



Heatherside Infant School

Covid 19 Risk Assessment

This is our core risk assessment which is supported by protocols

We are currently following the

DFE Guidance Dated January 2021

Restricting attendance during the national Lockdown:

Schools Guidance for all schools in England

Date Ratified by Governors January 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. IT IS A DYNAMIC DOCUMENT AND IS UNDER REGULAR REVIEW ALSO TAKING ACCOUNT OF UPDATED GUIDANCE 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
- Safeguarding Policy
- Fire Evacuation 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'
- **Any amendments that need to be made to any policies will be collated in a Covid addendum**

Risk Assessment

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Theme	Control Measures	Risk to Implementation	Action Required / Decision Made
Buildings and Facilities	<p>Reception desk has a Perspex screen in place to shield the staff</p> <p>Hand washing facilities at the front entrance installed August 2020</p>		
	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place</p>	<p>Bottlenecks likely at: Entrance gate at Reading Road South Unauthorised cars entering site causing hazard to moving pedestrians. Front entrance</p> <p>KS1 entrance gates to side playground</p>	<ul style="list-style-type: none"> • Signage to remind people on entry of social distancing Intermittently /as necessary close the road access gate • Office will be closed to face-to-face entrants other than deliveries and necessary visitors. • Both sets of pedestrian entrance gates to be fully open • Signage to remind about social distancing • Stagger times of entry for children as required • Signage to direct parents • Teacher to stand at their classroom door in KS1 with coral area in front of each classroom Parents to distance from the teacher. • Member of staff welcoming the children to act as Gatekeeper with power to refuse entry if they feel child is unwell – signage on entry. Non-negotiable.

	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place</p>	<p>Bottle neck caused by Children sanitising hands on entry Shared Side road to be used by HJS and HIS</p> <p>Early Years Gate</p> <p>Library door –</p> <p>Social distancing unlikely to be maintained.</p> <p>Catering delivery needing to access Kitchens via side Road at start or end of day.</p>	<ul style="list-style-type: none"> • Children to use cloakroom sinks and classroom sink • One-way system in place to accommodate entry of Junior children down the side road adjacent to HJS fence • In /out system for Infant Parents using the side road. • Signage and queue demarcation in place. • Stagger times of entry where necessary <ul style="list-style-type: none"> • Children to be met at Early years gate by member of staff. <p>Children to enter class and sanitise hands</p> <p>Signpost Bubblebee class to library door for entry and exit of the class at start and end of the day, signpost waiting area</p> <ul style="list-style-type: none"> • Advise parents that due to high number of people arriving on site they need to socially distance using the markings on the side road to support them and that they must wear a mask. • Parents asked that one adult brings children on to site, not both parents, ensuring that all their children stay with them. • Advise delivery before 8. 20 or after 9.15

	Consideration given to premises lettings and approach in place.	Active decision not to have extra-curricular activities due to risk review each half term	
	Consideration given to the arrangements for any deliveries or necessary visitors.	Visitors Deliveries	<ul style="list-style-type: none"> • Visitors admitted by exception and must adhere to visitor Risk assessment. • Anyone admitted to the building to wash their hands, facilities provided on entry to building. • Light package delivery to leave by the keypad gate • Staff collect and unpack delivery and wash hands • County Supplies – deliver pallet, wash hands and then unload
Emergency Evacuations	<p>In the event of emergency the priority is evacuation of the building with social distancing being a secondary priority.</p> <p>Evacuation routes are confirmed as use of the normal plan and signage accurately reflects these.</p>	Cross bubble contamination.	In Emergency, COVID is secondary concern and we will evacuate as usual with Classes to muster at usual muster points which are distanced from each other as a norm
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p> <p>Advice from HCC Caretaker services</p>	Staff understanding of importance of cleaning	<ul style="list-style-type: none"> • Ongoing update of training of staff where necessary • End of the day enhanced, two-stage cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.

