

Dec 21 Update: We are now in a time of high community transmission and outbreak management plan will be in place until February half term

What?	Consider?	How?	Actions?	Who?	When?	Risk?
Aspect to review/ Current risk?	Risks?	Control Measures	Step for changes	With measures implemented, is this still a risk?		
Step 4 risk assessment						Is this still a risk with measures added?
What is the current risk? R/A/G						
Risk Assessments for children and young people with EHC plans	Have risk assessments for children and young people with SEND who use saliva as a sensory stimulant or who struggle with catch it, bin it, kill it and therefore need more opportunities to wash their hands than children and young people who do not been updated to reflect these arrangements?	Please see previous risk assessments. Control measures no longer apply.	All CEV children can now come to school unless they are advised by their paediatrician. Home learning will be discussed and agreed with parents as appropriate to individual needs.			
Preparing pupils for return to school	Will parents/ carers and pupils be informed or planned measures to protect them and others?	Control measures at Palatine document in place.	<p>Control measures at Palatine amended to reflect Step 4 guidance (to be issued before the end of term)</p> <p>Transition info sent home to support pupils over the summer</p> <p>Teachers to provide welcome videos when classrooms available (for some this will be Sept due to building work</p> <p>If outbreak then outbreak management plan would operate and we would revert to all previous control measures temporarily as necessary.</p>	<p>SLT</p> <p>Office team & teachers</p> <p>Teachers</p>	<p>23/7/21</p> <p>23/7/21</p> <p>3/9/21</p>	

<p>Communication and consultation with stakeholders: Staff</p>	<p>Will there be full consultation with union reps and staff on the revised risk assessments for step 4 arrangements for September 21?</p> <p>Has it been agreed that the risk assessments be reviewed before re-opening when circumstances may be different and periodically thereafter?</p>	<p>Please see previous risk assessments. Control measures no longer apply.</p> <p>Special school staff were vaccinated early in the process so most staff in school now double vaccinated.</p>	<p>CEV staff no longer advised to shield. RA to be completed with those who require it including pregnant women</p> <p>Continue to encourage staff to be vaccinated. Keep a vaccine list so we can respond appropriately to given situations.</p> <p>Outbreak situation additional actions Follow outbreak management plan.</p> <p>Encourage staff to go for their boosters when 6 months from previous.</p> <p>Advice CEV staff to arrange to review their risk assessment.</p>	<p>JM & individual staff</p> <p>SLT</p> <p>CG provide with letters from previous vaccination to support staff and put in in the Fri email</p>	<p>ASAP</p> <p>ongoing</p>	
<p>Communication and consultation with stakeholders: Parents</p>	<p>Will parents/ carers and pupils be informed or planned measures to protect them and others?</p> <p>How have we considered our communication to parents, making it succinct and clear regarding all practical arrangements (as per previous RA)</p>	<p>Please see previous risk assessments. Control measures no longer apply.</p>	<p>Control measures at Palatine amended to reflect autumn and winter plan 2021 (to be issued before the end of term)</p> <p>Video message completed</p> <p>Outbreak situation additional actions Follow outbreak management plan.</p> <p>Dec 21 update to parents</p>	<p>SLT</p> <p>CG</p> <p>CG</p>	<p>17/12/21</p> <p>23/7/21</p> <p>17/12/21</p>	

			<p>Control measures and contingency plan to be updated with new info. Inform parents</p> <p>Continue strong messaging around symptoms and when to isolate As in a situation of high community transmission we are running with our outbreak management plan. We also:</p> <ul style="list-style-type: none"> • requested to LFT before the start of term • where there is a case within the family we ask that you keep your children off whilst you complete a PCR test. Daily LFT for 7 days (parents can be proxy of this). If not self-isolate for 10 days. 	Palatine Community	ongoing	
Governance: Including communication and consultation		Please see previous risk assessments. Control measures no longer apply.	<p>Governing Body meeting schedule complete for school year 2021-2 adopting a hybrid model.</p> <p>If outbreak then outbreak management plan would operate and we would revert to all previous control measures temporarily.</p> <p>All full GB meetings continue on zoom LFT before visits</p>	CG Governors	15/7/21 17/12/21	
Section 1 – Minimising the risk of coronavirus within the school setting						

