

## **COVID19: Full opening risk assessment and action planning tool**

**SCHOOL NAME:** Conisborough College

**DATE:** 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 schools to ensure the school continues to operate as safely as possible. Plans and measures in place should be reviewed on a regular basis, particularly as new guidance is issued.

In line with DfE guidance, schools and trusts need to work closely with parents, staff and unions as they normally would, when agreeing the best plan for their school's circumstances. Your risk assessments and plans need to be confirmed with your governing bodies/academy trusts and published in schools with over 50 employees.

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

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

**The considerations and example measures in this tool are not exhaustive and must be read in conjunction with the latest government guidance:**

[Guidance for full opening of schools September 2020](#)

[NHS test and trace for people who develop symptoms of coronavirus](#)

[Safe working in education, childcare and children's social care settings, including the use PPE guidance.](#)

[Covid19 cleaning in non-healthcare settings](#)

[NHS test and trace](#)

**Appendix 1 – Trade Unions' checklist (for information)**



## The following principles underpin all planning and actions:

- Children's needs are paramount.
- Staff physical and emotional well-being must be considered at all stages of planning and implementation.
- Risk assessment and planning should be undertaken in consultation with staff, Health and Safety/ Union representatives, governors and parents.

## System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

### Prevention:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Minimise contact between individuals and maintain social distancing wherever possible.
6. Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

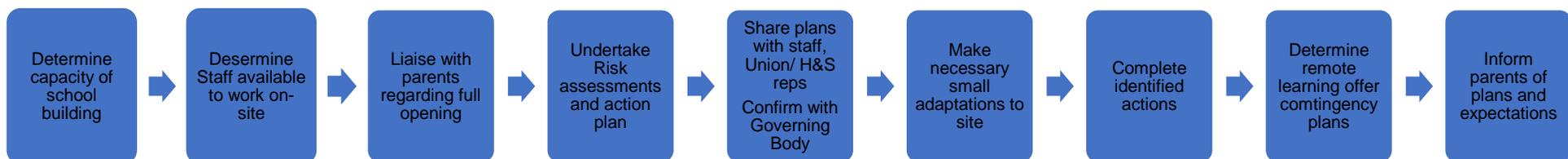
Number 6 applies in specific circumstances.

### Response to any infection:

7. Engage with the NHS Test and Trace process.
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
9. Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

## Steps to full opening



**Risk Matrix:**

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

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

	Control Measures	Risk to Implementation	Risk Level Pre-Action (H/M/L)	Action Required-& by who/ Decision Made	Who?	Date Action Completed	Risk Level Post-Action (H/M/L)
<b>1. Engagement and communication- risk assessment and planning</b>							
1a	Risk assessment process fully engages staff, governing body and union representatives. Assessment and plan shared and communicated with stakeholders.	Not all stakeholders fully informed leading to inconsistent practice	H	Creation of SOS – Safe on Site documents for staff and students covering all procedures. Student document placed on website and fully communicated in staff CPD days, governor meetings. Pre meetings with union reps to ensure stakeholders are consulted and any concerns addressed. Safe On Site Document shared with all externally employed adults.	HT/SLT	1/9/2020	M

				<p>All externally employed adults have a risk assessment meeting where SOS document is explained to them.</p> <p>Visitors protocol in place and on website including sanitisations, mask wearing and socially distanced meetings.</p> <p>Keir/SBM liaise with contractors to ensure consistency of approach</p>			
<b>2. Preparing Buildings and Facilities</b>							
2a	<p>Premises and utilities have been health and safety checked and building is compliant:</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	<p>Site Manager is unavailable e.g through sickness</p> <p>Site has not been open to all students for months</p> <p>Internet problems may occur</p>	<p>M</p> <p>M</p> <p>H</p>	<p>Adjust Keir rotas. Ensure there are always at least 2 staff members on site.</p> <p>Continue close liaison with Keir and Union reps</p> <p>ICT manager is onsite every day and in daily communication with SLT.</p> <p>ICT Infrastructure is covered by ICT Contractors – Covue who are available to the school</p>	<p>Keir</p> <p>HT/Keir/ Union reps</p> <p>ICT Manager</p>	<p>1/9/2020</p> <p>1/9/2020</p> <p>1/9/2020</p>	<p>L</p> <p>L</p> <p>L</p>

				daily to address any major issues immediately.			
2b	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members.  Some offices do not have windows allowing for ventilation.	M  H	Office staff desks repositioned and reallocated to allow for social distancing. Staff working onsite on a rota and otherwise working remotely. Each office has a sign on the door specifying how many people allowed in the office.  Any office without a window only to be used by one person and the door can be propped open.	Keir  Keir	1/9/2020  1/9/2020	L  L
2c	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks possible at entrance to school.  Students may struggle with social distancing	H  H	A new school day with staggered starts and finished in place using both front and back entrances to ensure Year group bubbles arrive at separate times and go to separate areas.  Floor markings in place to manage social distancing at front and rear of school  Students will taught in Year Group 'bubbles' where staff move to students classrooms and be well supervised at	SLT  SLT	From 7/9/2020  From 7/9/2020	M  M

