class for hot ‘finger food’ and in class bag for sandwiches etc and school staff will distribute to classes. CC will ensure rubbish is collected from each child and not left lying around  School cleaner will clean when staff and children are not in the building- with the exception of an emergency. Our cleaner works alone so does not need to be concerned re social distancing |  |
| Will the finished risk assessment be circulated to all staff and published on the school website? | Yes. Our aim is to share the risk assessments to staff week of 24th June and will be on the school website on the Covid Information page. These will be reviewed in September to take into account revised guidance/circumstances. |  |

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| **Control Measure Questions** | **Anstey First School response/plans** | **Questions you may have** |
| Will everyone in the school community be informed and reminded not to come into school if they have COVID-19 symptoms or have tested positive in the last 7 days and to self-isolate for at least 7 days and arrange to be tested if they develop symptoms? | This will be made clear on the school website, signage in school and notice boards and reminders that will be sent home to families through email and newsletters. |  |
| Will a system be adopted and publicised for anyone who develops COVID-19 symptoms to be sent home or collected asap by parents/carers and for all staff and students to be reminded to wash or sanitise their hands if they have come into contact with them | Response plan to anyone who develops Covid symptoms whilst in school will be made clear on school website and in school staff briefings and staff meetings. PPE available and upstairs of school house to be used as isolation room. |  |
| Will arrangements be in place for children awaiting collection to be kept isolated in a room with closed doors and open window and separate bathroom available (including when more than one child is awaiting collection)?  Will these areas be cleaned afterwards to reduce the risk of infection to others, and has it been agreed by whom? | Children who are showing symptoms of Covid will be taken to the School house in the upstairs library- separate bathroom and windows. There is enough space for comfortable social distancing for staff monitoring until pick-up. PPE kit to be kept upstairs in the School house toilet cabinet.  Staff to turn on radio and monitor with staff in school. Once parent arrives for collection pupil will be delivered to gate for parent to take home to isolate or for testing |  |
| Will PPE always be available for members of staff tasked with supporting children in these circumstances and will they be trained in its safe use and disposal? | PPE kits will be available for staff if needed. Staff will be given briefing about use of PPE and specific disposal protocols. To be shared in staff meeting/inset |  |
| Are measures in place with sufficient time allocated for pupils and staff to clean their hands (with soap & warm running water or sanitiser) when they arrive at school, return from breaks, change rooms and before and after eating? | Yes - this is being built into the daily routines and staff are able to clean hands as needed.  Automatic taps and antibacterial gel dispensers to be installed in classes/toilets  Trial auto/sensor tap arrives 3 Sept then order more to replace all.  Trial auto dispensed sanitiser arrives by 4 Sept then order more  These routines have been set up during the lockdown school sessions and have been successful. |  |
| Will mid-session breaks be long enough to allow hand washing for all students and staff? | Morning play break has been extended to accommodate time for handwashing.  Lunch time will include handwashing routines from 12-12.10pm  If Teachers have an afternoon play session they will need to monitor and be responsible the handwashing/gel routines as only KS1 statutory for pm breaks. |  |
| Will lunch breaks be long enough to allow hand washing as well as eating and drinking? | Handwashing from 12.00-12.15pm  Lunch from 12.15- 1.05  Antibac/Handwashing 1.05 – 1.15pm on entry to pm session |  |
| How many additional hand washing or sanitising locations will be needed? | One automatic sanitising per classroom. Pupils may have individual hand gel if they can show responsible use in KS1/KS2  Toilets closest to school office will be designated for Wise Owls class only. B/G toilets identified  Toilets closest to Mrs Myers office will be designated for Little Owls class. B/G toilets identified |  |
| Will soap, warm water and sanitiser be available at all times? | Yes |  |
| Are satisfactory arrangements proposed to avoid over-crowding particularly when pupils are gathering to wash or sanitise their hands? | Staff need to monitor toilet areas for safe handwashing permitting limited entrance to toilets. Pupils need to wait behind green floor tape |  |
| How will the school ensure that young pupils and those with complex needs can be assisted and that sanitiser isn’t ingested or misused in other ways? | Staff will need to distribute sanitiser or monitor use for children with complex needs  If staff are working 1:1 as support they will need to automatically take this on |  |