	Adequate cleaning supplies and facilities around the school are in place.	<p>Not having availability of correct cleaning products.</p> <p>Cross contamination of cleaning equipment between bubbles</p>	<ul style="list-style-type: none"> • End of the day enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. • Each classroom to have own cleaning pack for class staff use • Cleaners to use different cloth for each bubble. • Adult toilets to have cleaning products for their use on toilet seats after use and for cleaning of taps
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Absence of staff	<ul style="list-style-type: none"> • Use of Site Manager in emergency • Recruited Casual Cleaner to cover absence where necessary
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	Low supplies.	<ul style="list-style-type: none"> • Tissue, fruit bin and waste bins in each classroom • Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach • Cleaning kit in each classroom • Mop and bucket for each class • Weekly ordering
	LTSA protocol for lunch cleaning in place		<ul style="list-style-type: none"> • LTSA to be responsible for ensuring classroom tables are clean before they are used for lunch and after lunch

			<ul style="list-style-type: none"> • Each LTSA must ensure the toilet areas are tidy and clean , toilets flushed and clean. They must clean the taps and sink and sink area, replenish towels and empty the bin if it is full. • LTSA will take any rubbish created at lunch time within their classroom and dispose in the appropriate bins outside.
	Waste disposal process in place on normal daily basis from classrooms.		
	Fruit waste disposal in place	Fruit has been in children's mouth	<ul style="list-style-type: none"> • Eating fruit regime in place with separate fruit waste box
	Lunch waste disposal in place	Left over lunch touched by children	<ul style="list-style-type: none"> • Lunch waste disposed of from classroom to bin area outside by LTSA
	High risk waste (from suspected case)		<ul style="list-style-type: none"> • Bagged and binned in the outside bin area • Double bagged and remains separate
Classroom environment	Classrooms have been re/arranged to allow space and all classes designated an outside area for sole use of the bubble	Children unable to maintain distance	<ul style="list-style-type: none"> • Reinforcement and understanding of personal space and its importance.
	Classroom windows to be open to allow good ventilation		<ul style="list-style-type: none"> •

	Classroom doors to be left open when children go out to play so that increased ventilation occurs.		
	Classroom entry and exit routes have been determined and appropriate signage in place.	People not following signage	<ul style="list-style-type: none"> • Staff to monitor
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>Supply of Reading books to be stored in each classroom</p> <p>Computer keyboards – children to wash hands before and after use.</p> <p>Playtime Equipment for each bubble is unique to that bubble</p> <p>Relevant 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.</p> <p>Resources which are not easily washable or wipe able have been removed.</p> <p>Protocol for soft furnishings and equipment in place</p>	<p>Need to borrow a resource from another bubble</p> <p>Supply of reading books needs changing or replenishing</p>	<ul style="list-style-type: none"> • Resources to be cleaned before going to another bubble. • Teachers to swap reading books in their room after books have not been used for 72 hours • Staff to train children in use of computer and handwashing protocol <ul style="list-style-type: none"> • Source e-Bug poster: • Horrid hands • Super sneezes • Hand hygiene • Respiratory hygiene <p>Fabric topped benches to be steamed cleaned on a schedule by the cleaners.</p>

			<p>Use of soft toys to reviewed in line with any emerging circumstance. If used Soft toys to be cleaned weekly by staff.</p> <p>Soft toys not to be used in the event of any lockdown occurring .</p>
	<p>Static Outside Play equipment Hands to be washed before and after use</p>		<ul style="list-style-type: none"> • We review the use of this equipment taking regard of both internal and external circumstances at that point in time. • Review use of equipment each half term
	<p>Consideration of P.E delivery</p>		<ul style="list-style-type: none"> • Separate risk assessment in place for use of equipment in the hall.
Staff	<p>'All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school' DFE Guidance 2nd July timetable.</p>	<p>No caretaker on site full time.</p>	<ul style="list-style-type: none"> • Staff to have the option of wearing visors & or masks if they wish. • Consistent class staff teams in place • Review movement and placement of staff across the bubbles according to circumstance at any point in time and with regard to current guidance. • Caretaker when not on site is available by phone
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>		<ul style="list-style-type: none"> • Staff report absence following current procedure.