				<p>social times in separate areas. Each Year Group has an 'acclimatisation day' onsite without other students</p> <p>.</p> <p>All corridors will have red lines and arrows showing one way system and yellow lines showing necessary distance. Highly staffed duty rotas in place to cover all points of the building to direct all movement.</p> <p>Supportive but strict behaviour policy in place. Any student that persistently and deliberately flouts social distancing will be excluded from site for the protection of all. High levels of staff supervision at all times.</p>	<p>Keir</p> <p>SLT</p>	<p>From 1/9/2020</p> <p>From 7/9/2020</p>	<p>M</p> <p>M</p>
2d	Consideration given to premises lettings and approach in place.	Cannot be let and reassembled with sufficient time for cleaning in between.	H	No lettings for this school year	HT/SBM	1/9/2020	L
2e	<p>Necessary physical modifications completed:</p> <ul style="list-style-type: none"> <li>• Use of hand driers risk assessed. Roller (cloth) towels</li> </ul>	School does not have sufficient supply of lidded bins.	H	Extra supply of lidded bins ordered.	Keir/SBM	1/9/2020	L

	<p>removed- paper towels and foot operated lidded bins in place where necessary.</p> <ul style="list-style-type: none"> <li>• Lidded bins in classrooms and shared spaces.</li> <li>• Water fountains disconnected/ isolated.</li> <li>• Ventilation measures identified and safe use of air conditioning assessed.</li> <li>• Spaces in classrooms measured to facilitate maximum social distancing and tables, chairs placed appropriately, markings and barriers in place.</li> </ul>			<p>All water fountains continue to be disconnected.</p> <p>Paper towels in place and hand driers disconnected.</p> <p>Air conditioning units disconnected.</p> <p>Classroom desk repositioned to ensure social distancing.</p>			
2f	<p>Consideration given to the arrangements for any deliveries.</p>	<p>Multiple deliveries arriving at once</p>	M	<p>Deliveries through gate controlled by reception buzzer system to avoid any bottlenecks Only one delivery van allowed on the school grounds at any one time at the front of the school.</p> <p>Receptionist aware of the number of visitors that can enter the reception area at any one time and to manage deliveries through the assistance of Premises/Kier</p> <p>Large deliveries organised to arrive at the rear of the school to be managed by Premises/Kier</p>	<p>Office Manager</p>	<p>1/9/2020</p>	L

3. Emergency Evacuations							
3a	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	M	Revised evacuation procedure which allows for swift exit and social distancing devised and shared with all staff, children and parents in virtual meetings and assemblies	SLT	1/9/2020	L
	Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.			Fire drill practice w/b 7/9/2020 SLT daily rota includes points of responsibility		11/9/2020	L
	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Staff with reduced mobility struggling further in current situation.	H	Staff with reduced mobility not expected to take supervisory role in process of evacuation but to focus on evacuating themselves safely from building to designated point.  PEEP carried out by HoY and information shared with medical officer, fire marshals and MMS.	HT	7/9/2020	L
4. Cleaning, waste disposal and hand washing							
4a	Enhanced cleaning regime is in place in line with <a href="#">Covid19 cleaning in non-healthcare settings</a>	Cleaning and site staff adjusting to deep cleaning procedures with all students onsite.	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.  Hand towels and handwash are to be checked and	Keir	1/9/2020	L

				replaced as needed by cleaning staff according to rota.  Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.			
4b	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Cleaning and site staff adjusting to deep cleaning procedures with all students onsite	H	Keir ensure staff are trained and revised cleaning tasks understood by all 2 extra day cleaners on site. All cleaners have designated areas to ensure coverage in every department/area across the school.	Keir	1/9/2020	L
4c	Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance.	Possibility of not having adequate PPE	H	Order extra PPE supplies Stock take carried out weekly by designated admin officer.	SBM	1/9/2020	L
4d	Adequate cleaning supplies, tissues and facilities around the school are in place.  Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed.	Lack of supplies, e.g. hand sanitisers, tissues, disinfectant wipes	M	Hand sanitiser placed at entrances and at strategic points in corridors.  Lidded bins in classrooms  Box in each classroom with disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Boxes also include disinfectant wipes and sanitiser Boxes replenished weekly.	Keir/SBM	7/9/2020	L
4e	Arrangements for longer-term continual supplies are also in place.	Running out of supplies	M	Stock check and ordering schedule reviewed and order made	SBM	1/9/2020	L

4f	Sufficient time is available for the enhanced cleaning regime to take place.	Lack of time for deep cleaning to take place.	M	All staff advised to leave the site by time in order for cleaning to be undertaken. – check with JH	Keir/SBM	7/9/2020	L
4g	Waste disposal process in place for potentially contaminated waste.	Danger of contamination	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.	Keir/SBM	1/9/2020	L
4h	Process in place for safe removal and/or disposal of face masks in line with <a href="#">(PPE) guidance</a>	Danger of contamination	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.	Keir/SBM	1/9/2020	L
4i	Clear hand washing procedures outlined for all groups and hot water and liquid soap readily available. Routine hand washing: <ul style="list-style-type: none"> <li>on arrival and leaving school.</li> <li>before entering and leaving class during the day.</li> <li>before and after eating.</li> </ul> Increased hand washing throughout the day in line with government guidance. Hand sanitiser available where necessary.	Not all students yet fully briefed on procedures	M	Procedures in place for regular handwashing and use of hand sanitisation, e.g. on entry to school, before and after break, before and after lunch, on exit from school.  All students and parents informed via the SOS Staying Safe Onsite Document	Keir/SLT	7/9/2020	L
<b>5. Classrooms and outdoor space</b>							
5a	Desks side by side, facing front, where age appropriate.	Classrooms needing to be reconfigured	M	Classrooms all reconfigured to ensure desks are side by side, facing front, with exception of larger tables in DT tables have 2m distance due to size.	Keir	1/9/2020	L
5b	Classrooms have been re/arranged to allow as much space between	Site previously adapted for lower number of	H	Classrooms adapted for maximum social distancing.	Keir	7/9/2020	M

