

# COVID19: Full Opening Risk Assessment and Action Plan

**SCHOOL NAME:** Treetops School

**OWNER:**

**DATE:** 08/06/2021

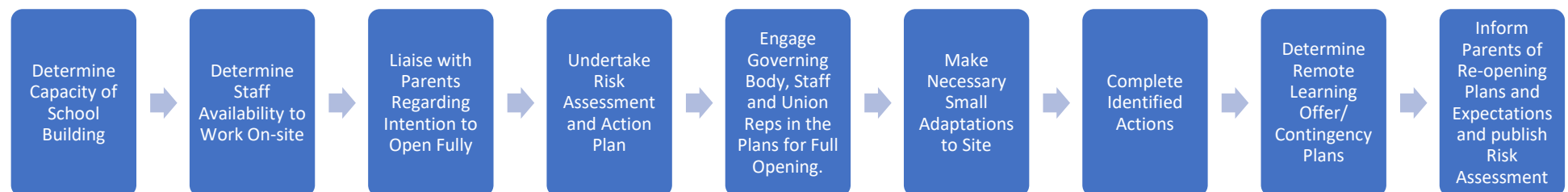
## Purpose of this document:

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

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'

## Steps of Full Opening Preparation:



## Risk Assessment/ Action Plan Sections:

Engagement.....	3
Preparing Buildings and Facilities.....	3
Emergency Evacuations.....	5
Cleaning and waste disposal.....	5
Classrooms.....	7
Staffing.....	8
Group Sizes.....	13
Social Distancing.....	13
Transport.....	<b>Error! Bookmark not defined.</b>
Catering.....	16
PPE.....	16
Response to suspected/ confirmed case of COVID19 in school.....	17
Pupil Re-orientation.....	19
Remote Education Contingency Plan.....	20
Transition <i>into new year group</i> .....	21
Safeguarding.....	21
Curriculum / learning environment.....	22
CYP with SEND.....	23
Attendance.....	25
Communication.....	<b>Error! Bookmark not defined.</b>
Governors/ Governance.....	<b>Error! Bookmark not defined.</b>
School events, including trips.....	<b>Error! Bookmark not defined.</b>
Finance.....	<b>Error! Bookmark not defined.</b>

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

Theme	Risks	Action	Action Completed Date	Risk Level Post-Action
<b>Engagement in Risk Assessment and Planning</b>	Risk assessment process fully engages staff, governing body and union representatives.			
<b>Preparing Buildings and Facilities</b>	<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>Various areas such as toilets, classrooms, kitchens etc, have been unused due to lower occupancy.</p> <p>All routine maintenance of premises has been carried out under the regular schedules as the school has been open. Statutory inspections of school facilities have taken place as normal and being addressed.</p> <p>Enhanced weekly flushing of whole school premises water system has been carried to address potential legionella and water safety issues. All 7 water fountains in school have been rendered unusable.</p> <p>Monthly checking of the Chlorine Dioxide water management system has been carried out to schedule by the contractor.</p>	Ongoing	<p>Example:</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

	Office spaces re-designed to allow office-based staff to work safely.	Staff desks repositioned. Staff relocated or work from home if practical. Only essential cover on site.	2/9/20	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	2-meter markings are present on floors. Signage on doors and walls. Different 'bubbles' accessing school via different entrance points. Primary dept leaving at 2:55 to avoid overlap with other bubbles.	23/3/20	L
	Consideration given to premises lettings and approach in place.	Lettings risk assessment completed  No lettings for the remainder of school year.	20/05/20	L
	Consideration given to the arrangements for any deliveries.	Signage to instruct delivery persons to ask for assistance from site staff.	2/9/20	L

<p><b>Emergency Evacuations</b></p>	<p>Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p> <p>Staff needing to work from home are current PEEP buddies and so reassignment necessary.</p>	<p>Present fire evacuation procedure adhered to with supervising staff observing distancing with pupil groups as far as possible.</p> <p>Buddy system updated</p>	<p>2/9/20</p>	
<p><b>Cleaning and waste disposal</b></p>	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u>.</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by cleaners and site staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	<p>2/9/20</p>	