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| Will pupils be regularly reminded to catch their coughs and sneezes with a tissue or elbow? | This will be part of their recovery curriculum and class assemblies. Signage and reminders will be around the school.  Individual packets of tissues purchased to be put in each pupils tray |  |
| Will the ‘catch it, bin it, kill it’ approach work with Early Years children? (If not, alternative measures will need to be in place - see section on PPE) | Catch it, Bin it, Kill it will be utilised within school |  |
| Will windows be kept open at all possible times to aid ventilation? | Staff to monitor ventilation in classrooms pending weather conditions |  |
| Will doors be kept open where possible to aid ventilation? | Staff to monitor ventilation in classrooms pending weather conditions |  |
| Will [air conditioning](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm) only be used when it is deemed safe to do so? | NA |  |
| Will any mechanical ventilation systems be run continuously, with any air recirculation switched off or set to as low a level as possible [REHVA guidance](https://www.rehva.eu/activities/covid-19-guidance)? NB. Not including LEV systems in secondary school workshops and specialist rooms, which are used to remove dust and other particles from the air as part of practical making and finishing processes | NA |  |
| What arrangements are in place to keep every classroom and other work area supplied with tissues at all times? | Staff to monitor their need and know they have access to cupboard to restock. If classes are able they may want to keep several boxes in a storage area in their classroom. Pupils will have a small pack of personal tissues in stationary pack provided by school. |  |
| Will lidded bins with double bagging be available in every classroom and work area? | No lidded bins will not be used as they provide an extra contact point that may lead to infection. Pupils are used to using non-lidded bins. Bins will be double bagged if suspected of contamination. |  |
| Will arrangements be made for emptying and sanitising bins regularly and for keeping bin contents in a secure area prior to collection? | Cleaner will empty and sanitise bins.  Bins will stay in situ in classes and be emptied from there. |  |
| Will there be different processes for dealing with waste from those suspected to be infected? | Bin contents from suspected infected child to be double bagged and removed – stored 72 hours in former bike shed then placed in outside skip bin for collection as normal. Fresh bin bag in class. Rubbish from isolation area to be treated in same way. |  |
| Will paper towels and bins be provided in every toilet/washroom area and hot air hand dryers disconnected? | Yes- no hand dryers.  No hand dryers in village hall |  |

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| **Cleaning Measure Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Will cleaning arrangements be extended to cope with the increased numbers of staff and pupils in attendance in September? | Cleaning is supplemented by TA routine. Currently deemed adequate but keep under review. |  |
| Is there capacity amongst the cleaning staff to meet these increased requirements? If not will additional cleaners be engaged? | Yes. No further cleaners needed. |  |
| Will advice to pupils emphasise the need to adhere to the same standards of hygiene and behaviour throughout all areas of the school? | Yes. Staff will reinforce this with all children daily. There will be an amendment to the behaviour policy regarding Covid behaviour expectations. |  |
| Will all areas be thoroughly cleaned on a daily basis, with particular focus on frequently handled surfaces such as door handles, light switches, table/counter tops, handrails and bannisters, chairs, computers including mouse and keyboard, photocopiers, telephones, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps and other areas touched regularly, with additional cleaning during the day as necessary? Has it been agreed who will undertake this work | Mrs Walby-Williams has developed a routine of wiping down all areas mentioned on a daily basis.  EYFS staff will continually need to safely sanitise resources and toys throughout the day  Staff working with SEND pupils will need to be responsible for wiping resources before putting away  Cleaner will sanitise daily and deep clean weekly |  |
| Will dedicated space be available for any breastfeeding women to express milk, and will the space be cleaned thoroughly after each use? Has it been agreed who will undertake this work? | This is not applicable. Should we have this need we will add to whole school risk assessment. |  |
| Will each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment or furniture? | Yes - in place already |  |
| Will adequate arrangements be in place for cleaning of shared items which cannot be left unused for 72 hours between use? | As above. Such items will be sanitised – staff in charge of items’ use will be responsible for ensuring this takes place. |  |
| Will arrangements be in place to limit the extent to which pupil belongings and school items are brought into school or taken home and store belongings safely when in school? | Pupils will bring school bag and keep it in their personal numbered tray at their desk area.  Toys and items that are not school related from home will not be allowed (except in instances where children may have specific needs)  PE kit to be worn on Wednesdays and comfortable/warm clothes suitable for underneath Forest School kit on Fridays to limit the need to change. Forest School kit to be kept at home and sent in to school on Friday – system to be developed for reminding pupils/parents |  |
| Will arrangements be in place for limiting the handling of pupil work by staff, including amended arrangements for submitting work online in preference to physical paper and books, with subsequent changes in arrangements for marking? | Teachers to discuss measures |  |