	<p>individuals as practical (2m where possible). Each pupil has their own identified desk. Arrangements for small group work facilitate social distancing for adults and children. Seating plans in place where age-appropriate</p>	<p>students during lockdown partial opening.</p>		<p>Stringent seating plans in place monitored by SLT.</p> <p>All interventions take place in adapted rooms that allow for necessary social distancing</p>			
5c	<p>Classroom entry and exit routes have been determined and appropriate signage in place.</p>	<p>Adaptation of site needed</p>	H	<p>All corridors flooring has red lines indication one way system and yellow lines indicating social distance. Whole staff training on this taken place and student movement supervised at all times.</p>	Keir/SLT	7/9/2020	L
5d	<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.</p> <p>Non-essential resources which are not easily washable or wipe-able have been be removed (e.g. soft toys, dressing up clothes).</p> <p>Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to</p>	<p>Systems to avoid sharing of resources not previously in place.</p> <p>Danger of contamination</p> <p>Students and staff not following procedures</p>	<p>L</p> <p>M</p> <p>M</p>	<p>Students to bring in own stationery. Spares provided if necessary and wiped down afterwards with disinfectant wipes provided in each classroom. Before teachers move rooms they wipe down desktops with disinfectant wipes provided in each classroom.</p> <p>Non essential resources that are not easily wipe-able removed.</p> <p>Information posters placed in all classrooms and communal spaces.</p>	<p>SLT</p> <p>Keir</p> <p>SBM</p>	<p>7/9/2020</p> <p>1/9/2020</p> <p>7/9/2020</p>	<p>L</p> <p>L</p> <p>L</p>

	<p>those at the school gate, in the staffroom and in all toilets.</p> <p>Limit immediate sharing handling of equipment between adults and children (books etc) - items to be wiped down if possible.</p> <p>CYP informed not to bring in toys or other articles from home (other than water bottle).</p>	<p>Danger of contamination</p> <p>Danger of contamination</p>	<p>M</p> <p>M</p>	<p>Students to bring in own stationery. Spares provided if necessary and wiped down afterwards with disinfectant wipes provided in each classroom. Students use one workbook for all lessons.</p> <p>Information communicated to students and parents via SOS Safe Onsite Document placed on website and explained to all students.</p>	<p>SLT</p> <p>SLT</p>	<p>7/9/2020</p> <p>7/9/2020</p>	<p>L</p> <p>L</p>
5e	<p>Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks.</p> <p>Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read <a href="#">COVID-19: cleaning of non-healthcare settings</a></p>	<p>Danger of infection</p>	<p>M</p>	<p>Information communicated to students and parents via virtual assemblies and student Safe Onsite document sent electronically and placed on website covering all aspects of onsite behaviour including social times. Ball games not allowed.</p> <p>Outdoor gym not allowed to be used at the current time</p>	<p>SLT</p>	<p>7/9/2020</p>	<p>L</p>
5f	<p>Ventilation measures identified in each room.</p> <p>Air conditioning use assessed and used in line with HSE guidance: <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p>	<p>Poor ventilation</p>	<p>M</p>	<p>Best ventilated rooms have maximum usage. All offices have signs on doors indicating maximum number of people allowed to use the space.</p>	<p>Keir/SBM</p>	<p>1/9/2020</p>	<p>L</p>



6b	Up to date Individual staff risk assessments are informing risk mitigating arrangements for individuals identified as clinically extremely vulnerable, clinically vulnerable and/or living with someone in these groups, considering issues around age, ethnicity and pregnancy in line with current guidance. Assigned activities where reasonable consider levels of social distancing and contact and outline measures for handwashing etc.	Vulnerable staff at risk.  Low staff morale leading to absence and impact on student wellbeing and progress.	H	All BAME staff offered individual risk assessment.  All BAME staff +55, White European +60 have individual risk assessment.  Reasonable adjustments made to staff duties in above categories as necessary.  Information relating to CVE/CV guidance shared and discussed with staff  Additional RA meeting for CVE staff to determine whether they will take up their entitlement to work at home or remain in the work place with additional adjustments	HT/DHT/HR    SLT/HR	7/9/2020    4/11/2020	M    L
6c	Approach to staff absence reporting and recording in place. All staff aware.	Last minute understaffing situations which render students and staff vulnerable.	H	Staff absence protocols reiterated to staff on CPD – all absence to be phoned in and emailed to Cover Manager by 7 30.	SLT	7/9/2020	L
6d	Plans to respond to increased sickness levels are in place.	Last minute arrangements	H	Models produced showing impact of different staff	SLT	7/9/2020	M

	Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	creating situation for more cross contamination		absence situations and closing down of year group bubbles so SLT can plan for possible scenarios.  Contingency plans in place, e.g. use of exam hall in appropriately socially distanced fashion			
6e	Assess transport arrangements for all staff and parking arrangements as required. Check LBL parking restrictions & inform staff <a href="https://lewisham.gov.uk/myservices/parking/coronavirus-parking-restrictions-and-cpzs">https://lewisham.gov.uk/myservices/parking/coronavirus-parking-restrictions-and-cpzs</a>  <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> shared with all staff. Consideration of arrival times to encourage walking and cycling to work.	Staff fear over travel affecting stress levels	M	Transport arrangements for vulnerable staff formed part of the individual risk assessments.  Necessary information shared with all staff.	SLT	1/9/2020	L
6f	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable.	Spread of infection	M	In discussion with union reps, it is agreed that usual dress code applies to maintain standards	SLT	1/9/2020	L
6g	Approaches for meetings and staff training in place. Virtual meetings used wherever possible. All face to face meeting arrangements ensure social distancing for adults, rooms are well ventilated and virtual meetings considered for larger groups. Use of	Spread of infection; poor social distancing practice	H	Staff briefing done in two groups face to face in main hall and via zoom online at 08:00 & 08:30. Social distancing and face mask are worn if attending in person	SLT	1/9/2020	L

	outdoor space also considered where possible.			Whole staff meetings and trainings taking place on zoom – link provided. Face to face opportunity is offered in main hall at the same time as zoom broadcast with social distancing and mask.  All sub-group meetings taking place in suitable, well ventilated rooms and zoom link provided so choice available	SLT  SLT	4/11/2020  4/11/2020	L  L
6h	Consideration given to staffing roles and responsibilities with regards to the contingency remote provision alongside in-school provision.	Unreasonable staff workload	M	Departments sharing out allocation of resourcing to various year groups so, in the event of partial of full lockdown, workload is shared fairly	Curriculum Leaders	1/9/2020	L
6i	Consideration given and consultation with staff regarding options for redeployment, changes to work times of staff to support the effective working of the school.  If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	Staff unclear about roles	M	Clear communication from headteacher and through line managers, and three days CPD 2 <sup>nd</sup> – 4 <sup>th</sup> September has ensured that all staff are clear about roles, tasks and expectations	SLT	7/9/2020	L
6j	Approach to support wellbeing, mental health and resilience in place, including bereavement support.  How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Vulnerable staff lack support.	M	Staff are aware of available support and advice for schools and pupils available from LBL including the Educational Psychology service. Individual risk assessment and return to work meetings ensure HT and SLT aware of individual situations and	SLT	7/9/2020	L

				<p>provide or signpost support accordingly.</p> <p>Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support:  <a href="https://lewisham.gov.uk/information-for-staff/staff-support-hub/">https://lewisham.gov.uk/information-for-staff/staff-support-hub/</a>)</p>			
6k	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of limited number of self-testing kits.	Staff unclear about processes and procedures	H	<p>Safe Onsite document for staff provided and training took place regarding this.</p> <p>School working with LA to ensure staff are signposted to testing according to local arrangements</p>	HT/SBM	7/9/2020	L
6l	The approach for inducting new starters has been reviewed and updated in line with current situation.	New staff unclear about processes and procedures	H	<p>Virtual training took place in July 2020 for new starters.</p> <p>All staff had three days CPD 2<sup>nd</sup> – 4<sup>th</sup> September 2020 to ensure smooth start to the term.</p>	SLT	7/9/2020	L
6m	Any changes to measures and procedures are clear for all staff.	Staff unclear about processes and procedures	H	<p>All staff had three days CPD 2<sup>nd</sup> – 4<sup>th</sup> September 2020 to ensure smooth start to the term.</p> <p>Safe Onsite document for staff provided and training took place regarding this.</p> <p>Safety on site document updated following publication</p>	SLT	7/9/2020	L

				of new guidance (9/11/20). Whole school briefing on 5/11/20 & 9/11/20 on new measures issued to reflect national restrictions with schools open.			
6n	Any furloughing arrangements communicated.	N/A					
6o	Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Staff unclear about contracts	M	All contractual arrangements dealt with by July 2020 to ensure staff clarity.	HT/SBM	7/9/2020	L
6p	Agreement in place for managing any HR processes – nature of meeting agreed and timetabled.	Situations remaining unresolved due to lockdown disruption to normal business	H	All HR processes in process of being dealt with in timely, efficient and equitable manner.  All HR processes available via zoom or face to face with appropriate measures in place	HT/DHT/SB M/HR	2/9/2020	L  L
6q	Arrangements in place for any visitors/contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Inconsistency of practice with regard to contractors and visitors protocols	H	Visitors protocol in place and on website including sanitisations, mask wearing and socially distanced meetings.  Keir/SBM liaise with contractors to ensure consistency of approach.  Safe On Site Document shared with all externally employed adults.  All externally employed adults have a risk assessment	SBM/Keir	7/9/2020	M

				meeting where SOS document is explained to them.			
6r	Risk assessments in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared. The deployment of such staff must not breach the safety of bubbles.	Spread of infection	H	Safe On Site Document shared with all externally employed adults.  All externally employed adults have a risk assessment meeting where SOS document is explained to them..	SLT	7/9/2020	M
<b>7. Group Sizes</b>							
7a	All children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.	Logistical arrangements for full return to school provide challenges	H	All students in same bubble for all subjects except PE, Music, Drama, DT. In those subjects they still remain within year group bubble.  All Year Group bubbles have separate lunch area and social space.  Class sizes are smallest they can be within the constraints of available rooming in the school.  Timetable has maximum number of doubles to minimise movement.	SLT	7/9/2020	M
7b	Staffing allocations to groups determined, minimising contact with multiple groups much as possible.	Spread of infection	H	Timetable constructed to minimise multiple group contact where possible.	SLT	7/9/2020	M
<b>8. Social Distancing</b>							
8a	Arrangements for social distancing in place to defined:	Secondary school curriculum means	H		SLT	7/9/2020	M