		Staff to clean in classrooms with provided equipment throughout the school day. Particular high frequency contact items such as door handles.		
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.	Teaching staff to be asked to sanitise required areas and contact points during school hours. Regular cleaning staff to spend extra time cleaning to current Covid 19 requirements.	2/9/20	
	Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place.	Hand sanitiser available at the school entrance  Lidded bins in classrooms  Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach.  Stock check and ordering schedule reviewed and orders made regularly.  Potential alternative suppliers have been identified in the event of low stock.	1/9/20	L
	Sufficient time is available for the enhanced cleaning regime to take place.	Cleaning staff have adequate time allotted to complete their cleaning obligations.	Sept 2020	L
	Waste disposal process in place for potentially contaminated waste.	Potentially contaminated waste to be stored in lockable waste bin for at least 72 hours.	23/3/20	M

	Process in place for safe removal and/or disposal of face masks.	Persons that have such mask to contact a member of site staff in order to put it in correct storage bin.	23/3/20	L
<b>Classrooms</b>	Classrooms have been re/arranged to allow as much space between individuals as practical.	Explain to students the reasons for changes and how they are making them safer. Staff instructed to arrange classrooms to allow for social distancing wherever possible.	Sept 2020	L
	Classroom entry and exit routes have been determined and appropriate signage in place.			
	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 [source: protective measures guidance].	Staff to ensure their tutor groups' 'home rooms' are resourced with all necessary equipment to avoid necessity for sharing between bubbles.  Classrooms' reading corners to have all soft furnishings kept in one classroom and not shared.	Sept 2020	L
	Non-essential equipment or resources which are not easily washable or wipeable have been removed.	Suitable posters relating to hand-washing, etc to be displayed in all classrooms. Posters are displayed at all necessary points around school.	Sept 2020	L

	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	Including social distancing and hygiene information.  Government guidance on information posters and other directives to be monitored daily.	Sept 2020	L  L
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	Where possible, staff advised to arrange their classrooms forward facing and to sit in rows.	Sept 2020	L
<b>Staffing</b>	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.	Duty leaders to ascertain staffing numbers and ensure sufficient support is provided to each bubble.	Sept 2020	L
	Including at least one of the following: <ul style="list-style-type: none"> <li>• Paediatric First aider (where children under 3yrs)</li> <li>• Designated Safeguarding Lead (DSL)</li> </ul>	Ensure sufficient Paediatric First Aid cover	25/05/20	L



	<ul style="list-style-type: none"> <li>• SENCO</li> <li>• Caretaker/site member</li> <li>• Office staff member</li> </ul>			
	Approach to staff absence reporting and recording in place. All staff aware.	See Staff Sickness and Absence Policy	Sept 2020	L
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.	Individual risk assessments completed by HR staff where necessary.	01/08/20	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	<p>Use of Cover Supervisors who will be attached to a bubble</p> <p>Year group classes to buddy up as they are working within a bubble already when necessary.</p> <p>Management structures in place to manage workload.</p> <p>If insufficient staffing is available, classes to be closed until sufficient staffing is possible to maintain pupil safety.</p>	<p>Sept 2020</p> <p>Sept 2020</p>	<p>L</p> <p>L</p>
	Consideration given to staff clothing expectations and information shared with staff.	See staff dress code expectations.	Sept 2020	L
	Approaches for meetings and staff training in place.	Staff meetings to take place in 'Bubble teams' with social distancing and avoiding meetings for over 10minutes. Any meeting over 10 minutes to take place via Teams	Sept 2020	L

	<p>Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.</p>	<p>Staff to provide work for pupils who they would currently teach. Middle Leaders to ensure this is maintained.</p> <p>Work to be sent home via InTouch and information provided via the 'app'. Pupils who cannot access InTouch to have work via post.</p> <p>Staff to be kept informed of what is expected of them in the event of remote provision being necessitated. Staff to be supported by their managers within SLT.</p>	<p>Sept 2020</p>	<p>L</p>
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>Where possible, staff are working solely within a bubble to minimise the risk of transmission across the school.</p> <p>Where staff work in multiple bubbles, a record is kept of who has worked where.</p>		
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service <a href="https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx">https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</a></p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>	<p>Sept 2020</p>	

	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p>	<p>Information regarding accessing testing circulated to staff via email.</p> <p>Test kits are available within school for students who would not be able to access testing in the community.</p>	<p>Sept 2020.</p>	<p>L</p>
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>	<p>Separate inductions to take place for staff working within different bubbles.</p>	<p>Sept 2020</p>	<p>L</p>
	<p>Return to school procedures are clear for all staff.</p>	<p>See absence policy</p>	<p>Sept 2020</p>	<p>L</p>
	<p>Arrangements to return any furloughed staff in place.</p>	<p>n/a</p>		
	<p>Any staff contracts that need to be issued, extended or amended considering the current situation have been.</p>	<p>n/a</p>		
	<p>Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.</p>	<p>n/a</p>		
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p> <p>Wherever possible visitors and contractors arranged for outside of 9am-3pm</p>	<p>Standard Practice Ongoing</p>	<p>L</p>