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| **Social Distance Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Have decisions been made to keep the size of bubbles as small as possible? | Due to Anstey’s nature being a very small school with few staff covering many jobs, families with siblings across all year groups, related staff working across the school and HT covering PPA and teachers crossing over to teach specialist areas we feel that the whole school should be looked at as one bubble. |  |
| In primary schools, does the school plan to restrict the size of bubbles to no larger than one class? | Due to Anstey’s small cohorts and mixed classes the whole school will function as one bubble- with as much social distancing as possible |  |
| Given that Early Years children cannot socially distance will sufficiently small groups/ bubbles be maintained at all times? | There is no guarantee that the Early Years small groups will be maintained 100%. Social distancing measures will be in place as much as possible. |  |
| Will teachers working with students in a particular bubble remain separate from students in other bubbles at all times?  If no, will steps be taken to minimise the extent to which teachers move between bubbles? | No - due to the very small nature of Anstey and how the school must function with limited staff. Staff will take every precaution to mitigate contamination and spread of infection by social distancing and hygiene measures |  |
| Will support staff working with students in a particular bubble remain separate from students in other bubbles at all times?  If no, will steps be taken to minimise the extent to which support staff move between bubbles? | No - due to the very small nature of Anstey and how the school must function with limited staff. Staff will take every precaution to mitigate contamination and spread of infection by social distancing and hygiene measures |  |
| Will an assurance be given that classroom support staff will not be expected to teach whole classes as a result of these arrangements? | In emergency cases support staff may have to cover a class or support in another classroom based on need. |  |
| Will arrangements ensure that pupils with special needs receive consistent support from the same key workers where possible? | Yes - SEND pupils will have designated key workers and 1:1 support workers where appropriate. |  |
| Have arrangements been made to ensure that IT Technicians are able to avoid the crossing of “bubbles” and maintain social distancing with pupils and colleagues? | Interm IT staff member will work mainly in the school house or office if necessary. Should he need access to other areas in the school he will be made aware school risk assessments, social distancing and hygiene expectations and protocol while in school |  |
| Will the lay out of classrooms be adapted and furniture removed in order to increase distance between staff and pupils and between staff and other staff? | Pupils desks will be set out in pupils working in pairs in the KS1/KS2 classes.  Defined adult spaces in each class and children will be instructed to keep distance from adults where possible and as much as possible |  |
| Will the school’s arrangements ensure that staff maintain a 2 metre distance from other staff and students at all times? | Where possible as some areas the distance may have to be reduced by the very nature of the size of the school provision. |  |
| Will pupils who are old enough to maintain distancing from staff and their peers be expected and supported to do so?  Will other measures be adopted in the classroom to offer protection to staff in cases where children cannot be expected to maintain social distancing, eg SEND/Early Years pupils? | Pupils will be taught and reminded about social distancing. Pupils will need daily reminders and SEND pupils will be supported to follow social distancing measures through visuals/social stories (risk assessment for SEND pupils to be done separately).  Staff will have designated areas within the classrooms demarcated using coloured tape and pupils will be instructed on social distancing as part of the recovery curriculum and how to keep self and others safe. |  |
| Will the school avoid large gatherings on site, eg assemblies with more than one year group? | We will avoid all larger gatherings unless they can be attended outside with social distancing or within the village hall by following social distancing- pending the local and National Covid measures |  |
| Have arrangements been made to ensure that the integrity of “bubbles” and social distancing arrangements can be maintained in the school library? | Small supervised groups of 5 at a time will use the library  (area sprayed and to be disinfected after use) |  |
| Will arrangements for lesson changeover and pupils needing time out ensure that overcrowding in corridors is prevented? | All staff to have responsibility to monitor for overcrowding and act on preventing/correcting  Children needing time away will be accompanied by an adult and the adult will ensure distancing (can be in corridor, Mrs Myers office or staff room) |  |
| Will there be a one-way system with appropriate floor markings and single file walking if necessary? | Each class has specific entrance area. Seeing that the Anstey corridor is so small and only used for toileting we will only use floor markers for places to wait for toilets. |  |
| Will there be arrangements for safe movement on staircases and in lifts? | If pupils use the school library (upstairs in school house) they will be escorted in a very small group by an adult. Adult to ensure distancing on stairs and group to move in one direction (narrow stairs) |  |
| Will there be arrangements for pupils who need additional assistance with movement around the school? | One pupil is recovering from a fractured femur and may need some assistance. Pupil will be taught by Mrs Modeste and should she need lifting or moving Mrs Modeste should be the first port of call. If Mrs Modeste is not available she will designate another staff member to train to move her safely. \*to be briefed at staff inset by Mrs Modeste. |  |
| Will lunch breaks be staggered? If so, how many separate lunchbreaks will this require, allowing time for cleaning of surfaces between sessions? | Lunch breaks will not be staggered as there will not be multiple sittings- however pupils will eat in their classrooms and handwashing/toilet time staggered (or use hand sanitizer in the classrooms).  Food will be brought to the children in class.  Nur/Rec will play in top playground and KS1/KS2 will use the larger playground.  All KS1/KS2 children outside by 12.30 |  |
| Has provision been made for cleaning staff to clean between sittings?’ | Mrs Cresswell to sanitize and clean surfaces after sitting |  |
| Will arrangements for access to pupil toilets ensure that overcrowding is prevented and that dignity/privacy can be maintained for pupils with SEND and for very young pupils?? | Staff will have staggered times to wash hands and designated toilets to use for their class  All staff to have responsibility to monitor for overcrowding and act on preventing/correcting |  |
| Will arrangements be in place for staff to be on duty at all times monitoring safe movement around the site? | All staff to have responsibility to monitor for overcrowding and act on preventing/correcting |  |
| Will the school adopt other arrangements to keep movement around the school site and overcrowding to a minimum? | All staff to have responsibility to monitor for overcrowding and act on preventing/correcting  Tiny nature of Anstey does not allow for lots of movement within the school and we will be functioning as a whole school bubble- social distancing where we can (especially from adults). |  |
| Has space been identified for pupils who need to be withdrawn from the classroom for whatever reasons? | As normal - corridor, staff room or Mrs Myers office  Children to be allowed to visit Minnie if beneficial as previously provided hands are washed before and afterwards |  |
| Will there be arrangements to allow staff to take their breaks away from pupils and in a safe environment? | Staff room to be used for breaks. Staff room to have cleaning materials for cleaning between groups.  Cleaning kit available on window sill  **ALL STAFF TO TAKE RESPONSIBILITY TO CLEAN AFTER USE** |  |
| Has the school adopted suitable arrangements (in line with their subject association COVID-19 guidance and the ***Back to School*** guidance from CLEAPSS) by reorganising teaching resources in those classes in specialist practical subjects, where pupils normally access equipment and materials as needs dictate during practical activities? | Resources to be used in the classroom alongside practical activities and cleaned after use as we are a small school working within a whole school bubble |  |
| Has the school adopted suitable arrangements in those classes in specialist practical subjects, to enable the safe storage of work-books and/or practical work in progress? | Books to be stored within classrooms as normal and projects/practical work kept within the classroom (Art enrichment, sculpture, painting etc)  Library books for return to be stored in a dedicated box in classroom for 72 hours before returning to library shelves. VW-W responsible for return and EY to maintain similar system in their own room. |  |
| Has the school conducted a review of [HACCP](https://www.food.gov.uk/business-guidance/hazard-analysis-and-critical-control-point-haccp) procedures to consider and reflect any impact from these changes on food safety. Of help will be the FSA [guidance for food businesses](https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19) on adapting and reopening due to COVID-19? | Responsibility of HCC. Close liaison with Mrs Baker and Mrs Vinton. Mrs Vinton and classroom TAs have up to date Food Safety training. |  |
| Will communications on social distancing arrangements take place regularly to reinforce key messages with translation into the preferred language of employees for whom English is not the first language? | NA re: translation - social distancing messages and arrangements will have regular reinforcement and reminders- posters, verbal and through risk assessments |  |
| Will there be staggered start and finish times to reduce contact between pupils? | Yes - classes will enter and dismiss in slightly staggered times (letter home and on website) |  |
| Will there be arrangements in place to prevent overcrowding at the school gate and any other potential areas of overcrowding? | Staff will monitor school gate at drop off and pick up and remind parents/Carers.  Signage will reflect social distancing measures expected  Side gate is to be used for entrance for EY and KS1 to allow socially distanced queuing up the driveway which is wide enough to allow appropriate distancing by walking up one side and down the other. Staggered drop off at front entrance for KS2 – Years 3 and 4 to be dropped off 10 mins apart. |  |
| Will sufficient staff be on duty to monitor safe arrival and departure for each group of pupils, including to support pupils who need it (those with SEND/anxiety etc)? | Yes - as above |  |
| Will arrangements be in place throughout the day to ensure that unauthorised visitors are not admitted and authorised visitors allowed in? | Visitors will be monitored by Mrs Vinton/Mrs Myers  Any visitors who need to be admitted will need to leave contact details in a secured file in office by Mrs Vinton. These details to take form of signed declaration sheet to be stored in date order in case of necessary track and trace. |  |
| Will parents/carers be instructed that they may not come onto the premises unless they have an appointment or it is an emergency situation? | Yes- through parent/carer email, reminders and school website Covid-19 page |  |
| Will confirmation be given that there will be no blanket ban on the wearing of face coverings in school/college? | Staff or pupils may choose to wear a face covering should they choose to |  |