	<ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times (without reducing teaching time) and locations (if possible) with sufficient staff to monitor safe practices.</li> <li>• Parents/carers drop off at school gate - no entry.</li> <li>• Staggered or limited amounts of moving around the school/ corridors, one way systems where possible.</li> <li>• Classroom design.</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this.</li> </ul>	<p>multiple teachers and classrooms.</p> <p>Risk of infection from over 1000 people in the building.</p>		<p>Two separate school days running - Years 7/9/11 8 30 – 2 50 and Years 8 and 10 - 9 – 3 20. High staff presence to supervise social distancing. Year 9 leave 5 minutes early to avoid mixing with other students.</p> <p>No parents at school gate.</p> <p>Students stay in same class bubbles except KS4 options. Students only move for options and specialist rooms. Line-ups for supervised movement at beginning of day, after break, after lunch. One way signage in place.</p> <p>All desks face front. Covid compliant classroom expectations on desks</p> <p>Staggered lunch breaks and each Year group bubble has separate dining and social area. Socially distanced supervised queues. High levels of staff duty to ensure safety compliance</p> <p>Floor signage in place to show one way routes and indicate social distancing</p>			
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	<ul style="list-style-type: none"> <li>• Markings in place for routes around school to minimise closer contact.</li> <li>• Toilet arrangements- rota for use by 'bubbles', cleaning of surfaces in toilets after use by each bubble.</li> <li>• Use of hand driers risk assessed. Paper towels and foot operated closed bin in place.</li> </ul>			<p>Each Year Group bubble is assigned to separate toilets and cleaning rota in place after use.</p> <p>Hand driers switched off. Pedal bins in place in all facilities.</p>			
8b	Approach to avoiding children and young people entering/leaving school congregating and breaching social distancing is in place.	Breaking of bubble groups, leading to potential infection risk.	H	<p>Staggered start and finish times. Each year group having separate entrance/exit. When Year 9 and 11 have to both use back gate, they arrive at staggered times and Year 9 filtered onto separate playground. Year 9 leave 5 minutes earlier than Year 11.</p> <p>High staff duty presence in morning and afternoon.</p>	SLT	7/9/2020	M
8c	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate).	Challenging students breaching protocols, leading to potential infection risk.	H	<p>Clear adjusted Covid behaviour policy in place and displayed on every student desk.</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations.</p>	SLT	7/9/2020	M

				Students breaching protocols receive sanctions, parent meeting and risk assessments. Use of exclusion if necessary,			
8d	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Danger of large gatherings exposing students and staff to risk of infection	H	All assemblies take place virtually.	SLT	7/9/2020	L
8e	Social distancing plans communicated with parents, including approach to breaches.	Lack of clarity regarding revised behaviour policy	H	All parents received Safe On Site document for students in August as well as virtual assemblies in July. All parents offered to attend zoom meeting in Sept & Oct to reinforce expectations of SD, face coverings and safe behaviour	SLT	7/9/2020	L
8f	Arrangements in place for the use of the playground, including equipment. <i>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</i>	Risk of infection	H	All Year Groups have separate play area and are hand sanitised on entry and exit.  Outdoor play equipment not in use until further notice	SLT	7/9/2020	L
8g	Social distancing arrangements and use of face coverings agreed for use of communal and shared areas in place and communicated.	Risk of infection	H	All staff areas have a maximum number of people displayed on the door,	SLT	7/9/2020	L
<b>9. Transport</b>							
9a	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> to be shared	Risk of infection	H	Information emailed to all parents and students and placed on website.	SLT	7/9/2020	M

	with parents and CYP as age appropriate.						
9b	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible. Arrangements in place with transport providers to support any staggered start/end times.	Risk of infection	M	Resource base dedicated transport carefully managed in socially distanced fashion at front gate.	SLT	7/9/2020	L
9c	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.	Risk of infection	H	Emergency supply of masks. Guidance for pupils on use of masks.	SLT	7/9/2020	M
<b>10. Catering</b>							
10a	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	Students missing out on nutritious hot food.	M	Full hot and cold meal service available to all students in separate dining areas at lunch time. Full hot and cold snack service available to all students at break time in separate areas.	SLT	7/9/2020	L
10b	Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in place so that children do not mix with children from other groups.	Risk of infection	H	3 separate dining areas for timetable A – years 7/9/11 – hall/canteen/covered area.  2 separate dining areas available for timetable B – years 8/10 – hall/canteen	SLT/Olive caterers	7/9/2020	L
10c	Arrangements for food deliveries in place.	Vulnerable families lacking basic necessities	H	If lockdown is reintroduced, CC will work with Millwall Football Club to provide food parcels where possible	SLT/MFC	7/9/2020	M
10d	Arrangements in place to provide FSM food/vouchers for FSM eligible children required to self-isolate.	Vulnerable families lacking basic necessities	H	Olive Catering service will be contacted to provide food parcels and system in place to manage collections, alternative	SLT/Olive Caterers	19/10/20	L

		when there is a bubble closure.		arrangements on request will be used to provide Wonde food vouchers sent by email.			
<b>11. PPE</b>							
11a	PPE use understood and agreed with staff. Appropriate supplies in place at necessary points in the school. Long term approach to obtaining adequate PPE supplies in place. PPE located in classrooms where children require personal care and for the administering first aid. Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained.	Staff lack of knowledge in when and how to use PPE.	H	All staff provided with access to PPE including visors.  Regular stocktake of PPE and re ordering to maintain supplies.  Emergency kits available to First Aid trained staff.	SLT	7/9/2020	L
11b	Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing.	Staff placed at unnecessary risk	M	We do not have any students with medical needs that require close car. Potentially volatile students have a risk assessment and adjusted training in social distancing	SLT	7/9/2020	L
11c	PPE needs assessed and addressed for staff supervising entrances and exits – does distancing mean staff need masks to protect parents/ members of the public?	Staff placed at unnecessary risk	H	Visors available to all staff	SLT	7/9/2020	M
11d	Agreed protocol on use of face coverings in identified areas in line with current guidance is in place and shared.	Staff lack of knowledge in when and how to use PPE	H	All stakeholders adhering to school protocol in managing the risk of infection in line with current guidance ensuring the safety of all on site. All adults and students wear face coverings in communal areas. This is reinforced by the onsite hygiene routines.	SLT	7/9/20	L