	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>	<p>Music tutors and other non-essential external providers to be delayed until risk of infection is reduced.</p> <p>Where their presence is necessary, e.g. OT, physio, SALT, EP, external professionals on site must provide evidence of a negative lateral flow test from that day. They will then be provided a room to work in which is cleaned after use and social distance will be maintained wherever possible</p> <p>Externally employed adults to be asked to wear appropriate PPE while working with our students.</p> <p>Externally employed adults to maintain social distance from staff/students wherever possible.</p> <p>Externally employed adults to remain with a member of Treetops staff when travelling around the school.</p>	<p>May 2021</p>	<p>L</p>
	<p>Staff working in multiple bubbles increasing risk of transmission.</p>	<p>Teachers in KS1/2/3 to work with a maximum of two tutor groups. TAs to remain with their base class unless in streamed English/Maths sessions.</p> <p>Teachers/TAs in KS4 to only work with KS4 groups.</p> <p>Teachers/TAs in KS5 to only work with KS5 groups.</p> <p>Staff who work across more than one bubble or staff who are having to go into a different bubble to avoid close contact support, e.g. PE staff.</p>	<p>Nov 2020</p>	<p>L</p>

		Any close proximity working to be limited to 10 minutes and provided by a member of that bubble.		
	Staff/students have more than 10 minutes of close/direct contact with a confirmed case.	Self-isolate for 14 days, if they develop symptoms must arrange a test ASAP.	March 2021	L
<b>Group Sizes</b>	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.	Pupils to be shown document prepared by SALT team which explains key changes to school life.  Pupils and staff to be aware of their 'bubble'	Sept 2020	L
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.	Where possible, staff to only work in one class, but never outside of their 'bubble'.  Limited staff who work in more than one bubble to be conscious of maintaining social distance when working in a different bubble. Records kept of where staff have been working.	March 2021	L
<b>Social Distancing</b>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>Limited amounts of moving around the school/ corridors</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</li> <li>Toilet arrangements</li> </ul>	<p>Each bubble to have a designated entrance point manned by members of SLT</p> <p>Each bubble has their own assigned toilets</p> <p>Majority of lessons are based in one 'home room' to avoid traffic in corridors. Specialist rooms to only be used by KS4.</p> <p>Staggered break times to avoid congestion in the corridors.</p>	March 2021	L  L  L

	<ul style="list-style-type: none"> <li>Pupils entering school via different routes</li> </ul>	<p>Pupils to have staggered access to lunch hall and eat lunches in their own classrooms to avoid overlap of bubbles (4OC and Y7 MLD groups to access Lunch Hall – not simultaneously).</p> <p>Staff working in a shared office space to wear masks/visors whilst maintaining social distancing.</p> <p>Staff in communal spaces, e.g. the corridor, to wear masks unless supporting students at the time.</p> <p>Number of staff using shared office spaces to be limited to ensure maintenance of social distancing.</p>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p>Primary, Y7 and Y8 to enter via blue gate and walk to classroom external doors. Y9 and 11DU to enter via wooden gate by hall and enter classroom via external doors. KS4 to enter via door by school hall.</p> <p>On arrival, students go straight to "Home Room" and sit at named table and wait for rest of class to arrive/class to begin.</p> <p>On arrival to classroom, students to have temperature taken and hands sanitised.</p> <p>Where necessary, staff to support pupils in getting to their classrooms.</p>	<p>March 2021</p>	<p>L</p>