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| **School Workforce Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Has the school agreed to carry out individual risk assessments for each employee taking account of their personal and household circumstances and local circumstances with regard to COVID-19? | Yes. Staff will be asked to complete individual risk assessment to be given to leadership team to consider accommodations/arrangements in respect to risk levels as needed.  Template to be filled in |  |
| Has the school in particular agreed to individual risk assessments for staff who are clinically extremely vulnerable, clinically vulnerable (including pregnant employees) or at increased risk (in particular older staff, disabled staff and BAME staff) or who live with such people? | All staff to have individual risk assessments  No identified clinical extremely vulnerable staff  No identified clinically vulnerable staff  Increased risk staff identified |  |
| Has the school agreed that these risk assessments will be reviewed as at the start of September term taking account of any changes to personal or local circumstances? | Yes - staff to review individual risk assessments September, Nov, Jan ( To be considered half termly reviews as Covid19 crisis continues) |  |
| Has the school agreed that all employees who are clinically extremely vulnerable (CEV) or live with CEV people will be permitted to work at home in September if they wish to do so? | No staff have been identified as CEV or who live with CEV people  (1 has a vulnerable partner) |  |
| Has the school agreed to consider appropriate measures for employees who are clinically vulnerable or at increased risk, such as working at home, working in amended roles at home or amended roles in school where it is possible to maintain social distancing, or wearing PPE where desired? | Yes-  Staff to social distance at all times  PPE for staff who want to use  Work from home where appropriate  Limit time in school (later start/early end ie 8.55-3.30 day where it is practical and staff in school have adequate cover ) |  |
| Has the school agreed to plan for September on the basis that not all members of staff will necessarily be able to attend school then? | All staff have indicated that they will be attending work from September  Preschool staff on furlough until October (review as needed) |  |