	Approaches for meetings and staff training in place. See Separate Risk Assessment		<ul style="list-style-type: none"> • Online meetings to be the first option. • If not possible ensure ventilation in rooms and spacing of attendees to minimum 2 metres
	Approach to support wellbeing, mental health and resilience in place, including bereavement support Staff are fully aware of procedures to support pupils during Pandemic	Children Staff adversely affected by pandemic Staff unable to address support needed for children. Staff to have Pupil wellbeing as an ongoing focus.	<ul style="list-style-type: none"> • Staff are aware of available support and advice to schools for staff and pupils available from HCC, including the Educational Psychology service. • Posters with notification help line. • Three members of staff trained in Mental Health first Aid. • Elsa to be available to staff for resources and information to support pupils
	Arrangements for access of Covid testing, if and when necessary, are in place.		<ul style="list-style-type: none"> • Staff notified of arrangements • Reminder to staff of arrangements
	Lateral flow testing of Staff	Staff knowledge and confidence	<ul style="list-style-type: none"> • SMT to access DFE /Hias webinars. • Information and training to be given to staff. • Systems in place for recording
	Current procedures are clear for all staff to follow		<ul style="list-style-type: none"> • Risk assessment circulated to staff
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. Visitors on site –see separate RA		<ul style="list-style-type: none"> • Signage at the entrance gate • Clear protocol for use by office staff for dealing with onsite visitors

	NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.		
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, Protocols and expectations shared.		<ul style="list-style-type: none"> We will work with external employed adults on shared protocols.
Group (Bubble) Sizes And Organisation	In Key Stage 1 the children are in Class bubbles with a maximum of 30 children		<ul style="list-style-type: none">
	<p>All classes will operate as separate Bubbles, Classes with Year R children will be in class bubbles of 30 but will function as a Plus Bubble with additional contacts possible</p> <ul style="list-style-type: none"> - Lunch in the hall 2 m distancing of classes - Each class bubble in rota to - Use the Canopy - Back playground 		<ul style="list-style-type: none"> Review arrangements half termly in taking regard of the circumstances at that point.
	Maintain integrity of the Bubble system in place		<ul style="list-style-type: none"> Exit and entry points identified Limited movements around the corridors Key Stage 1 lunches in the Bubble Staggered break and lunchtimes to allow unique use of playground. Staggered drop off and collection times Self sufficient for educational resources Bubbles accessed from exterior by parents Each bubble has its own toilets

			<ul style="list-style-type: none"> • Registers to be completed electronically. • Entrance to class bubbles by people not attached to that bubbles to be discouraged. Anybody entering a bubble they are not assigned to must sign the log on the door at the entrance to that bubble. (yellow Sheet)
<p>Social Distancing Between adults and between bubbles.</p>	<p>Arrangements for social distancing in place :</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times as necessary • Maximum of one adult to drop off a child • Parents asked to observe distancing and instructed to wear masks. • Staggered or limited amounts of moving around the school/ corridors 	<ul style="list-style-type: none"> • Break times • Lunch times • Toilet arrangements 	<ul style="list-style-type: none"> • Notify parents of pick up drop off and to follow the signage • If children wear mask on way to school • Parents to either take mask home or be asked to place in coat pocket • Limited movement of children in the internal corridors • Playground will be timetabled for use. • Children to eat lunch in their bubble or hall at staggered times as designated. • Each bubble has own toilets for children

