

COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: Westwood Academy

OWNER: South Essex Academy Trust

DATE: 16th July 2021

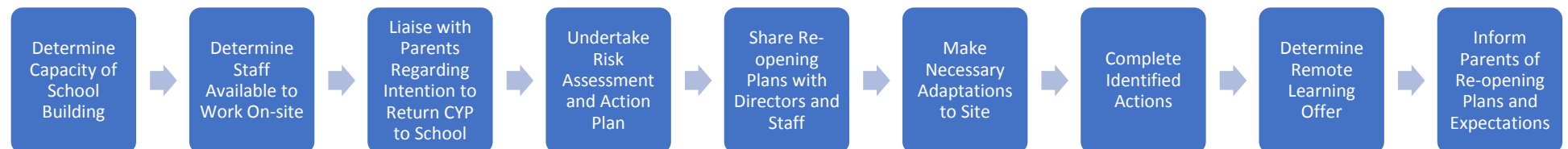
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-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 Re-opening Preparation:



Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<i>Unavailability of site manager</i>	<i>L</i>	<i>Possible use of other Trust site staff e.g. WGA, and for some tasks, SLT have awareness of processes and systems to be checked.</i>	<i>2/3/21</i>	<i>L</i>
	Office space/staffing re-designed to allow office-based staff to work safely.	<i>Achievable with school staff. Only lack required space if Trust staff are present.</i>	<i>L</i>	<i>Trust staff to work from home/rota until social distancing rules relaxed.</i>	<i>In place 2/3/21. Social distancing relaxed July 19 2021.</i>	<i>L</i>
	Planned entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are planned and in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	<i>M</i>	<p><i>Minor stagger of reversion to school start times.</i></p> <p><i>Polite request to parents to maintain social distancing, wear masks on</i></p>	<i>In place 2/9/21.</i>	<i>L</i>

				<i>premises, drop and go, sibling drop arrangements.</i>		
	Consideration given to premises lettings and approach in place.	<i>Sports halls back in use for lettings, subject to risk assessment for each user and adequate cleaning planned.</i>	<i>M</i>	<i>Sports clubs can run subject to social distancing, ventilation and accommodation requirements being met, include CPRSSP risk assessments and practice.</i>	<i>In place 2/9/21</i>	<i>L</i>
	Consideration given to the arrangements for any deliveries.	<i>Deliveries will be required to leave goods in car park, site manager will collect using social distancing.</i>	<i>L</i>	<i>All deliveries to be overseen by site manager.</i>	<i>In place 2/3/21</i>	<i>L</i>
	Trust Central Staff on site – orientation to Trust Managers, accommodation considerations.	<i>No longer an issue due to no require to social distance.</i>	<i>L</i>	<i>Trust managers to create rota if required to enable space to be maintained through a blend of home/office working.</i>	<i>In place 2/9/21</i>	<i>L</i>
Emergency Evacuations	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>	<i>All escape routes are viable.</i>	<i>M</i>	<i>Revise evacuation procedure with all staff and children.</i> <i>Fire drill to test arrangements termly or if changes to system necessary.</i>	<i>In place 2/9/21</i>	<i>L</i>

	Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.			<i>Awareness raised of pupils awaiting pick up in isolation, ensuring they are collected and isolated outside in emergency.</i>		
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>	<i>Budget required to pay for extra cleaning products to meet COVID19 cleaning guidance.</i>	<i>M</i>	<i>Pupils involved in cleaning own surfaces at end of each session.</i>	<i>Ongoing for financial year.</i>	<i>M</i>
	<ul style="list-style-type: none"> cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning 	<i>Unavailability of staff.</i> <i>Unavailability of PPE or cleaning products to meet guidelines (ordered and expected).</i>	<i>M</i>	<i>Cleaning materials available in all classrooms (store at high level).</i> <i>PPE in place. Reorder of items missing/running low.</i> <i>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush (during day and after school – site manager hours adapted to enable).</i>	<i>In place 2/9/21</i> <i>Ongoing monitoring of PPE stock levels.</i>	<i>L</i>