	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p>Handwashing and cleaning (if needed)</p> <p>Conversations with students and their parents in the event of persistent and deliberate breaches.</p> <p>Students who deliberately undermine bubbles and breach social distancing to be educated off site until they are able to conform to Risk Assessment.</p> <p>Risks Assessments and individualised approach in place for students who might struggle to understand expectations or need additional support.</p>	<p>March 2021</p>	<p>L</p>
	<p>Approach to assemblies – if still occurring, plan in place to manage social distancing.</p>	<p>Assemblies and whole school gatherings take place via Teams.</p> <p>Bubbles can meet for assemblies, rota for which bubble will attend in person for which week, with other students attending via Teams.</p>	<p>June 2021</p>	<p>L</p>
	<p>Social distancing plans communicated with parents, including approach to breaches.</p>	<p>Information circulated with staff and parents via email.</p>	<p>Sept 2020</p>	<p>L</p>
	<p>Arrangements in place for the use of the playground, including equipment.</p>	<p>KS3/4 and Transition to share senior playground but maintain social distance.</p> <p>Playground equipment to be used solely by KS3/Transition bubble.</p> <p>Designated areas of the playground for separate bubbles.</p>	<p>April 2021</p>	<p>L</p>

	Social distancing in the corridor. Pupils/staff from different bubbles interacting in the corridors.	Pupils/staff informed to 'keep left' in the corridors to support maintenance of social distance.  Appropriate signage in place to remind staff and students.	Nov 2020	L
	Parents accessing the school site.	Any parents who enter the school building to be required to wear a face covering unless exempt.  Parents not to enter school building unless essential, e.g. an EHCP review which cannot be held virtually, prospective parents, or emergency meeting.	June 2021	L
<b>Catering</b>  <b>PPE</b>	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	Kitchen to provide hot or cold meals for children. Catering team to maintain high standards of hygiene and cleaning throughout.	01/09/20	L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	Staggered lunch access to canteen to collect school meals.  Pupils to eat their lunches within their classrooms.	Sept 2020	L
	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	PPE equipment available on request from site staff. Order reserve stocks of PPE and cleaning materials.	23/3/20	L



		Monitor Government bulletins on required PPE for S.E.N provision.		
<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Approach to suspected COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action</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>	<p>In the event of a student displaying symptoms of COVID-19 (e.g. a temperature over 38, a new continuous cough, a loss or change of sense of taste/smell) they <b>should not attend school</b> and should book a PCR test.</p> <p>If these symptoms develop during the school day, they will immediately be taken to the school medical room, supported by staff in necessary PPE, and await collection by their parents who we will need to take them for PCR test. Once they have a negative result, they will be able to return to school.</p> <p>In the event of positive test pupils in the same bubble as 'case' and those who have had close contact (e.g. transport) to have their parents called to arrange collection.</p> <p>Staff from that bubble to be sent home once all necessary pupils have left.</p> <p>Staff/pupils to use PPE within that class until they have left the premise.</p> <p>Students/staff to quarantine for 14 days and get tested if displaying symptoms.</p> <p>Site staff to arrange enhanced cleaning (using PPE) in any areas which may have been contaminated.</p>	03/2021	

	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> <li>• Approach to relocating CYP away from certain parts of the school to clean, if possible</li> <li>• Cleaning procedure in place</li> <li>• Arrangements for informing parent community in place</li> </ul>	<p>Staff and students who have had close contact with confirmed case to be informed ASAP.</p> <p>Staff/pupils to quarantine for 14 days, and arrange a test if displaying symptoms.</p>		
	<p>Process in place to engage with the Test and Trace and contact tracing process.</p> <p>Refer to ECC and public health guidance for more information.</p>	<p>Refer to ECC and public health guidance</p>		
<b>PPE</b>	<p>Approach and expectations around school uniform determined and communicated with parents.</p>	<p>Pupils from y7 upwards are able to wear PPE if it helps them to feel more comfortable, but it is not a requirement.</p> <p>Staff working in close contact with students to wear face covering so long as it does not preclude them from doing their job effectively.</p>	<p>May 2021</p>	<p>L</p>
		<p>Face coverings to be provided to pupils from y7-14 should they feel more comfortable wearing them.</p>		

<p style="text-align: center;"><b>Pupil Re-orientation</b></p> <p><b>back into school after a period of closure/ being at home</b></p>	<p>Changes to the school day/timetables shared with parents.</p>	<p>School to communicate with parents/carers regarding school structures during COVID.</p>	<p>Aug 2020</p>	<p>L</p>
	<p>All students instructed to bring a water bottle each day. Water fountain cleaning arrangements in place.</p>	<p>Water fountains closed.</p> <p>School to communicate with parents/carers regarding expectations prior to return.</p> <p>School to provide bottled water in the event that a student does not bring a water bottle.</p>	<p>Aug 2020</p>	<p>L</p>
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>	<p>Students not beginning schemes of work for first two weeks of term to allow time to settle back into education.</p> <p>Opportunities for PSHE sessions to discuss their experiences of lockdown etc.</p> <p>Rewards and recognition for students who maintained engagement and hard work throughout lockdown.</p>	<p>Sept 2020</p>	<p>L</p>
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>	<p>Counsellor booked in to be available to students on a weekly basis at beginning of term.</p> <p>Staff to closely monitor and check in on students' wellbeing.</p> <p>Students not beginning schemes of work for first two weeks of term to allow time to settle back into education.</p>	<p>Sept 2020</p>	<p>L</p>

