

Action plan for full school opening in March 2021

School: West Malling CE Primary and The McGinty Speech and Language Centre

Action plan completed by David Rye and Matthew Clark

Date: 5th March 2021

Area of review	Actions to control risk	In place? (Yes/No)	Residual Risk Rating (H,M,L)	Areas of concern/ Outstanding actions
Health and safety	Ensure Public Health System of (12) Controls (below) has been reviewed and in place and where relevant	Yes		
	Ensure consultation of risk assessment has taken place with staff	Yes		Original consultation on full opening with SLT 14/7/20 and staff 15/7/20. Subsequent consultation with all staff on 1/3/21.
	Ensure statutory site checks are carried out, if required. If buildings are closed or have reduced occupancy, water stagnation can occur. This can increase the risk of Legionnaire's Disease . Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown	Yes		
	Commission cleaning of school using guidance on cleaning non-health care settings - likely to include but not limited to toilets to be cleaned after each break and	Yes		Enhanced cleaning continues. Automatic sanitiser dispensers on each classroom

	lunchtime, door handles, common equipment and vertical surfaces commonly touched cleaned more frequently, hand sanitiser at school entrance, lidded bins in every classroom			entrance and common areas. Lidded bins in place.
	Review arrangements to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak. Refer to the system of controls for guidance on keeping occupied spaces well ventilated. Includes guidance and further links including suggestions to balance the need for increased ventilation while maintaining a comfortable temperature including: • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform • rearranging furniture where possible to avoid direct drafts	Yes		Shared with staff in briefing 10/11/20.
	Agree and communicate to staff procedures should a child or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site (use DfE guidance on the system of controls)	Yes		In place since September 2020.
	Ensure there is a critical path decision making process/ contingency plan in case of a local outbreak.	Yes		Revert to remote learning model in place during January / February lockdown.
	In primary schools, face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.	Yes		Face masks worn in communal areas by all staff and visitors. Visors optional when teaching in classrooms.
	Minimise contact between individuals and maintain social distancing wherever possible using measures included in annex A of the DfE guidance as appropriate	Yes		One way system around site and in building, minimal visitors on site, staggered school timings for bubbles,

				bubble-specific toilets, staff limits in office and staffroom.
	Review the arrangements for Covid-19 asymptomatic testing, particularly in relation to onsite testing facilities in secondary schools (see the Schools Covid-19 operational guidance). Ensure adequate risk assessments are in place as required by RPA.	Yes		Staff have access to LFT home-testing kits. Staff briefed on 28/1/21 with kits available from 29/1/21.
	Assess transport-related health and safety risks and how these can be mitigated.	Yes		LC taxi protocols in place and monitored by LA.
Pupils and parents	Assess parental confidence and ensure processes are in place to communicate clear and consistent expectations around school attendance to families ahead of 8 th March 2021.	Yes		Letter to all families sent 2/3/21.
	Ensure appropriate support and arrangements are in place for pupils with EHC plans	Yes		High levels of communication with families from BB/GA/CS.
	The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. You will be able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.	Yes		One child clinically extremely vulnerable. Doctor advising a return to school. Family aware of government guidance but confident of protocols in place in school.
	Ensure that pupils most at risk of disengagement/most in need of additional support are identified and support is in place	Yes		Reconnection the focus for Term 4 until Easter. Staff remain vigilant with concerns shared with JW.
	Audit wider family services supporting mental health, bereavement, domestic violence etc in order to be able to signpost/refer families where required (Public Health England has published guidance on supporting children and young people's mental health , Every Mind Matters and advice for groups with specific mental health needs)	Yes		Provision strong. JW has excellent knowledge base. DSL and 2 deputy DSLs. At least two staff members in each class and highly effective office and SLT communication concerning needs of specific families.