	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	<i>Budget required to pay for extra cleaning products to meet COVID19 cleaning guidance.</i>	<i>M</i>	<i>Look for budget from elsewhere – decide what to go without.</i>	<i>Ongoing for financial year.</i>	<i>M</i>
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	<i>Suppliers of cleaning products/PPE in place.</i> <i>Review of Cleaning and PPE stock ongoing.</i> <i>Cleaning supplies not arriving/complete.</i> <i>Lidded bins in place.</i>	<i>M</i>	<i>Hand sanitiser/washing available on entry to school.</i> <i>Lidded bins available in classrooms.</i> <i>Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach</i> <i>Signage promoting cleaning in place (refresh for September 2021).</i>	<i>Ongoing.</i>	<i>L</i>
	Sufficient time is available for the enhanced cleaning regime to take place.		<i>M</i>	<i>Staff can remain in classrooms beyond 4pm from September 2021, subject to cleaning requirements.</i>	<i>In place 2/9/21</i>	<i>L</i>
	Waste disposal process in place for potentially contaminated waste.	<i>Use different coloured bags for contaminated waste – identify single bin to store separately.</i>	<i>M</i>	<i>Waste bags and containers - kept closed and stored separately from</i>	<i>In place 5/3/21</i>	<i>L</i>

				<p><i>communal waste for 72 hours.</i></p> <p><i>Waste collections made when the minimum number of persons are on site (before start of school day – existing practice).</i></p>		
Classrooms	The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site.	<i>This requirement removed from 2/9/21.</i>	<i>M</i>	<p><i>Staff can now reorganise classrooms to whatever configuration they feel best suits needs of pupils.</i></p> <p><i>Reprofiled PPA and interventions to keep bubbles to as few adults as possible, maintained for school year.</i></p> <p><i>Nursery open.</i></p>	<p><i>From 2/9/21.</i></p> <p><i>In place.</i></p>	<p><i>L</i></p> <p><i>L</i></p>

<ul style="list-style-type: none"> • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 					
<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p><i>Systems compliant in HR policies. Staff training on changes due to COVID.</i></p>	<p><i>L</i></p>	<p><i>Training in most recent HR changes.</i></p>	<p><i>In place 2/9/21</i></p>	<p><i>L</i></p>
<p>Arrangements for staff who are working from home are in place.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p><i>Looked at in a case by case by basis to make the most appropriate arrangements in circumstances.</i></p>	<p><i>L</i></p>		<p><i>In place 2/9/21</i></p>	<p><i>L</i></p>
<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads).</p>	<p><i>Staff sickness is unpredictable and COVID-19 may pose risk to increasing levels of sickness/isolation.</i></p>	<p><i>M</i></p>	<p><i>Bear in mind critical numbers for operation of school safely.</i></p>	<p><i>In place 2/9/21</i></p>	<p><i>L</i></p>
<p>Approaches for meetings and staff training in place.</p>	<p><i>Meeting room available.</i></p>	<p><i>L</i></p>	<p><i>Use of video meetings to protect accommodation from increased use and increased cleaning requirements.</i></p>	<p><i>In place 2/9/21</i></p>	<p><i>L</i></p>

	<p>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.</p>	<p><i>Closure of a bubble/individual pupils/staff isolating.</i></p>	<p><i>M</i></p>	<p><i>Follow Westwood's approach to blended learning statement, on website.</i></p>	<p><i>In place 2/9/21</i></p>	<p><i>L</i></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><i>L</i></p>		<p><i>In place 2/9/21</i></p>	<p><i>L</i></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><i>Bereavement training available to all staff.</i></p> <p><i>Consistent contact during any closure or isolation has raised awareness of those staff who have suffered bereavement issues – pick up in return to work interviews and use OH Counselling services if necessary.</i></p> <p><i>Wellbeing champions and mental health first aider in place.</i></p>	<p><i>L</i></p>	<p><i>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</i> https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p><i>Return to work interviews determine response on individual basis, at SLT discretion.</i></p>	<p><i>In place 2/9/21</i></p>	<p><i>L</i></p>