			<ul style="list-style-type: none"> Each adult toilet to have cleaning materials and cleaning protocol to be observed.
	Information shared with parents regarding pupils travelling to school	Narrow pavements on Reading Road South	<ul style="list-style-type: none"> Parents to be reminded to social distance when walking to school and be vigilant as they approach school
	<p>Our approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p> <ul style="list-style-type: none"> Parents informed of entry points to classes One adult to drop off their child to decrease numbers on site 	Parents not being observant of their child's movements	<p>Parents to understand</p> <ul style="list-style-type: none"> expectation of entry points to school the system for queuing to leave child with teacher their responsibility for their all their children to be with them at all times.
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Parents not observing the protocols	<ul style="list-style-type: none"> Conversations with parents, Monitoring HT to speak with parents if persistently endangering others
	Approach to assemblies — Virtual assembly to occur		<ul style="list-style-type: none"> Review half termly.
	Rota arrangements in place for the use of the available playground, including equipment. Each class to have a break out space adjacent to their class for outdoor learning and exercise.		<ul style="list-style-type: none"> Rota for playground use Children to wash hands before and after use. Use of bikes Children to wash hands before and after use. Each class to have cleanable outside equipment - ball, skipping rope. Wash hands before and after using outside equipment.
	Arrangements in place for Photocopy room	Cross contamination from photocopy use	<ul style="list-style-type: none"> Staff to queue outside in the corridor Staff clean Photocopier after use

Catering	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.		<ul style="list-style-type: none"> Lunches eaten by children in their designated bubble in Key Stage 1 Year R to use the hall, each class in designated area Home prepared packed lunches parents to be asked to ensure child can open the packets to minimise adult contact in school. Home Packed lunch boxes to be rigid plastic as they can be easily cleaned.
	Mid-morning Snack		<ul style="list-style-type: none"> To be eaten in classroom areas
	Arrangements for staff refreshment in place	Staff room too small to ensure social distancing	<ul style="list-style-type: none"> Additional spaces to eat to facilitate social distancing for staff to choose
PPE	<p>PPE requirements understood and appropriate supplies in place.</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p> <p>We are following Government Guidance on Implementing Protective Measures. “Wherein a face covering or face mask in schools or other education settings is not recommended” “The majority of staff will not require PPE beyond what they would normally need for their work even if they are not always able to maintain a distance of 1 metres from others.”</p>	<p>Insufficient stock</p> <p>Staff confidence</p>	<ul style="list-style-type: none"> Continual monitoring and ordering <p>We are providing emergency PPE kit within each bubble:</p> <ul style="list-style-type: none"> For cleaning use For medical use <p>PPE is in place for emergency with suspected Covid cases</p> <ul style="list-style-type: none"> Gloves Apron Face mask <ul style="list-style-type: none"> Visors are made available for use at staff discretion to be used within and remain in their bubble Staff responsible for cleaning.

			<ul style="list-style-type: none"> • PPE to be used during cleaning • Cleaners have uniform that is their responsibility to wash overnight.
First Aid	<p>Available medical equipment for bubbles Available Staffing is in place to ensure a Paediatric first aider is on site at all times.</p> <p>First aider on site at all times</p> <p>Toileting accidents protocol currently in place.</p>	<p>Proximity of medical equipment to the bubble.</p> <p>Emergency in any bubble</p> <p>Safeguarding risk because of number of adults available in a bubble.</p>	<ul style="list-style-type: none"> • Each bubble to have basic medical equipment to deal with accidents. All accidents logged in the usual form but in class. • Current First Aid policy in place. • Review Covid addendum • In the case of an emergency in any bubble the office First Aider will be contacted to take control. They will seek additional outside emergency support where necessary. • Safeguarding school protocol necessitates two adults to be present when a child changes after a toilet accident. Revised protocol to state changing needs to be carried out within sight of the second adult who must also have sight to other children in the bubble.
A Child appears unwell on entry to school	<p>On entry to school parents understand that staff have the right to refuse entry if child appears unwell.</p>	<p>Parent Refuses to comply</p>	<ul style="list-style-type: none"> • Staff escalate to HT