Workforce and HR	CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Guidance on shielding and protecting people who are extremely clinically vulnerable is here. Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings. CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this. For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as the system of controls set out in this guidance are in place. Carry out individual staff risk assessments as required for those staff expected to return to school who may be at increased risk from COVID-19 (as above) as per Tenax template In light of this assessment, scrutinise how staff will be deployed and any additional protection measures needed to reduce risk of infection	Yes		All staff have been advised of guidance and all happy to continue to work normal contracted hours. Staff with concerns school may not be aware of invited to talk to DR on 23/2/21. Specific members of staff have been contacted for individual conversations between 23/2/21 and 8/3/21.
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	Confirm government advice of use of PPE (ie when administering first aid to symptomatic pupils) is to be followed and any wearing of PPE in excess of guidance is recorded on individual risk assessment	Yes		
	Consider use of supply teachers if necessary and applicable in your circumstances	Yes		Should not be necessary, but only from Term Time Teachers if required.
	Determine whether staff training is required prior to the full return of pupils in March. Consider what arrangements might be put in place for staff wellbeing – see following links https://www.educationsupport.org.uk/resources/factsheets/how-leaders-can-promote-staff-wellbeing https://www.mentallyhealthyschools.org.uk/whole-school-approach/supporting-staff-wellbeing/	Yes		Briefing for full staff team on 1/3/21. Follow up briefing for teachers on 2/3/21. JW/DR attending webinar on 4/3/21 linked to mental wellbeing and the Kent Resilience Hub – action plan around whole school mental wellbeing to be developed.
	Ensure designated safeguarding leads (and deputies) are provided with more time, especially in the first few weeks of after 8 th March, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children social care and other agencies where these are appropriate	Yes		No additional time needed with DSL and deputy DSLs non class-based. Safeguarding team meeting to be booked in second week following full re-opening.
Curriculum and timetabling	Prepare plans for identifying the most important missed knowledge and how this will be covered, within a broad curriculum in all subjects Ensure the curriculum remains broad and ambitious and that all pupils continue to be taught a wide range of subjects	Yes		Initial identification to take place before Easter – plan discussed with teaching staff 2/3/21.
	Ensure that there is a staffing plan and timetable including any special arrangements where necessary and practicable e.g. staggered starting and ending times of the school day, drop off and collection and/or break and lunch arrangements	Yes		

	Review school plans for using the catch-up premium	Yes		Initial Catch-Up Premium Plan produced and shared with governors on 9/2/21. Following full re-opening plan being re-evaluated week beginning 15/3/21 and published on website.
	Plan how remote education will be offered where a class, group or small number of pupils need to self-isolate (online learning resources here , Oak National Academy here , technology support here , guidance for parents on supporting home learning here , guidance for parents of children with SEND to support home learning here and EEF best evidence in remote learning can be found here - there is also a summary of findings and a toolkit to support home learning.	Yes		Model of remote learning used during latest lockdown to be reintroduced if bubble required to self-isolate. In the case of individuals – signpost to Oak National Academy.
	Review the approach to physical activity within the school day, ensuring pupils remain in consistent groups where possible, sports equipment is thoroughly cleaned between each use, contact sports are avoided and outdoor sports are prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils and paying attention to cleaning and hygiene.	Yes		One PE lesson each week outside with curriculum replanned to avoid multiple classes using the same equipment. Encouragement to staff to create opportunities to make other lessons more active and increase physical activity.
	Review your before and after-school provision and plan whether/ how to restart, in accordance with DfE guidance that before and after-school educational activities and wraparound childcare should be provided where this provision is necessary to support parents to work, attend education and access medical care, and to support pupil's wider education and training. Continue to work closely with any external wraparound providers which your pupils may use to try to keep children in the same bubble they are in during the school day, as far as possible.	Yes		Breakfast Club in hall – bubbles maintained with each year group on separate table. Face coverings worn by staff. All equipment washed / wiped down after use. Play Active after school club run by Premier Education restarting on 8/3/21. Outside activities as much as possible. When weather dictates use of indoor space, children to be

				kept on class bubble tables. All equipment washed / wiped down after use.
Policies and procedures	Consider whether enhanced safeguarding and welfare provision needs to be put in place – plan for the potential increase in disclosures and welfare needs including mental health Adopt & publish on website COVID19 annexes for following policies: - Child protection and safeguarding - Attendance - Behaviour (inc Exclusions) - First Aid procedures Review Pastoral/Welfare procedures Review, amend & communicate evacuation procedures and schedule fire drill for first week of return	Yes		All policy annexes adopted and published on website. Expectations around attendance communicated to all families in headteacher's letter 2/3/21. Fire drill scheduled for 26/3/21 following review of procedures with new caretaker.
School kitchens, supply chains and contracts	Agree plans to reopen school kitchens and request caterers to evidence compliance with the guidance for food businesses on COVID-19 and a risk assessment Reactivate and amend catering and/or cleaning contracts, and ensure suppliers bring staff out of furlough where necessary if this has not already been done Reactivate supply chains if this has not already been done Ensure there is free school meals provision over the holiday period Check suppliers know and understand the system of controls and hygiene arrangements Agree approach to any scheduled or ongoing building works in relation to safety	Yes		Caterlink returning to full hot meal service from 8/3/21 with meals served in takeaway-style containers and eaten in classrooms. Free School Meals over Easter Holidays to be co-ordinated by CP. Contract cleaner being overseen by MDL.
Comms	Agree & deliver plan to take staff through new arrangements (using Tenax training materials and any school specific procedures) including but not limited to: • Arrangements for keeping staff and pupils safe • Staff deployment and attendance expectations	Yes		Initial briefing to whole staff team 1/3/21 followed by further briefing to teaching staff on 2/3/21. Full detailed letter to parents with arrangements on 2/3/21