	<p>Arrangements for accessing testing are in place. Staff are clear on returning to work guidance.</p>	<p><i>Accessing tests required for anyone displaying symptoms, in addition to staff twice weekly LFD testing in place.</i></p>	<p><i>L</i></p>	<p><i>Process to access tests are kept up to date by office, held in medical room and displayed.</i></p> <p><i>Requirement to keep tests on site administered by office.</i></p> <p>Test result log kept by office.</p>	<p><i>In place 5/3/21.</i></p>	<p><i>L</i></p>
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>	<p><i>HR to advise on new induction processes before new starters begin work.</i></p>	<p><i>L</i></p>	<p><i>Revert to video induction etc. where appropriate.</i></p> <p>Meeting room available for use for induction.</p>	<p><i>To be advised by HR.</i></p> <p><i>Cleaning station in place.</i></p>	<p><i>L</i></p>
	<p>Return to school procedures are clear for all staff.</p>	<p><i>Communications to all staff sent by HT consulting on return.</i></p>	<p><i>L</i></p>	<p><i>All staff consulted/informed on RTW plans from 2/9/21.</i></p>	<p>In place 2/9/21</p>	<p><i>L</i></p>
	<p>Any staff contracts that need to be issued, extended or amended considering the current situation have been.</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><i>No current examples.</i></p>	<p><i>L</i></p>			<p><i>L</i></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</p>	<p><i>Contractors to provide risk assessment prior to visit.</i></p>	<p><i>L</i></p>	<p><i>Reduce visits wherever possible.</i></p> <p>Site Manager: All visits to be arranged with office/site manager to</p>	<p>In place 2/9/21</p>	<p><i>L</i></p>

	assessment carried out by the Contractor.			<i>coordinate visits to out of hours wherever possible.</i>		
	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.	<i>Use of sports coach used consistently by key workers to continue.</i>	<i>L</i>	<i>Share amended procedures, obtain their assessments outlining controls.</i>	In place 2/9/21	<i>L</i>
Group Sizes	Back as normal in classes, Woodys capped at 30 as previously – reviewed if future lockdowns necessary.		<i>L</i>		From 2/9/21.	<i>L</i>
	Vulnerable and critical worker group sizes determined.	<i>Suspended since whole school reopening 8/3/21.</i>	<i>L</i>		<i>In place 5/3/21.</i>	<i>L</i>
	Provision of wraparound care	<ul style="list-style-type: none"> • <i>Woodys reopen in line with guidance, review if restrictions return.</i> 	<i>L</i>		From 2/9/21.	<i>L</i>

Social Distancing	<ul style="list-style-type: none"> Request for parents to continue to be aware of distance when entering premises. 	<p><i>When we return to full provision:</i></p> <p><i>Clear communication necessary to parents/carers to politely request that SD is followed on school premises.</i></p>	L	<p><i>Minor revision of normal start and end times, to avoid crowding in playground.</i></p>	From 2/9/21.	L
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.	<p><i>Already done through consultation processes with both parents and staff.</i></p>	L	<p><i>Consultation has already raised this – emphasise in previous “Return to School” communication.</i></p>	Repeated for 8/3/21, 17 th May a continuation.	L
Social Distancing Catering	<ul style="list-style-type: none"> Polite request to reduce crowding on playground (H&S as much as SD issue). 		L	<p><i>SLT member or site manager on gate to supervise and direct.</i></p>	From 2/9/21.	L
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<p><i>Whilst local cases high (+25 per 100k), continue with Zoom approach. Look at transition back to in hall assemblies.</i></p>	L	<p><i>Assemblies via Zoom.</i></p> <p><i>Key stage assemblies as transition back to assemblies.</i></p>	From 2/9/21.	L
	Arrangements in place for the use of the playground, including equipment.		M	<p><i>Daily briefing from staff before going out.</i></p>	From 2/9/21.	L
	Arrangements for the continued provision of FSMs for children not attending school are in place.	<p><i>Staff availability.</i></p>	L	<p><i>Use of vouchers where necessary for FSM isolators etc.</i></p>	From 2/9/21.	L