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| **Workload and Wellbeing Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Will formal confirmation be given to staff that the overall working day will not be longer for any members of staff as a result of these changes and that for hourly paid staff any additional hours required will be on a voluntary basis, agreed with individual staff members and will be paid? | No staff will need to work a longer day  Staff who cover clubs will be paid as normal |  |
| Will the school agree to conduct a workload impact assessment which addresses the level of staff workload and working time demands in the light of proposed working arrangements from September? | Yes workload impact assessment to be completed in September |  |
| Will the school consult formally on directed time arrangements for teachers and publish an overall school calendar and individual directed time calendars? | Standard time arrangements for teachers (agreed contracted hours)  Standard time arrangements for support staff  (agreed contracted hours) |  |
| Will the school allocate additional planning & preparation time to staff for the autumn term? | Where it is possible- but due to the nature of a small school with the absence of a sports coach this will have to be considered and agreed in September pending hiring new sports coach |  |
| Will the school review and identify additional support for newly and recently qualified staff, staff new to the school, and any staff anxious about returning or continuing to work at home? | RQT is confident to return. Confidence of all staff to return to be discussed during inset Sept 2nd with teaching staff and then on 3rd Sept with support staff |  |
| Will INSET days be used in a way which best supports staff in relation to wider opening? | Yes |  |
| Will there be other arrangements to support staff wellbeing such as stress and workload surveys and provision of individual support for staff experiencing anxiety or effects of trauma? | Staff survey will take place intermittently - the nature of a small is that school staff are aware that they are free to speak to Headteacher to discuss any concerns. |  |
| Will the school continue with online meetings and keep to a minimum physical meetings in order to reduce transmission and time spent in the school building? | Teaching staff will be required to meet briefly after school as needed in a socially distanced setting.  Staff will meet online should contingency plans be put in place due to local restrictions. |  |
| Will the school consider PPA and directed time outside pupil hours being spent working from home? | HT is happy for staff to work from home for PPA but it will need to be agreed first to account for safe ratios within school.  Staff should not be working at home outside of pupil hours. |  |
| Is the expectation that support staff will carry out their normal role as per their job description? | Yes |  |
| Will any additional work and hours be agreed with the member of staff and paid accordingly? | Only staff who cover clubs (or TAs who attend meetings as requested by Head) will be paid extra |  |
| Will the school consider alternative arrangements for external agencies which minimise the need for physical visits, in-person observations and face to face assessments? | Yes, where possible. Otherwise agencies are limited to use of school house only. |  |
| Will the school adopt a policy for continued employment for peripatetic and supply staff as necessary in order to ensure such staff are able to continue to support the school as needed? | NA currently |  |
| Will arrangements be in place to ensure that supply and peripatetic staff are informed about and supported with regard to safety measures when in school? | Where necessary risk assessment to be shared with supply or peripatetic staff, individual risk assessments to be completed before supply or peripatetic staff carry out sessions within school. |  |
| Has the school agreed that any staff required to quarantine in September as a result of holidays booked prior to the Government’s quarantine announcement will be able to work at home or be allowed paid leave of absence? | Email was sent to all staff at end of school year addressing need to quarantine due to holidays booked prior and after government announcement |  |
| Are there arrangements in place to ensure only essential visitors are allowed on site? | Mrs Vinton to inform and monitor as first contact - Mrs Myers in Mrs Vinton’s absence  Declaration sheet to be completed always and stored in office in date order of visit re potential track and trace |  |
| Are there arrangements in place to ensure that visiting staff are considered during any test and trace process and can be contacted if necessary? | Yes- contact details to be held securely by Mrs Vinton, SBM. |  |