12. Response to suspected/ confirmed case of COVID19 in school							
12a	Frequently share information with CYP parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) and for parents to inform the school is anyone in the house is displaying symptoms.	Risk of infection	H	Signage placed at entrances.  Visitors' protocol in place which includes sanitisation, mask wearing, and socially distanced meetings.  Information updates regularly shared with parents and carers.	SLT	7/9/2020	M
12b	<p>Approach to adults/children displaying COVID19 symptoms cases in place - during school day:</p> <ul style="list-style-type: none"> <li>Which staff member/s should be informed/ take action, including staff where risk assessments identify heightened vulnerability to COVID19.</li> <li>Consideration of any pupils with heightened COVID19 vulnerability.</li> <li>Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated.</li> <li>Cleaning procedure in place.</li> <li>Arrangements for informing parent community in place.</li> </ul>	People with heightened vulnerability not being monitored closely enough.	H	<p>Medical officer key point of contact (in her absence first aiders)</p> <p>Students with heightened vulnerabilities monitored closely by inclusion/SEN staff</p> <p>Medical room identified as area used to isolate any student displaying symptoms.</p> <p>Heightened cleaning procedures in place.</p> <p>Groups of Year Group parent email addresses used to inform parents if necessary of key information.</p>	<p>Medical Officer</p> <p>First Aiders</p> <p>SLT</p>	7/9/2020	M

	<ul style="list-style-type: none"> <li>Emergency PPE available where 2m distance cannot be maintained.</li> </ul>			PPE available to all staff			
12c	<p>Approach to confirmed COVID19 cases in place</p> <ul style="list-style-type: none"> <li>Up to date Lewisham Standards Operating Procedure readily available in school</li> <li>Lewisham on call details shared with appropriate school leaders</li> <li>Process for identifying bubbles/contacts and advising on necessary action.</li> <li>Staff with heightened vulnerability considered and advised of necessary action.</li> <li>Approach to closing areas/ relocating CYP away from certain parts of the school to clean, if possible.</li> <li>Cleaning procedure in place.</li> </ul>	Response not being speedy enough	H	<p>Email and text groups ready to be used when necessary</p> <p>SLT aware of Lewisham on call details</p> <p>SLT aware of bubbles and have the necessary contacts to take action</p> <p>School fully aware of staff with heightened vulnerabilities (all have individual RA).</p> <p>Students to be sent home if necessary, on advice of Lewisham Publish Health.</p> <p>Extra cleaning staff are employed.</p>	SLT Key admin staff	7/9/2020	M

	<ul style="list-style-type: none"> <li>• Arrangements for informing parent community in place.</li> </ul>			<p>Communication systems – text/email/website can be accessed remotely out of hours by key staff.</p> <p>When bubbles close, all learning reverts to online real time learning with normal staff at normal times as far as possible. Link to learning are via SMH / zoom for virtual lessons</p>			
12d	<p>Process in place to engage with the Test and Trace and contract tracing process. <i>Refer to Lewisham PH and public health guidance for more information.</i></p>	School not being fully aware of Track and Trace system.	H	<p>HT attends weekly Corona Virus briefings.</p> <p>School complies fully with Lewisham Track and Trace system.</p>	HT	7/9/2020	H
<b>13. Pupil Re-orientation - back into school after a period of closure/ being at home</b>							
113	Approach and expectations around school uniform determined and communicated with parents.	Lack of clarity around expectations	M	Parents fully informed at end of summer term, end of August via the Safe Onsite Document and in September welcome back letters	SLT	7/9/2020	L
13c	Changes to the school day/timetables shared with parents.	Lack of clarity around new school day with staggered starts and breaks	H	Parents fully informed at end of summer term, end of August via the Safe Onsite Document and in September welcome back letters	SLT	7/9/2020	L
13d	All students instructed to bring a water bottle each day and/or arrangements for safe availability of drinking water confirmed and communicated to children and parents.	Spread of infection.	H	All students issued with a water bottle. Water provided and served to students at break and lunchtime.	SLT	7/9/2020	L
13e	Approach to supporting CYP to discuss and reflect on their COVID19 experiences and preparing pupils for a	Students unsettled and	H	Adjusted and carefully planned pastoral programme in place to address wellbeing.	SLT	7/9/2020	L