Catering PPE	Arrangements for when and where each group will take lunch.		<i>L</i>	<i>Dining room back to full use for packed lunch and school dinner, tables kept to same class, now facing both ways.</i>	<i>In place 2/9/21</i>	<i>L</i>
	Arrangements for food deliveries in place	<i>For return: Stocks for initial uptake available from existing stock.</i>	<i>L</i>	<i>No issues reported from existing suppliers.</i>	<i>In place 2/9/21</i>	<i>L</i>
	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>PPE in place.</i>	<i>M</i>	Trust purchase of high quality PPE linked to guidance on use, all in stock. Premises manager provided guide to PPE use for all staff.	<i>In place 2/9/21</i>	<i>L</i>

<p>Response to suspected/ confirmed case of COVID19 in school/after a period of being at home.</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place <p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 	<ul style="list-style-type: none"> • 	<p><i>M</i></p>	<p>Outbreak Management Plan in place for multiple cases.</p> <ul style="list-style-type: none"> • If anyone on site shows symptoms – however mild, they will be sent home and should follow public health advice (here). They will initially be taken to one of the halls or an alternative isolation area, a member of SLT will be informed and an isolation response will be started. PPE is available to staff that deal with isolating if necessary. The parents/carers of the pupil will be called to collect them as soon as possible. They will then need to be taken for a PCR test. 	<p><i>In place 2/9/21</i></p>	<p><i>L</i></p>

	Pupils are reported as being off with cold etc	<i>Clarity around symptoms before return to school, through school office.</i>	<i>L</i>	Clarity around symptoms of COVID symptoms (in medical room) and how many of these, even if linked to another illness will require testing (latest guidance around testing and self-isolation here.)	<i>In place 2/9/21</i>	
	Out of hours COVID testing and results reporting to school. Set up covid@westwoodacademy.org email address, link to HT email with notifications for rapid notice of need to take action.	<i>Parent/carer lack of awareness of email address.</i>	<i>M</i>	Promotion of email address in newsletter, facebook page, website.	<i>In place from 4th December 2020.</i>	<i>L</i>
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i> Partial Re-opening	Approach and expectations around school uniform determined and communicated with parents.	<i>Return to full school uniform.</i>	<i>L</i>	<i>Already included in parent consultation and set out in "Return to school" communication.</i> <i>Remove tie expectation, no PE kit (wear uniform PE kit to school on PE day), avoid unnecessary cleaning.</i>	<i>Reissue advice for 2/9/21 return.</i>	<i>L</i>

	Changes to the school day/timetables shared with parents.	<i>Reissue before full return:</i>	<i>L</i>	<i>Revised times included in parent communication, facebook, website, on gate etc.</i>	In place 2/9/21.	<i>L</i>
	All students instructed to bring a water bottle each day.		<i>L</i>	<i>Set out in "Return to school" communication, facebook, website etc.</i>	<i>From 8/3/21</i>	<i>L</i>
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i> Partial Re-opening Full Re-opening Transition into new year group	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.	<i>Transition activities delivered.</i>	<i>L</i>		In place 2/9/21.	<i>L</i>
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>Continue to follow TPP principles, use Learning Mentor to support pupils where necessary.</i>	<i>L</i>	<i>Wellbeing champions and first aider identified for Trust work and CPD.</i> <i>Bereavement training.</i>	In place 2/9/21. <i>LM in place, supporting identified pupils.</i>	<i>L</i>
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial Increased FSM eligibility 		<i>M</i>	Re-signed for FSM eligibility service, will support quick acceptance for new claims.	<i>Ongoing.</i>	<i>L</i>