Risk Assessment	<p>Will there be full consultation with union reps and staff on the revised risk assessments for Step 4 in September 2021? Will the finished risk assessment be circulated to all staff and published on the school website?</p>	<p>Please see previous risk assessments.</p>	<p>Union consultation of RA (after outlining plan in staff meeting to provide staff with opportunity to ask questions) Outbreak situation additional actions Follow outbreak management plan. Hold planned update union meeting and discuss plans</p>	<p>CG/JM/JD/ JS</p> <p>CG/JM/JD/ JS</p>	<p>23/7/21</p> <p>19 Nov 2021</p>	
Protective Measures: Prevention						
What settings should do in response to a suspected case of COVID 19/ there is a confirmed case of COVID 19	<ul style="list-style-type: none"> • Will everyone in school community be informed and reminded not to come into school if they have COVID symptoms or have tested positive in the last 10 days and to self-isolate for 10 days and arrange to be tested if they develop symptoms? • Will a system be adopted and publicised for anyone who develops COVID 19 symptoms to be sent home or collected ASAP by parents/ carers and for all staff and students to be reminded to wash or sanitise their hands if they have come into contact with them? • Will arrangements be in place for children awaiting collection to be kept isolated in a room with closed doors and open window and separate bathroom available (including when more than one child is awaiting collection?) • Will these areas be cleaned afterwards to reduce the risk of infection to others, and has it been agreed by whom? • Will PPE always be available for members of staff tasked with supporting children in 	<p>Please see previous risk assessments. Control measures still apply.</p>	<ul style="list-style-type: none"> • School will no longer need to do contact tracing although we are notifying close contacts and the school community of cases • Pupils, students, staff and other adults should follow public health advice on when to self isolate and what to do https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ <ul style="list-style-type: none"> • They should not come into school if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine or have a positive test • If anyone in our setting develops COVID-19 symptoms, however mild, we will send 			

	<p>these circumstances and will they be trained in its safe use and disposal?</p> <ul style="list-style-type: none"> • Can an assurance be given that all necessary information about potential outbreaks will be treated as urgent and shared with staff as required? 		<p>them home and they should follow public health advice.</p> <ul style="list-style-type: none"> • If a pupil is awaiting collection, they will be taken to the medical meeting room or outside (if weather permits) A window will be opened for fresh air ventilation if possible. Appropriate PPE will be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left. The household (including any siblings) should follow the PHE stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. • Individuals identified as close contacts of a suspected or confirmed case of the Omicron variant will need to self-isolate immediately and book a PCR test. Further actions may be advised by a local incident management team (IMT) which we will follow 			
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			<ul style="list-style-type: none"> At start of term all situations where there is a case within the family group will be asked to self-isolate until a negative PCR test and to do LFT tests for 7 days 			
Cleaning hands	<p>Are measures in place with sufficient time allocated for pupils and staff to clean their hands (with soap and warm running water or sanitiser) when they arrive at school, return from breaks, change rooms and before and after eating?</p> <p>Will mid - session breaks be long enough to allow hand washing for all students and staff?</p> <p>Will lunch breaks be long enough to allow hand washing as well as eating and drinking?</p> <p>How many additional hand washing or sanitising locations will be needed?</p> <p>Will soap, warm water and sanitiser be available at all times?</p> <p>Are satisfactory arrangements proposed to avoid overcrowding particularly when pupils are gathering to wash or sanitise their hands?</p> <p>How will the school ensure that young pupils and those with complex needs can be assisted and that sanitiser isn't ingested or misused in other ways?</p> <p>What additional signage will be needed to promote and support regular and routine hand washing/ sanitising?</p> <p>How will this routine be embedded into the day?</p> <p>How will support be given to pupils who cannot wash their hands independently?</p>	Please see previous risk assessments. All control measures still apply.	<p>Frequent handwashing is regular practice. All previous control measures in this area still apply.</p> <p>Reminder to staff to continue with the teaching of messages: "hands, face, space", "catch it, bin it kill it" & handwashing.</p> <p>Office team will create new signs recognising that signs that have been up for a while become like wallpaper and we want to catch people's attention again.</p> <p>Outbreak situation additional actions Follow outbreak management plan.</p> <p>Office team will create new signs recognising that signs again including about cleaning and wearing face masks.</p>	<p>Teaching staff</p> <p>JM / office</p>	<p>10/9/21</p> <p>3/9/21</p>	