	<p>return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes sharing experiences of those 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>	mental wellbeing affected.		<p>Weekly mindfulness sessions for all students.</p> <p>This area led by key group of staff – ‘Wellbeing Warriors’.</p> <p>Pastoral sessions allow for experiences to be shared.</p>			
13f	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Students unsettled and mental wellbeing affected.	H	<p>Adjusted and carefully planned pastoral programme in place to address wellbeing.</p> <p>Weekly mindfulness sessions for all students.</p> <p>This area led by key group of staff – ‘Wellbeing Warriors’.</p> <p>Bereavement support available from school counsellor.</p>	SLT School counsellor	7/9/2020	M
13g	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial.</li> <li>• Increased FSM eligibility.</li> <li>• Referrals to social care and other support.</li> <li>• PPG/ vulnerable groups.</li> </ul>	Vulnerable families not receiving support or signposting they require.	H	<p>Signposting to financial services where needed.</p> <p>School contacts parents regarding FSM eligibility.</p> <p>PPG plan put in place addressing catchup and Covid needs.</p>	SLT	7/9/2020	M
<b>14. Remote education contingency plan</b>							
14a	Contingency plans for remote learning offer is in place. Pupils with technology/access issues identified. Offer takes this in to account	Bubble needs to self-isolate because of a positive case of COVID19.	H	Remote learning contingency (SMH and Teams) available and ready to be ‘switched-on’ when needed.	SLT	7/9/2020	M

15. Transition – into new year group – What will need to be different this year because of COVID19?							
15a	Online/ website support for families and young people around transition.	Students and families unsettled and unclear about new procedures	H	Virtual assemblies took place in July for students and parents.  Safe Onsite document outlining all new procedures sent to parents in August and placed on website.	SLT	7/9/2020	M
15c	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> <li>• EY to Primary.</li> <li>• Primary to Secondary.</li> <li>• Vulnerable children.</li> <li>• Children with SEND.</li> <li>• Physical and sensory needs, including adaptations, equipment etc. (lead in times).</li> <li>• Post 16.</li> <li>• School Leavers.</li> </ul>	Vulnerable and SEN students unsettled by change.	H	New Year 7 have full induction day.  Increased and differentiated support for all students with SEN and other vulnerabilities.  Destinations of all Year 11 2020 leavers tracked to avoid NEET	SLT	7/9/2020	L
16. Safeguarding							
16a	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.	CYP previously deemed to be safer at home and family are anxious about returning to school.	M	Individual meetings and conversations and individual risk assessment/phased return if necessary.	SLT	L	7/9/2020
16b	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Inconsistent practice; staff not fully briefed.	H	Staff refresher training session on processes and procedures and the revised wellbeing material.	DSL/ST	M	7/9/2020

16c	Updated Child Protection Policy in place.	CP policy not reflecting issues arising from pandemic	M	CP policy updated and reflects any current Lewisham advice	DSL/SLT	L	7/9/2020
16d	Work with other agencies, such as social care has been undertaken to support vulnerable CYP and families to return to school.	Access to professionals/outside agencies	H	School proactive in re-engaging with outside agencies both virtually and in person	SLT	M	7/9/2020
16e	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission. Assessment of measures needed and PPE use in cases where behaviour/SEND increases risk of transmission of bodily fluids (spitting/sneezing etc.) and pupils requiring physical care.	Risk of infection and exposing staff to high risk situations	M	Review individual consistent management plans to ensure they include protective measures.  Extra PPE available for Resource Bases staff.  2 extra day cleaners allocated to ensure hygiene levels are sustained throughout the day. Extra attention paid to SEN & Resources Area.	SLT	L	
<b>17. . Curriculum / learning environment</b>							
17a	Current learning plans, revised expectations and required adjustments have been considered.	Curriculum not fit for purpose	M	Curriculum 2020-21 been revised and adapted to allow a) for catchup and consolidation of missed work b) adaptation of work in pandemic situation especially in practical subjects	SLT	7/9/2020	L
75b	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?  Each activity should be risk assessed and should not be run unless the risks can be mitigated:	Risk unsafe practice leading to risk of infection	H	All practical subjects – DT/FT/Music/Drama/PE to produce risk assessment detailing control measures in place to minimise risk, e.g. wiping of equipment.	CLs/SLT	7/9/2020	M

	<ul style="list-style-type: none"> <li>• PE.</li> <li>• Practical science lessons.</li> <li>• DT/ FT.</li> </ul>			Science practicals to be demonstration only.			
17c	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> <li>• Wellbeing curriculum.</li> <li>• Recognising 'non-curriculum' learning that has been done.</li> <li>• Capturing pupil achievements/ outcomes.</li> <li>• Utilising the DFE 'catch-up' funding and programmes.</li> </ul>	Curriculum not fit for current purpose	H	<p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>Wellbeing curriculum, including mindfulness incorporated in adjusted pastoral programme.</p> <p>Revised assessment cycle in place which will continue even if there is a further lockdown.</p> <p>Catch up programme being devised: one member of staff dedicated entirely to this with numeracy and literacy focus and across year groups, not just year 11.</p>	September 2020	SLT/ET	I
17d	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances. See: <a href="#">Behaviour and Discipline in Schools guide</a></p> <p><a href="#">DfE behaviour and attendance checklist</a> completed.</p>	Student behaviour leading to risk of infection.	H	Revised behaviour policy including social distancing measures. Behaviour summary - 'Conisborough Code' – place on every student desk.	SLT	7/9/2020	M
17e	<p>Recovery Curriculum is used to support children and young people.</p> <p><a href="https://www.evidenceforlearning.net/recoverycurriculum">https://www.evidenceforlearning.net/recoverycurriculum</a></p>						