<i>What will need to be different this year because of COVID19?</i>	<ul style="list-style-type: none"> • Referrals to social care and other support • PPG/ vulnerable groups 			Support as required will be identified and referred to.		
	<p>All students have access to technology and remote learning offer.</p> <p>Blended approach between physical and remote learning developed, including support for those CYP who are isolating.</p>		M	All pupils able to access learning either electronically or through the delivery of appropriate materials by the school when required.	<i>In place.</i>	L
Safeguarding						
Curriculum / learning environment	Implement transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:	<i>Transitions delivered summer term.</i>	<i>M</i>	For year 6 pupils, secondary schools are planning a normal transition in June.	<i>Able to deliver most prep group sessions, before end of term.</i>	<i>L</i>

	<ul style="list-style-type: none"> • Nursery to Reception • EY to Primary • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 School Leavers 					
	Individual CYP's risk assessments are in place and welfare checks being undertaken.	<i>Not required unless pupils are isolating or in lockdown.</i>	<i>M</i>	Individual Pupil Risk Assessment previously completed. Review at individual pupil level if further lockdown and school closure.	In place 2/9/21.	<i>L</i>
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>All pupils in school will reduce need for supernumerary response including: regular calls with families providing intelligence relating to this e.g. bereavements, financial problems etc during lockdown</i>	<i>L</i>	<i>All staff up to date with safeguarding training and experience of previous delivery of remote support.</i>	<i>In place.</i>	<i>L</i>
Safeguarding	Updated Child Protection Policy in place.		<i>L</i>	<i>Revised safeguarding policy in place updated in accordance to LA safeguarding advice by CEO for the trust.</i>	<i>In place.</i>	<i>L</i>

	<ul style="list-style-type: none"> Work with other agencies has been undertaken to support vulnerable CYP and families. 	<i>Subject to demand – we support the pupils we know we have needed to.</i>	<i>M</i>	Provision has continued and will do e.g. Zoom SENCO meetings, reference to the FOHS etc.	<i>In place.</i>	<i>L</i>
	During self-isolation and periods of sickness with COVID – weekly contact with families and pupils to ensure that they are safe, accessing learning, have the support that they need.		<i>L</i>	Weekly calls/contact via videolink etc. Invoke safeguarding processes if concerns via Safeguard and DSLs.	In place 2/9/21.	<i>L</i>
Safeguarding	Consideration given to the safe use of physical contact in context of managing behaviour.		<i>M</i>	<i>Behaviour Policy addendum around SD compliance and withdrawing place in provision if SD not maintained.</i>	<i>From 8/3/21</i>	<i>L</i>
Curriculum / learning environment				<i>PSPs do not suggest at present that this is a considerable risk.</i>		
Curriculum / learning environment						
CYP with SEND	Current learning plans, revised expectations and required adjustments have been considered.		<i>L</i>	Included in SIP.	<i>In place.</i>	<i>L</i>

	<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"> • PE • Practical science lessons • DT/ FT • Music 	<p><i>Follow Essex updates for latest guidance.</i></p>	<p><i>L</i></p>	<p>Plan to deliver a broad, deep curriculum.</p>	<p>In place 2/9/21.</p>	<p><i>L</i></p>
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising ‘non-curriculum’ learning that has been done 		<p><i>L</i></p>	<p><i>Include wellbeing activities, further transitional activities if required at start of year.</i></p>	<p><i>Planning in place.</i></p> <p><i>Learning behaviour and wellbeing objectives included in SIP.</i></p>	<p><i>L</i></p>
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>		<p><i>M</i></p>	<p><i>Behaviour Policy addendum around SD compliance and withdrawing place in provision if SD not maintained.</i></p>	<p><i>From 8/3/21</i></p>	<p><i>L</i></p>