<p>Good respiratory hygiene</p>	<p>Will pupils be regularly reminded to catch their coughs and sneezes with a tissues or elbow? Will the catch it, bin it, kill it approach with early years children? Will windows be kept open at all possible times to aid ventilation? Will doors be kept open where possible to aid ventilation? What arrangements are in place to keep every classroom and other work area supplied with tissues at all times? Will lidded bins with double bagging be available in every classroom and work area? Will emptying and sanitising bins regularly and for keeping bin contents in a secure area prior to collection? Will there be paper towels and bins provided in every toilet/ washroom area and hot air hand dryers disconnected?</p>	<p>Please see previous risk assessments. All control measures still apply</p>	<p>Reminder to staff to continue with the teaching of messages: “hands, face, space”, “catch it, bin it kill it” & handwashing. Familiarisation with adult mask wearing undertaken and social stories created by teachers to aid understanding.</p> <p>Updated Social stories and SAPS resources to be provided to support staff in teaching these messages again and ongoing.</p> <p>Ventilation to continue with open windows and where appropriate and within fire regulations doors.</p>	<p>Teaching staff</p> <p>CH</p> <p>TL</p>	<p>10/9/21</p> <p>5/9/21</p> <p>Ongoing as part of daily opening procedures</p>	
<p>Enhanced cleaning and keeping safe procedures</p>	<p>Have additional cleaning requirements been agreed and discussed with cleaning contractors and staff? How will adequate cleaning be managed between groups of children? Have procedures and processes for cleaning during the day been reviewed and revised with a particular focus on touch points, furniture, door handles, toilets, play equipment and apparatus.</p>	<p>Please see previous risk assessments. Some control measures still apply.</p>	<p>School housekeeper will continue to clean toilets, touchpoints and kitchen areas twice daily.</p> <p>All rotas specify cleaning between use except climbing wall where instruction is to sanitise before and after. Shared with staff at staff meeting.</p> <p>Cleaning products in staff rooms staff to wipe down area used on exit.</p>	<p>NT</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Shared 21/7/21 Ongoing action from staff</p> <p>Shared 21/7/21</p>	

	<p>With regards to cleaning during the day including playground equipment – how has this been scheduled and who is responsible for this?</p> <p>What is the revised cleaning regime?</p> <p>How will you source additional/ increased cleaning products?</p> <p>How might increased use or frequency of use of chemicals lead to staff/ children having a greater tolerance?</p> <p>Will cleaning arrangements be extended to cope with the increased numbers of staff and pupils in attendance in September?</p>		<p>If outbreak then outbreak management plan would operate and we would revert to all previous control measures temporarily as required.</p>		<p>Ongoing action from staff</p>	
<p>Social distancing: Grouping children</p>	<p>How will you organise pupils to reduce contact between people as much as possible, so children, young people and staff where possible only mix in a small consistent group or bubble?</p> <p>How have we planned to support those with SEND who will need specific help and preparation for any changes to routine, planning to meet their needs?</p> <p>What size groupings can be managed effectively in this setting, considering the availability of rooms and appropriate learning spaces?</p> <p>Do the class sizes take into account DFE guidance?</p>	<p>Please see previous risk assessments. Control measures no longer apply.</p>	<p>The use of bubbles is no longer recommended. However because of the size of the school and our learning through Covid reduction in numbers using given facilities at any one time is supportive of our pupils learning and will remain in place.</p> <p>Assemblies will remain on zoom until February half term unless cases drop considerably as this is identified as an unnecessary risk.</p> <p>Outbreak situation additional actions Follow outbreak management plan.</p>	<p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Dec 21 +</p>	

	<p>How will you consider separation of childrens personal items i.e bags and coats and how will you label areas to avoid unnecessary contact with the belongings of others?</p> <p>with social distancing from September reducing to a metre, how do we action?</p>		<p>Follow outbreak management plan in January and February 2022 (review at half term)</p> <p>Assemblies remain on zoom and no mixing of classes except in dining hall and outside, in split shifts to reduce infection.</p> <p>SLT to have identified bubbles so we have the information available for contact tracing.</p> <p>Because of high community transmission we will follow our outbreak management plan would operate and we would revert to all previous control measures temporarily.</p> <p>We have reverted to:</p> <ul style="list-style-type: none"> • packed lunches in class for classes this is possible for • Initially bubble classes that have more than one case. In those classes children will have reduced access to school facilities and eat in class • We will encourage parents to bring children in and where not possible encourage children to wear face masks on transport • Staff in impacted classes to undertake daily LFT tests whilst 	<p>Jan + Feb 2022</p>	
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			<p>waiting for PCR test and do this for 7 days</p> <ul style="list-style-type: none"> • Pupils or their parents as proxy's will also be encouraged to do this 			
Social distancing: measures in classroom	<p>How will we ensure social distancing guidance is adopted and monitored?</p> <p>How will we support pupils with SEND and EAL to understand social distancing when in school?</p> <p>How will children be helped to develop the skills of independently social distancing?</p>	Please see previous risk assessments. Control measures no longer apply.	Social distancing measures no longer in operation. However teaching on personal space is important for our pupils in regards to their understanding of societal norms / personal safety and in order to self-regulate.			
Social distancing: measures elsewhere	<p>Have infection control measures been communicated to staff, visitors and governors and is this information accessible?</p>	Please see previous risk assessments. Control measures no longer apply.	<p>No longer applicable.</p> <p>However to support teachers wellbeing PPA can be taken at home or in the PPA room.</p> <p>Cleaning products will be available for staff to wipe down areas after use.</p> <p>Outbreak situation additional actions Follow outbreak management plan. Outbreak management plan: zoom staff meetings and social distancing in staffroom in place. Outbreak bubble classes do not use staffroom and access hot drinks in conference room. Encourage staff to eat lunch in the car if they have one</p>		Dec 21 Jan + Feb 2022	