18. CYP with SEND							
18a	Approach to provision of the elements of the EHCP including health/therapies.	SEN students missing out on crucial support	H	External support back in place in covid safe environment	SLT	14/9/2020	M
18b	Annual review plan in place.	Backlog of annual review plans	H	Annual review schedule in place using virtual technology where appropriate.	SLT/SEND Co	7/9/2020	L
18c	Requests for assessment plan in place.	Delay of assessment referrals.	H	Assessment points in place and referrals made in a timely manner.	SLT/SEND Co	7/9/2020	L
18d	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.	Vulnerable students struggling to understand and comply with new systems	H	Individual support in place for Resource Base and other vulnerable students. Close liaison with parents and carers.  Pupil centred Transition Support Plans to be used to support those with anxiety	SLT/SEND Co	7/9/2020	L
19. Attendance							
19a	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.	Attendance levels decline and students miss vital education	H	Revised attendance procedures in place including intensive support and monitoring of students and families with anxieties about attending/returning to school	SLT/Attendance Officer	7/9/2020	M
19b	Approach to support for parents where rates of PA were high before lockdown.	Students with low historical attendance levels decline further.	H	Intensive support and monitoring of student and families who were PA before lockdown.	SLT/Attendance Officer	7/9/2020	M
19c	Risk assessment and measures in place for any pupils who are clinically extremely vulnerable, clinically vulnerable or live with people in those			All SEND/CVE RAs are in place. They are updated when an individual student is affected by a period of social isolating. Students who are			

	categories to support their safe attendance at school.			CEV & CV are offered an individual RA.			
<b>20. Communication</b>							
20a	Risk assessments/planning shared with staff. Information around the full opening plan, amendments to usual working patterns/practices and groups shared	Lack of communication leading to inconsistent practice.	M	Staying Safe Onsite document published to staff in August and staff training in September prior to students' return.	SLT	7/9/2020	L
20b	Governors consulted on full opening plans.	Lack of monitoring and challenge of school's practice	M	Governors consulted and informed of new protocols. Governor 'covid' working part to assist with opening plans and any adjustments that become necessary.	CoG/HT	7/9/2020	L
20c	Union representatives consulted on full opening plans.	Staff unhappy about new protocols	M	Union reps consulted throughout process and were given documentation for consultation and comment before being launched to staff	HT/Union reps	7/9/2020	L
20d	Risk Assessment published on website, where more than 50 staff.	Lack of transparency.	M	Risk assessment published on website	HT/SBM	14/9/2020	L
20e	Communications with parents on the: <ul style="list-style-type: none"> <li>• Plan for full opening.</li> <li>• Social distancing plan.</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning.</li> <li>• Attendance.</li> <li>• Uniform.</li> <li>• Transport.</li> <li>• Behaviour.</li> <li>• Test and trace.</li> <li>• Staggered start and end times.</li> <li>• Expectations when in school and at home (if self-isolating is necessary).</li> </ul>	Lack of communication leading to inconsistent practice	M	'Safe Onsite' document sent to all parents in August which covers all these areas.  Year groups phased back in during first two weeks to embed new routines and protocols.  Regular electronic letters home.	SLT	7/9/2020	L

20f	Pupil communications around: <ul style="list-style-type: none"> <li>• Changes to timetable.</li> <li>• Social distancing arrangements, hand washing and other preventative measures.</li> <li>• Staggered start times.</li> <li>• Expectations for behaviour when in school and at home (if self-isolating is necessary).</li> <li>• Travelling to and from school safely.</li> </ul>	Lack of communication leading to inconsistent practice.	M	Phased return of students  allows for full training and communication regarding new school day, protocols and routines.  All students have copy of 'Safe Onsite document'	SLT	14/9/2020	L
<b>21. Governors/ Governance</b>							
21a	Meetings and decisions that need to be taken prioritised.	Lack of pace of school improvement	M	Virtual governing body meetings.	Governors/ SLT	7/9/2020	L
21b	Governors are clear on their role in the planning for full opening of school, including support to leaders.  Approach to communication between Leaders and governors is clear and understood.	Lack of communication and clarity around responsibilities.	M	HT and CoG work closely to clarify governor expectations.  Governor working party focused on monitoring and support of reopening plan and adjustments that may become necessary.	HT/CoG	7/9/2020	L
21c	Governors prepared for start of school year (clerking, etc.).	Need for new way of working	M	Governor meeting cycle in place, with clerking booked. This will continue virtually for as long as necessary.	HT/CoG	14/9/2020	L
<b>22. School events, including trips</b>							
22a	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with	Lack of clarity regarding school calendar	M	New and revised school calendar in place.	SLT	7/9/2020	L

	events in the immediate term, including school trips.						
<b>23. Finance</b>							
23a	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Increase in deficit	M	Budget revised to show impact of lost income, e.g. lettings.	HT	14/9/2020	L
23b	Insurance claims, including visits/trips booked previously followed up.	Increase in deficit	M	Insurance claims all followed up	Finance Team	14/9/2020	L
23c	Any changes agreed with contracted services, such as: <ul style="list-style-type: none"> <li>• Cleaning.</li> <li>• IT support.</li> <li>• Catering.</li> </ul>	Lack of communication	M	All changes discussed with contractors – Keir, Olive and Covue.	SBM/HT	14/9/2020	L
23d	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	Inefficient ways of working	M	HT liaise with LA regarding any possibility of partnership working to increase efficiency.	HT	14/9/2020	L
<b>24. Before and after school clubs</b>							
24a	Approach in place for before/after school clubs implementing the necessary protective measures and considering school day bubbles.	Risk of infection	M	All clubs kept within Year Group bubbles. All provide risk assessment with control measures.	SLT	14/9/2020	L

## Appendix 1 – Trade Unions’ planning guide and checklists (for information)

NEU/GMB/UNISON/Unite commentary and checklist  
[NEU/GMB/UNISON/Unite commentary and checklist](#)