Curriculum / learning environment	Approach to provision of the elements of the EHCP including health/therapies.	<i>Ongoing adaptation to meet needs of pupils with EHCP.</i>	<i>M</i>	SENCO to monitor provision (including use of 1-1) during phased transition and return to school.	In place 2/9/21.	<i>L</i>	
	Annual reviews.		<i>L</i>	Shift to Zoom platform – SENCO already discussing transition for some pupils with parents via Zoom.	<i>Ongoing.</i>	<i>L</i>	
	CYP with SE	Requests for assessment.	<i>Some requests have been delayed.</i>	<i>L</i>	SENCO already identified this and pushed for resolution.	<i>Ongoing.</i>	<i>L</i>
	Attendance						
CYP with SEND	Approach to support for parents where rates of PA were high before lockdown.	<i>Initial newsletters reminded parents about attendance requirements.</i>	<i>L</i>	<i>Discussions with parents of our most vulnerable, balancing parental choice and our level of concern.</i>	<i>Ongoing.</i>	<i>L</i>	
Attendance							
Attendance							
Communication							

Communication Directors/ Governance	Information shared with staff around the 2021-22 plan, returning to site, amendments to current working patterns/practices and groups.	<i>Guidance for after step 4 now available and basis of this risk assessment – approach to “exceed expectation” where possible to protect our community.</i>	<i>M</i>	<i>Plans and risk assessment shared with staff 16/7/21</i>	In place 2/9/21.	<i>L</i>
	Communications with parents: <ul style="list-style-type: none"> • Plan for 2021-22 letter • Weekly newsletter updates 		<i>L</i>	<i>Clear “Return to School” communications via letter 16/7/21, newsletter weekly on parentmail, Facebook, website and signage to parents/carers.</i>	In place 2/9/21. <i>Weekly newsletter includes COVID related updates.</i>	<i>L</i>
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home 		<i>L</i>	<i>Clear “Return to School” communications via letter 16/7/21, newsletter weekly on parentmail, Facebook, website</i>	In place 2/9/21. <i>Weekly newsletter includes COVID related updates.</i>	<i>L</i>

	<ul style="list-style-type: none"> Travelling to and from school safely 			<i>and signage to parents/carers.</i>		
Communication Directors/ Governance Directors/ Governance School events, including trips Finance	On-going regular communication plans determined to ensure parents are kept well-informed		<i>L</i>	<i>Letters, website updates, social media, Parentmail.</i>	In place 2/9/21. <i>then through weekly newsletter and parentmails as needed.</i>	<i>L</i>
	Meetings and decisions that need to be taken prioritised.	<i>Normal arrangements in place.</i>	<i>L</i>	<i>Reduce meetings where possible, use Zoom. Directors meetings already using Zoom.</i> <i>Look at similar approach for Teacher Meets and Leadership Academy.</i>	<i>Ongoing.</i>	<i>L</i>
	Directors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and Directors is clear and understood.	<i>Communications with Directors has continued throughout lockdown and closed schools, now through HT Board meetings termly.</i>	<i>L</i>		<i>In place and ongoing.</i>	<i>L</i>
	Changes to governance arrangements in process over Summer 21/Autumn 21 terms.		<i>L</i>		<i>In place.</i>	<i>L</i>

Directors/ Governance School events, including trips Finance School events, including trips	<p>The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p>	<p><i>Residential trip for 2022 planned, subject to go-ahead advice being made available.</i></p>	<p><i>M</i></p>	<p><i>Maintain regular updates with trip provider, the financial side will require Finance to support.</i></p>	<p><i>Ongoing.</i></p>	<p><i>M</i></p>
	<p>Additional costs incurred due to COVID19 are understood and clearly documented.</p>	<p><i>Lost income from lettings and private nursery fees? Costs of employment remain, so present a risk.</i></p>	<p><i>M</i></p>	<p><i>Pressure created by need to suspend wrap around care provision and increased cost of cleaning and hygiene etc.</i></p>	<p><i>Updated 26/1/21.</i></p>	<p><i>L</i></p>
	<p>Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM</p>	<p><i>Finance section to organise the claims.</i></p>	<p><i>M</i></p>	<p><i>Lost income due to closure of school site and private nursery fees have out pressure on future school budgets.</i></p>	<p><i>Ongoing.</i></p>	<p><i>M</i></p>
School events, including trips						
	<p>Any loss of income understood, including the impact of lettings and the</p>	<p><i>Lettings, wraparound care and private nursery fees are major concerns.</i></p>	<p><i>M</i></p>	<p><i>To be explored through Finance.</i></p>	<p><i>Ongoing</i></p>	<p><i>M</i></p>