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| **School Transport Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Has the risk assessment of the school’s transport provider been seen and the school been consulted on it? | Taxi risk assessments? Provided by LA not school – ask Transport Department? |  |
| Will satisfactory arrangements be made for distancing in seating plans (and in particular will it be possible to group pupils on transport according to their groups when in school)? | Taxi company to socially distance taxi children as much as possible and consider siblings |  |
| Will additional staff be needed to drive and supervise extra school buses, if this is deemed necessary to maintain social distancing? If so, will additional staff be engaged? | NA - No trips to be planned in autumn term  To be reviewed as risk for Covid19 is reduced locally and nationally |  |
| Will satisfactory arrangements be made for supervision of boarding & disembarking including using sanitiser when boarding & disembarking and for complying with seating plans? | Taxi risk assessments  NA for school trips in autumn term- to be reviewed if trip is planned in future |  |
| Will arrangements be made for additional cleaning of vehicles? | Taxi risk assessments |  |
| Will protocols be put in place for drivers/escorts to report to a member of staff any child who they deem to be unwell on the journey to school?  Will this include isolation of other students on that transport and the driver and escort? | Taxi risk assessments  LV speak to Transport dept to request protocol on all transport related questions. |  |
| Will drivers and escorts be instructed not to pick up students displaying symptoms? | Taxi risk assessments |  |

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| **Attendance Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Will a flexible approach to mandatory attendance be adopted based on “working towards full attendance” and recognising the differing circumstances of families and pupils? | Yes. Some pupils will be starting on a part-time timetable due to anxiety. School is fully prepared to work with families who are hesitant to return.  A Welcome Back Day is planned so all families may visit with an appointment in a socially distanced manner to discuss concerns or ask questions. We are hoping this will reduce stress and encourage return. |  |
| Will arrangements be in place to support families of BAME students, students with SEND and others who may have increased concerns about resuming full attendance, particularly in areas where deaths from Covid have been high? | Yes - this will be individually discussed with families who have been identified.  Anstey is more than willing to work with individual families to support a safe and stress free return to school for children. |  |
| Will arrangements remain in place for remote education for students who cannot attend schools? | Remote education will be offered for those children who need a reduced timetable, clinically extremely vulnerable or those who have family members that fall into those categories. |  |
| Will the school ensure that its workload impact assessment includes remote education for students unable to return to school? | Yes - assessment policy to be amended to reflect home students’ assessment protocol |  |