		Opportunities for PSHE sessions to discuss their experiences of lockdown etc.		
<b>Pupil Re-orientation</b>	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> <li>• Financial</li> <li>• Increased FSM eligibility</li> <li>• Referrals to social care and other support</li> </ul> PPG/ vulnerable groups	Form tutors in fortnightly contact with members of their tutor group to monitor, provide support as necessary and direct to necessary services.  Form tutors check in with these families end of week 2.	March 2020	
<b>back into school after a period of closure/ being at home</b>	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	Remote learning contingency available and ready to be 'switched-on' when needed.  Work packs available at short notice if pupils do not have access to IT facilities.	Sept 2020	
<b>Remote Education Contingency Plan</b>				
	•			
	Online/ website support for families and young people around transition.	Conversations have taken place with old and new form tutors. Pupils have had access to a	July 2020	L

		transition day with their new tutor groups in July.		
	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <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 School Leavers</li> </ul>	<p>Transition days took place in July 2020</p> <p>Phone calls with tutors to answer questions.</p>	July 2020	L
<b>Transition into new year group</b>	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.	Review the CYP's risk assessment to identify any support or arrangements needed for their return to school.	L	
<b>What will need to be different this year because of COVID19?</b>	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Staff refresher training session on processes and procedures and the revised wellbeing material.		
<b>Safeguarding</b>	Updated Child Protection Policy in place.	Adopted most recent Child Protection Policy		
	Where appropriate, work with other agencies, such as social care,	Ongoing work with other agencies.		

	has been undertaken to support vulnerable CYP to return to school.			
<b>Transition into new year group</b>  <b>What will need to be different this year because of COVID19?</b>	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	<p>Review individual consistent management plans to ensure they include protective measures.</p> <p>Lead on physical restraint to bring a change of clothes, PPE and have an opportunity to shower after incidents of physical restraint.</p>		
	•			
<b>Safeguarding Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.	<p>Students return to school but do not follow SoW for first 2 weeks (at least) and are given time to re-integrate into school.</p> <p>Teachers will use their discretion to decide when students are ready to access SoW again.</p>	Sept 2020.	L
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> <li>• PE – including no contact sport</li> <li>• Practical science lessons</li> <li>• DT/ FT</li> </ul>	<p>PE staff have reviewed the curriculum to ensure resources are not shared where possible, social distance can be maintained and risk is minimised.</p> <p>Timetables have been reviewed to ensure pupils from different bubbles do not access same rooms.</p>	Sept 2020	L

	<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>	<p>Staff to closely monitor and check in on students' wellbeing.</p> <p>Students not beginning schemes of work for first two weeks of term to allow time to settle back into education.</p> <p>Opportunities for PSHE sessions to discuss their experiences of lockdown etc.</p>		
	Student behaviour policy reviewed and reflects the current circumstances.			
	Students Accessing Breakfast Club	<p>Students to be grouped according to their Key stage bubble</p> <p>Students to be supported by staff from their Key Stage bubble</p> <p>Separate bubbles to have access to separate equipment.</p>	March 2021	
<b>Curriculum / learning environment</b>  <b>CYP with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies in place.	Form tutors to check EHCPs and liaise with external agencies about how needs can be met in the interim.	09/2020	
	Annual reviews.	<p>EHCP review meetings to be held on Microsoft Teams.</p> <p>Review meetings will be held on site only when absolutely necessary, in which case they are socially distanced in the conference room and face coverings worn throughout.</p>	02/2021	

	Requests for assessment considered.	<p>Where their presence is necessary, e.g. OT, physio, SALT, EP, external professionals on site must provide evidence of a negative lateral flow test from that day (completed on site if necessary). They will then be provided a room to work in which is cleaned after use and social distance will be maintained wherever possible</p> <p>Externally employed adults to be asked to wear appropriate PPE while working with our students.</p> <p>Externally employed adults to maintain social distance from staff/students wherever possible.</p> <p>Externally employed adults to remain with a member of Treetops staff when travelling around the school.</p>	3/2021	
	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.	SALT Department to put together a return to school guide for young people to support transition back into school.	09/2020	
	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			
	Approach to support for parents where rates of persistent absence were high before closure.	Attendance Team to liaise with families who are struggling to maintain good attendance.		