	- Curriculum and timetabling - Workload and wellbeing - Training Arrange regular opportunities to get feedback from staff on new arrangements Plan and agree communications to parents/carers so that they know arrangements (using Tenax template letters, publish on school website)			with updates in weekly headteacher's letter as required.
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Summary of any site-specific operational arrangements (eg if/when "inset"/staff training day to be held; plan for staggered drop off/pick up times)

Daily Timetable – January 2021

Class	Arrive	Worship 9:45-10:00 Mon/Thurs/Fri	Break	Lunch	Lunch Staff	Depart
McGinty	8:30		10:10 - 10:30 KS2 A	11:30 - 12:30 KS2 A	LC / SS / KC or JB	2:45
Ash	8:35		10:00 - 10:20 KS2 B	11:50 - 12:35 KS2 B	AH	2:50
Oak	8:35		10:20 - 10:40 KS2 B	12:15 - 13:00 KS2 B	JH	2:50
Willow	8:45		10:40 - 11:00 KS2 B	12:20 - 13:05 KS2 B	DR	3:00
Cherry	8:45		10:20 - 10:40 KS1	12:10 - 13:10 KS2 A	IW / JB or SD	3:00
Mulberry	8:55		10:40 - 11:00 KS2 A	12:30 - 13:15 KS2 A	HW	3:10
Lime	8:55		10:40 - 11:00 KS1	12:00 - 13:00 KS1	LB	3:10
Chestnut	9:00		Within integrated morning	12:00 - 13:00 KS1	SH / DS	3:15

KS2 playground A – half nearest the building / KS2 playground B – netball court half

McGinty (LC / SS / KC or JB)	Play (KS2 A)	11:30 - 12:10		Ash (AH)	Play (KS2 B)	11:50 - 12:15
	Eat	12:10 - 12:30			Eat	12:15 - 12:35
Cherry (IW / JB or SD)	Play (KS2 A)	12:10 - 12:40		Oak (JH)	Play (KS2 B)	12:15 - 12:40
	Eat	12:40 - 13:10			Eat	12:40 - 13:00
Lime (LB)	Play (KS1)	12:00 - 12:30		Willow (DR)	Eat	12:20 - 12:40
	Eat	12:30 - 13:00			Play (KS2 B)	12:40 - 13:05
Chestnut (SH / DS)	Eat	12:00 - 12:30		Mulberry (HW)	Eat	12:30 - 12:50
	Play (KS1)	12:30 - 13:00			Play (KS2 A)	12:50 - 13:15

McGinty - KC or JB to support Ethan (& Bobby during play)

Cherry - JB or SD to support Pippa during play

Duty First Aiders: Monday - Julia, Tuesday - Claire Mc, Wednesday - Gabby, Thursday - Julia, Friday - Mandy

Annex A: The Public Health System of Controls

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

*The system of **twelve** controls is the set of actions schools MUST take, grouped into ‘prevention’ and ‘response to any infection.’*

There is a lot of detailed guidance about the system of controls including how to group children, measures within the classroom, measures elsewhere and measures for arriving at and leaving school. Schools must work through the system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows you to deliver a broad and balanced curriculum. If you follow the guidance set out here, you will effectively reduce risks in the school or groups of schools and create an inherently safer environment.

A. Prevention	You must always:
	1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
	2) Ensure face coverings are used in recommended circumstances.
	3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
	4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
	5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
	6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
	7) Keep occupied spaces well ventilated.
	In specific circumstances:
	8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
	9) Promote and engage in asymptomatic testing, where available.

B. Response to any infection	You must always:
	10) Promote and engage with the NHS Test and Trace process.
	11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
	12) Contain any outbreak by following local health protection team advice

Risk assessment agreed by David Rye

Dated: 5th March 2021