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| **Educational Visit Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Does the school intend to resume domestic educational visits not involving an overnight stay | Not in the autumn term |  |
| Will staff be fully consulted on the resumption of a programme of educational visits and on individual proposed visits? | Yes - as visits are considered (once local and national risk is lowered). |  |
| Will additional support be available from the Educational Visits Co-ordinator or other senior member of staff when planning any visit so that assurances can be given that venues are Covid-secure? | Any educational visits considered only when local and national risk is lower in venues that are Covid secure- there will be no autumn term educational visits planned. |  |

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| **Uniform Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Will a relaxed uniform policy be in place? | Normal uniform to be in place  PE and Forest School day pupils to wear PE/Forest kit to reduce need to change clothing |  |
| Will this also apply to staff dress codes? | No change to staff dress code. |  |

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| **Extra-Curricular Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Does the school intend to resume any breakfast and after-school provision? | Yes. Clubs to resume from September  Policy revisions in hand |  |
| If so, will this be done without increasing contact and mixing and without increasing staff workload? | Anstey will function as one whole school bubble with adherence to social distancing measures where possible. |  |

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| **Curriculum Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Have staff been consulted on changes to the curriculum aimed at ‘recovery’ that is relevant and responsive to children and communities, that uses approaches and content from the previous year’s curriculum? | This will be addressed in the September inset |  |
| Has additional time been provided for teaching staff to ensure new activities and remote learning can be thoroughly and collaboratively planned? | This is being considered and scheduled - due to the nature of our small school this is dependent on having qualified staff available to cover |  |
| Does your timetable give each year group access to all curriculum subjects and is there a good balance between core and foundation subjects? | Yes |  |
| Does the timetable include sufficient creative subjects, and space for dialogue and sustained thinking? | Yes |  |
| Will staff be consulted about spending catch-up funding and about the best ways to plan small group work for students to enable consolidation? | Yes - this will be discussed once teaching staff have been able to ascertain baselines from returning pupils in order to inform need and to plan interventions |  |

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| **Behaviour and Pastoral Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Has your school reviewed its behaviour policy and pastoral systems to make them relevant and appropriate for the Coronavirus period? | Amendment to be made to the behaviour policy regarding Covid19 precautions and protocol |  |
| Does the timetable include sufficient/increased time or additional arrangements for social and emotional support for students? | PSHE sessions and classroom meetings  Teaching staff to decide timetable and/or will support concerns as they arise |  |
| Have pastoral systems been reviewed to support students to make healthy transitions and continue to engage with their learning? | We will be responding to need through a recovery curriculum approach and evaluating pupils wellbeing in reference with their return to school through wellbeing checklist for children |  |
| Has sufficient time been allocated to outdoor learning for all pupils, especially in EYFS? | Play time has been extended to allow children extra play time. Lessons that can be allocated to the outdoors will be encouraged. (Forest area has been extended considerably to allow this as a possible resource) EYFS will continue to have access to their outdoor learning environment with some restrictions and modifications on sand/water/sensory play areas. |  |
| How will learning, transitions and extra support for pupils with SEND be planned? | Welcome Back Day planned to help families and pupils to return. Reduced timetable has been offered to SEND pupils should they need it. This is to be finalised with individual families. |  |
| Has the behaviour policy been reviewed to acknowledge the increased level of trauma and anxiety experienced by students and the impacts on engagement, self-esteem and behaviours? | Amendment to be made to the behaviour policy regarding trauma and anxiety experienced by pupils.  Teachers will respond to their classes on the individual level of need assessed. Pupils will need to be monitored for the first two weeks to identify any impacts on engagement, self-esteem and behaviour. To be added to agenda and discussed as staff team in staff meetings. Tracking children who are showing difficulty, planning for intervention and reviewing progress. |  |

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| **Assessment & Accountability Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Has additional time been allocated within teaching time for ongoing assessment of pupils’ baseline assessments and transitions from their previous class | Month of September teachers to acquire baseline view of assessment. Consult with previous teacher to support intervention plans. |  |
| Will staff be consulted on what meaningful assessment will look like following the period of closure and remote learning? | Teaching staff to work together with the support of assessment coordinator (RM) to plan for meaningful assessment September inset discussion and further joint teacher meetings and reviews. |  |
| Has the school agreed that it will not carry out the government’s baseline assessment in the autumn term and will not be an early adopter of the new EYFS curriculum? | We have agreed to be an early adopter at the request of the Early Years teacher |  |
| Will staff be consulted on new, innovative ways of working to build on lessons learnt and use of technology during the lockdown, eg use of technology and outdoor learning? | Staff will be fully part of planning for online learning safety covering all aspects to include online home learning and outdoor learning within school. As above, Forest area has been considerably extended to provide a possible resource. |  |
| Has the school agreed not to link pay progression to pupil progress in 2020-2021? | Yes |  |