<b>Attendance</b>				
		<p style="text-align: center;">Shielding advice is currently in place in Thurrock, and so all children and young people still deemed clinically extremely vulnerable are advised not to attend school.</p> <p style="text-align: center;">Form tutors are to contact these families once a fortnight and offer a suitable level of work to be sent home.</p> <p style="text-align: center;">To be reviewed 21/3/21</p>	01/2020	
	<p>It is mandatory for all pupils of compulsory school age to attend school unless:</p> <ul style="list-style-type: none"> <li>• They have been granted an authorised absence by the school in line with our normal attendance policy</li> <li>• They cannot attend school due to specific circumstances related to coronavirus (see below)</li> </ul> <p>We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:</p> <ul style="list-style-type: none"> <li>• Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission</li> <li>• Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus</li> </ul> <p>If a pupil develops symptoms or lives with someone who does:</p>			

		<p>The pupil's parent/carer must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they or the symptomatic person they live with receives their coronavirus test results.</p> <p>If the pupil's test result is negative: the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).</p> <p>If the person the pupil lives with tests negative: the pupil will stop self-isolating and return to school</p> <p>Pupil or a 'close contact' of theirs receives a positive test result</p> <p>The pupil's parent/carer must notify the school about the positive test result as soon as possible by telephoning the school office.</p> <p>Pupils who test positive must self-isolate for at least 14 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).</p> <p>If a member of the pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 14 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil last met with the 'close contact' who received the positive result.</p> <p>See the definition for 'close contact' above.</p> <p>Pupil has to quarantine after travel abroad</p> <p>The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's exemptions list.</p>		
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		<p>The pupil must quarantine for 14 days on their arrival to the UK and return to school thereafter.</p> <p>Pupil is required to shield during a local lockdown</p> <p>The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to <a href="mailto:admin@treetops.thurrock.sch.uk">admin@treetops.thurrock.sch.uk</a> or a photocopy to the school address.</p> <p>The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.</p>		
	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.	Information shared with staff and families.	Sept 2020	L
	Governors consulted on full opening plans.	Consultation completed	Aug 2020	L
<b>Testing</b>	Establishing protocols for testing in school	<p>All staff working will be offered a test. These tests will take place in school in the week beginning 4 January.</p> <p>Students who have parental consent will be tested.</p> <p>If a student tests negative they will be tested again, in school, 3 to 5 days later. If they test positive they will be sent home to self-isolate and will be asked to take a PCR test.</p>	January 2021	

		<p>Staff will be offered weekly tests.</p> <p>Students who have been identified as having been in contact with a positive case in school, but have themselves tested negative, will not necessarily need to self-isolate. If they are willing to be tested daily for 7 days they can remain in school. If they do not wish to be tested daily they will have to self-isolate for 10 days. Staff will be requested to be tested daily for 7 days if they come in to contact with a positive case in school, if they decline to do so they will need to isolate for 10 days.</p> <p>Students who test positive will be required to wait in 'the holding area' until they are collected by a parent/carer.</p> <p>Students who present with a high temperature (above 37*) after 2 separate readings 5mins apart, will then have the high temperature verified with an ear thermometer after 15 minutes.</p> <p>If this is still reading above 37* will be taken for a Lateral Flow test (providing we have parental consent). If this is positive they will be collected and given a PCR Test to take home. They can return to school after a negative PCR or after 10days self-isolation. If they test negative and are still presenting with a high temperature they will be sent home.</p>		
	<p>Delivering testing safely and effectively in school</p>	<p>Ensure staff have access to adequate PPE to deliver testing</p> <p>Ensure staff have access to sufficient training to deliver testing.</p>	<p>January 2021</p>	

		<p>Ensure we have suitable environment for delivering testing</p> <p>Establish key roles for effective delivery of testing and train staff as necessary (Quality Lead, Test Assistant, Processor, COVID-19 Coordinator, Registration assistant, cleaner)</p> <p>Establish schedule for pupils to be tested in line with guidance.</p>		
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