<p>A child or adult becomes unwell at school</p>	<p>A child displaying symptoms of being unwell which is not Covid related</p>		<ul style="list-style-type: none"> • Staff to follow usual protocol on sending unwell child home. • Parents advised to consult GP for advice on ailment • All people in the bubble to wash hands • Staff to follow cleaning protocol.
<p>Response to suspected/ confirmed case of COVID19 in school</p> <p>As per the guidance the January 2021 Guidance</p>	<p>Government Guidance 'Implementing protective measures in Childcare settings' will be followed and it states: "If anyone becomes unwell with a new, continuous cough or a high temperature in an education setting they must be sent home and advised to follow the staying at home guidance." Approach to 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>Child identified with symptoms.</p> <p>Action not taken quickly enough increasing risk to staff and children in the bubble</p>	<p>We intend going over and above the guidance</p> <ul style="list-style-type: none"> • Class staff will inform the Office they have a child with symptoms • If child is coughing they will be asked to wear a mask. • Child will be removed from their bubble via an outside door and be supported by an adult via the outside of the front entrance to await their parent, this will facilitate distancing of the adult collecting the child from the staff member supervising the symptomatic child . • Area where child has been will be cleaned with soap and then bleach • Parent will be directed to obtain a test as soon as possible and inform us of results • Siblings will be sent home at the same time.

<p>Response to suspected COVID19 cases: outside of school hours</p>			<ul style="list-style-type: none"> • Parents must inform the outcome of test. If a positive result is received the school will contact the local health Protection team who will carry out a rapid Risk assessment. They will advise who has to self-isolate for the advised period. • The bubble room will be quarantined for the advised period (PHE)of hours to protect cleaning staff and then deep cleaned • If test is negative, well siblings return to school and ill child treated and returned once well.
<p>Response to confirmed case of Covid</p>	<ul style="list-style-type: none"> • Parents understand how to report their child has become unwell with Covid symptoms • Arrangements for informing parents of children in the same bubble are in place • Cleaning procedure in place 	<p>Parents do not inform of Absence</p>	<ul style="list-style-type: none"> • Staff will ring parents if child is absent. • Parents to understand the reporting procedure and information needed • Parents to seek test and report result to school • HT will contact DFE and PHE of positive result who will advise on closure • Parents of children in the bubble will be informed if the bubble will then be closed for the advised period • The bubble room will be quarantined for the advised period a to protect cleaning staff and then deep cleaned

	<p>Parent comes in contact with Covid via third party and informed by employer to self isolate</p>		<ul style="list-style-type: none"> • Parent to inform school • Affected Parent to pick up their child and self isolate for 14 days. • Parents of other children in the bubble to be informed and that bubble will remain open but will be deep cleaned at the end of the day.
	<p>School approach in place for confirmed Covid case</p>		<p>Inform all staff and parents of children in the bubble of the confirmation of the case. Advise parents that the DFE/PHE will undertake a risk assessment and advise the School on who must isolate for the advised period</p>
<p>Pupil Welfare</p> <p>Parent /Pupil Re-orientation back into school after a period of closure/ being at home</p>	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support <p>PPG/ vulnerable groups</p>		<ul style="list-style-type: none"> • Staff to report any concerns to H/T • DHT to co-ordinate provision for vulnerable. • Reminders on newsletter of how to register for FSM if circumstances change.
	<p>Changes to the school day/timetables shared with parents. And expectation that they need water bottles, and book bags .</p>		<ul style="list-style-type: none"> • Information via parentmail
	<p>All students instructed to use a water bottle each day. All students know fountains are out of use and why.</p>	<p>Children not drinking water</p>	<ul style="list-style-type: none"> • Regular water breaks designated by staff • Water fountains decommissioned • All pupils undertake work to understand the importance of drinking water