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| **Contingency Planning Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Will the school put a plan in place for students’ remote education in the event of the school needing to close? | Yes - the school is currently developing a remote learning contingency plan based on local and national risk and restrictions. All staff to input to plan and policy. To be complete by September 2020 |  |
| Will the school ensure that its workload impact assessment includes possible remote education for all students in the event of the school needing to close? | Yes |  |
| Will the school ensure that staff and students have full access to Government schemes around the provision of IT equipment?  Will there be full consultation with trade union reps on contingency plans? | As part of the DfE’s ‘Get technology support for children and schools during coronavirus (COVID-19)’ scheme, laptops and tablets are being provided for the following disadvantaged pupils who do not currently have access to them through another source, such as their school:   * Care leavers. * Pupils aged 0 to 19 with a social worker. * Disadvantaged Year 10 pupils.   Schools, parents and pupils cannot order devices themselves – this needs to be done by LAs, trusts and other relevant organisations overseeing schools. These organisations have been invited to order devices.  LAs should work closely with schools to identify pupils who need devices and internet access. LAs are responsible for ordering and distributing devices to care leavers and children with social workers, and Year 10 pupils who do not have a social worker and are in maintained schools.  Over 200,000 devices were distributed to LAs and academy trusts during May and June. Deliveries were prioritised for care leavers and pupils with a social worker, followed by disadvantaged Year 10 pupils. Any new orders placed by LAs or academy trusts will be delivered within five working days.  LAs and academy trusts will own the laptops they receive and loan them to eligible pupils for free, or gift them to schools or care leavers. These devices can also be re-distributed when necessary to support pupils with accessing remote education.  When loaning these devices, LAs and academy trusts are responsible for ensuring risks to the online safety of children using them are mitigated. Devices will be delivered with a web-filtering solution installed, or instructions on how to install this. While this system has been set up to meet the needs of children and young people of all ages, LAs and academy trusts can choose to replace it with their own solution to make it more relevant to the needs of the people using the devices. |  |

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| **SEND Planning Questions** | **Anstey First School Response/Plans** | **Questions you may have** |
| Is the school considering the need for additional preparation time for SEND students to be ready for a full return and therefore planning for a phased, more flexible return of students (eg during the first half of the autumn term)? | Yes - individual SEND pupils to have personalised return plans as needed. To be reviewed as needed in relation to the needs of the pupil and how they are coping and their wellbeing and engagement |  |
| Will parents, carers and pupils be consulted on planned measures to protect them and others? | Yes - risk assessments to be added to Covid 19 page on website. Parents will also receive a reminder of the protocols to be put in place (email) with any updates from the UK Government and DFE guidance. |  |
| Is there a plan in place to assess risk for every child with an EHC plan (most children in a special school setting)? Which staff will be involved in this process? | AM/MT to risk assess pupils with EHC plans |  |
| Has your school considered the implications of the temporary changes to the law on its capacity to support students? | The DfE says that it will not be issuing further national notices to modify EHC plan duties under the Children and Families Act 2014 beyond 31 July but may have recourse to ‘local flexibilities’ if there are further outbreaks. The temporary changes to the law which relax local authorities’ duties on EHC needs assessments and plans remain in place until 25 September. |  |
| Will central support team staff, therapy staff and peripatetic teachers be able to access the school and work with students safely? Does the school have a plan for how this is to be managed? Can the school provide PPE/face coverings/masks/sanitiser to all visiting professionals who need it? | Yes. Therapy and peripatetic staff to be given risk assessment and protocol for actions within school. Any outside agency or therapy to take place in the school house to avoid visitors in school. Therapy staff and peripatetic staff should have own PPE but should they not have Anstey School will provide. Hand sanitiser available in all areas of the school- entrance/office, school house, classrooms etc.  Adult visitors will be asked to wear face masks and have a supply should anyone not have their own. |  |