	financial implications of possibly not restarting.					
	Insurance claims, including visits/trips booked previously.	<i>Not currently an issue</i>	<i>M</i>		<i>Ensure future trips have adequate cancellation/insurance provision.</i>	<i>L</i>
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 		<i>L</i>	<i>All have continued as mainly in house.</i>	<i>Ongoing.</i>	<i>L</i>
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.	<i>SEAT, BATIC, ECC.</i>	<i>L</i>	<i>Effective partnership working has continued throughout the closure including the South Essex Academy Trust, Benfleet and Thundersley Improvement Cluster, and Essex County Council.</i>	<i>Ongoing</i>	<i>L</i>
Staff LFD Testing	Test kits are securely stored and distributed to staff.	<i>Stored in medical room, distributed only by office staff or HT/DHT with access to distribution log.</i>	<i>L</i>		<i>In place since 26/1/21.</i> <i>As trust staff return to school site, include in testing arrangements.</i>	<i>L</i>

	Staff are aware of how to safely take and process the test.	Shared with staff: <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents 	<i>L</i>		<i>In place 26/1/21, all appropriate training materials sent via Parentmail to staff.</i>	<i>L</i>
	Staff are aware of how to report their test results to school and to NHS Test and Trace.	Shared with staff: <ul style="list-style-type: none"> • NHS instruction leaflet • Training video and online resources on the document sharing platform • Contact details if queries • Process for reporting incidents 	<i>L</i>	<i>Also provided with Essex local material via staff area of website.</i>	<i>In place 26/1/21 (27/1/21 for Essex material on website).</i>	<i>L</i>
	Staff are aware of how to report any incidents both clinical and non clinical.	<i>Information is included in the material provided.</i>	<i>L</i>			<i>L</i>
	Process in place to monitor and replenish test supplies	<i>Office to monitor supplies, identify with HT/DHT when last box is opened.</i>	<i>L</i>		<i>26/1/21</i>	<i>L</i>

COVID-19: outbreak management plan



Last reviewed on: 16th July 2021

Next review due by: Ongoing in line with changes to risk assessment

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance from step 4](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

We will ensure that we seek advice as stated in the guidance from the DfE helpline on 0800 046 8687 option 1 if we believe there is an "outbreak" (several cases over 14 days).

2. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

3. Other measures

If recommended, we will limit:

- Residential educational visits
- Trips and visits
- Open days
- Transition or taster days
- Parents/visitors coming into school
- Live performances
- The pupils in the school

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between groups
- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)
- One-way systems around the school
- Home learning
- Limiting attendance to "priority groups" – vulnerable or disadvantaged pupils, critical worker children, Reception, Year 1, Year 2, Year 6.
- Staggered arrival and departure arrangements.

4. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

4.1 Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable pupils

- Children of critical workers
- Reception, Year 1 and Year 2 pupils, Year 6 pupils.

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

4.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined <https://www.westwoodacademy.org/wp-content/uploads/2020/10/WWA-Blended-Learning-Approach-September-2020.pdf>

For those in receipt of free school meals (not universal), we will issue vouchers for pupils who are not at school due to restrictions.

4.3 Wraparound care

We will limit access to before and after-school activities based on the circumstances at the time of an outbreak and advise parents of whether this facility will be available and in what form. This will be reflected in our risk assessment.

4.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be on site, they can be contacted remotely by admin@westwoodacademy.org

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.