			Put gaps back into staff and PPA room PPA to be taken at home – staff to be prepared to come in should staffing require it			
Social distancing: arrival and departure	<p>How will families be supported with the same or adjusted start and end times to the school day?</p> <p>How will start and end times impact on school specific transport?</p> <p>How will parents be helped to social distance when they are dropping off and collecting children, including signage and surveillance of social distancing to ensure safeguarding of pupils?</p> <p>How will social distancing be enforced?</p> <p>How many additional staff will be needed to oversee drop off and pick up?</p> <p>How can the different entrances on the school site be used to support the arrangements without compromising the security of the building?</p>	Please see previous risk assessments. Control measures no longer apply.	<p>No longer applicable. However our learning for our community through this is that staggered arrival and departure is better for the children so will remain in place but with less distance between time slots.</p> <p>Updated arrival and departure sent to transport.</p> <p>Parents notified.</p> <p>Outbreak bubble classes to have separate arrival and departure plans</p>	<p>KD</p> <p>CG / office</p> <p>Outbreak bubbles</p>	<p>16/7/21</p> <p>23/7/21</p> <p>Dec 21 + Jan & Feb 22</p>	
Use of facilities and resources	What learning would be best planned outdoors and where?	Please see previous risk assessments. Control	Facilities timetable prepared for new term that provides appropriate access to meet children’s needs within EHCPs.	NB	23.7.21	

	<p>How will you arrange to use halls, dining areas and internal and external sports facilities for lunch and exercise? What specialist facilities need risk assessments, including considering ventilation and cleaning? How possible is it to effectively clean facilities such as soft play/ ball after each group? What will be the impact of not using these rooms on pupil's self-regulation if they are not safe to use? What other areas can be used to promote self-regulation? Are there any standard site manager checks that need to be undertaken? What signage is there around buildings to ensure safe operations and social distancing? How will external access from classrooms be managed? What soft furnishings will need to be removed? What will be the plan for managing outdoor play equipment? How can the timetable be planned to avoid unnecessary circulation? Will corridors be marked for left and right or one way systems put in place for social distancing? Will assemblies be appropriate? If so in what groupings? How will they be managed safely?</p>	<p>measures no longer apply.</p>	<p>Ventilation: we will continue with open windows in all rooms and doors when possible.</p> <p>All rotas specify cleaning between use except climbing wall where instruction is to sanitise before and after. Shared with staff at staff meeting.</p> <p>Remind staff to clean.</p>	<p>Staff</p>	<p>Ongoing</p>	
<p>Buildings, facilities and resources</p>	<p>Has a health and safety check been undertaken of any parts of the grounds/ building that have been closed during partial closure?</p> <p>Have all systems been checked to be fully working and operating as normal, especially buildings which may have been unoccupied?</p>	<p>Please see previous risk assessments. Usual health and safety risk assessments all still apply.</p>	<p>Office team will create new signs recognising that signs that have been up for a while become like wallpaper and we want to catch people's attention again.</p> <p>Outbreak situation additional actions Follow outbreak management plan.</p>	<p>JM/Office</p>	<p>5/9/21</p>	

	<p>Have fire safety and alarm systems, emergency lights been checked to be fully operations and all fire doors?</p> <p>Has the site been prepared for increased pupil access including displaying suitably accessible information and posters for parents/ carers/ visitors and pupils in welcome areas for example the government guidelines for handwashing and social distancing?</p> <p>Have arrangements for any contractors been communicated including social distancing measures and signage?</p> <p>Will doors be kept open where possible to aid ventilation?</p> <p>Will there be different processes for dealing with waster suspected to be infected?</p>		<p>Issue new signage including posters about wearing masks</p>			
<p>PPE</p>	<p>Ensure that staff have clear guidance on the use of PPE if there is a need to change children</p> <p>Has the guidance regarding use of PPE in schools been followed? (most staff in education will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain 2 metres distance from others. PPE is only needed in a very small number of cases)</p> <p>Will appropriate PPE be provided for staff where there is an increased risk (i.e. through supporting pupils who can't control their</p>	<p>Please see previous risk assessments. All control measures still apply.</p>	<p>Most staff in school will not require PPE beyond what they would normally need for their work. If a pupil or student already has routine care needs that involve the use of PPE, the same PPE will continue to be used. Additional PPE for COVID-19 is only required in a very limited number of scenarios, for example, when performing aerosol generating procedures (AGPs). The guidance on the use of PPE in education, childcare and children's social care settings provides more</p>	<p>FH</p>	<p>4/9/21</p>	