	Approach to supporting wellbeing, mental health and resilience is in place.		<ul style="list-style-type: none"> Children at home , staff to have contact with parents via phone/ email / google classroom
	Staff to monitor well being needs of the children and highlight any that may need additional Elsa Support		<ul style="list-style-type: none"> Staff to share concerns about children with SMT
Safeguarding E safety	Designated Safeguarding Lead(Mrs Lynch) or deputy DSL (Miss Mavers) always contactable	DSL unavailable due to illness	Contact Contact Deputy DSL Miss Mavers
	Updated Child Protection policy in place.		
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		<ul style="list-style-type: none"> Training
	Safe use of physical contact in context of managing behaviour (no child posed risk before school closure.	Child becomes distressed Becomes Violent	<ul style="list-style-type: none"> Use de-escalation procedure. Take to safe space within Bubble and keep eye to child. Phone office to advise that back up may be needed and keep line open. Remove other children from the space or room Adult to remain distanced
	E-saftey information shared with parents		<ul style="list-style-type: none"> Parents to be signposted to E-Safety information on website. Newsletters to contain reminders.
Curriculum / learning	Consideration has been given to what activities that may need additional controls See PE Risk assessment		
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum 		<ul style="list-style-type: none"> Staff are trained and supported in classroom delivery style and aware

	<ul style="list-style-type: none"> recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes Utilising DFE Catchup funding 		<p>of how best to provide students with additional support.</p> <ul style="list-style-type: none"> 2020-21 Class structure revised to take account of children's needs.
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.file:///J:\Teacherpool\Policies\COVID19%20%20ADENDUMS\Behaviour%20Addendum%20notes%20updated.docx</p>		<ul style="list-style-type: none"> Daily review of events will highlight whether further amendments are needs.
	<p>In The event of Closure of any class bubbles due to covid infection. Home learning planning will be accessed through Google Classroom.</p>		<ul style="list-style-type: none"> Parents invited to inform school of any problems with home learning or any needs.
<p>Children with SEND</p>	<p>Consideration of the needs of all SEN children is in place so they are being Met</p>	<p>SEND child not attending school</p> <ul style="list-style-type: none"> - due to covid isolation - Parental choice due to national lockdown - Lack of staff due to illness 	<ul style="list-style-type: none"> Risk Assessment completed for each SEN child Provision in place to meet the needs of an SEND child working remotely . Monitoring in place of remote SEND learners.
	<p>Safe use of physical contact in context of managing behaviour (no child posed risk before school closure.)</p>	<p>Becomes Violent</p>	<ul style="list-style-type: none"> Use de-escalation procedure Make a safe space within Bubble and keep eye to child. Phone office to advise that back up may be needed and keep line open. Remove other children from the room if it becomes necessary thus ensuring their safety. Adult to remain distanced

Attendance	Attendance at school of all pupils	Increase of spread of Covid Nationally	<ul style="list-style-type: none"> We will follow the latest DFE guidance to inform the attendance of pupil groups at school according to the circumstances at any point in time.
	School following lockdown procedures as directed by Government	Children undertaking home schooling become ill with Covid	<ul style="list-style-type: none"> Parents of any child must report Covid positive case. All Parents have been asked to report if child has Covid symptoms regardless of whether they are due to attend or are staying at home being remotely educated during a lockdown period. Admin team will code as such and return will be made to HCC
	In the event of national lock down school will follow latest Guidance on attendance		<ul style="list-style-type: none"> Children identified as qualifying for the critical worker group will attend school on the days their parents are at work.
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.		<ul style="list-style-type: none"> Separate risk assessment in place for facilitation of any meetings.
	Governors are clear on their role in the planning and full opening of the school, including support to leaders. Approach to communication between leaders and governors is clear and understood.	Governors not clear on role and expectation Governors not clear on line of communication.	<ul style="list-style-type: none"> Chair and Clerk to liaise and communicate with Governors about meetings Governors RA monitoring schedule in place

School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events will be made based on circumstance at any given point in time.		<ul style="list-style-type: none"> • Termly Review.
Finance		Delegated budget may not cover Covid costs	<ul style="list-style-type: none"> • Continual monitoring of expenditure
		HSA Fund raising events unable to be held	<ul style="list-style-type: none"> • Schools and HSA to discuss alternative events to provide sense of community and fund raising
Reclose		<p>Can't staff the school</p> <p>Too many cases of Covid</p>	<p>Close individual bubbles under direction of DFE and PH</p> <p>Close the school under direction of DFE and PH</p>