	communicated to all staff, students, visitors and parents?		Follow outbreak management plan.			
Section 2: School operations						
Transport	<p>How will we encourage parents and pupils to walk or cycle where possible particularly those within a 2 mile distance of the school?</p> <p>Have we been able to advise parents of safer travel guidelines?</p> <p>Have we reviewed the risk assessments of pupils on transport and considerations for increasing numbers of pupils?</p>	Please see previous risk assessments. Control measures no longer apply.	<p>However our learning for our community through this is that staggered arrival and departure is better for the children so will remain in place but with less distance between time slots.</p> <p>Updated arrival and departure sent to transport.</p> <p>Advice walking and face coverings on public transport in the newsletter as it says they are recommended.</p>	KD	16.7.21	
Attendance	<p>Have we planned that all children are expected to attend school full time from September 2021 and that attendance and visitors should be recorded and reported as would be usual to do so?</p> <p>Are parents aware that the usual rules on school attendance apply including:</p> <ul style="list-style-type: none"> • Parents duty to secure that their child attends regularly • Schools responsibilities to record attendance and follow up absence • The availability to issue sanctions, including fixed penalty notices in line with local authorities codes of conduct. 	Please see previous risk assessments. Control measures still apply.	<p>Attendance Expectations set out in end of term newsletter.</p> <p>Reminder will be sent to families of PA before the start of the term.</p>	KD	23.7.21 4/9/21	

	<p>Have we considered arrangements for pupils who are shielding or self – isolating?</p> <p>Have we considered that those who remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school?</p> <p>Who is identified as following up on non-attendance?</p>					
<p>At risk and vulnerable pupils</p>	<p>Has the process also included risks assessments for individual pupils identified as at greater risk, including users of wheelchairs and other physical aids?</p>	<p>Please see previous risk assessments.</p>	<p>There are some groups of children and young people who are at higher risk of severe illness from COVID-19. This group of people have been told directly by their GP or hospital clinician, or have received a letter, confirming that they are clinically extremely vulnerable (CEV). We no longer advise those who are CEV to shield. See guidance on who is at higher risk from COVID-19, and protecting people who are clinically extremely vulnerable. All CEV pupils and students should attend their setting unless they are one of the very small number of pupils under paediatric or other specialist care and their GP or clinician has advised them not to attend. Pupils and students who live with someone who is CEV should continue to attend their education setting as normal. Where a pupil or student is unable to attend their education setting because they are</p>			

			<p>complying with clinical or public health advice, we expect education settings to be able to offer them access to high quality remote education. Where pupils who are self-isolating are within our definition of vulnerable, it is important that you put systems in place to keep in contact with them and regularly check if they are accessing remote education. You should notify their social worker (if they have one) and agree the best way to maintain contact and offer support.</p> <p>Children and young people previously considered CEV should attend school or college and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Attendance is mandatory and we will work collaboratively with any families who are anxious to reassure them and to help their child attend their everyday activities. Discussions should have a collaborative approach, focusing on the welfare of the child or young person and responding to the concerns of the parent, carer or young person.</p>	SLT	Dec 21	
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			<p>We will follow the further information which is available in the guidance on supporting pupils at school with medical conditions.</p> <p>Where pupils who are self-isolating due to clinical or public health advice are within our definition of vulnerable we will use our systems in place to keep in contact with them, particularly if they have a social worker. Some children may be vulnerable who are not officially in statutory systems we will support any children who we believe may have challenging circumstances at home. When a vulnerable pupil is asked to self-isolate, we will:</p> <ul style="list-style-type: none"> ● notify their social worker (if they have one) ● agree with the social worker, the best way to maintain contact and offer support <p>We will:</p> <ul style="list-style-type: none"> ● check if a vulnerable pupil is able to access remote education support ● support them to access it (as far as possible) ● regularly check if they are accessing remote education ● keep in contact with them to check their wellbeing and refer onto 	SLT/DSL	Dec 21	
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			other services if additional support is needed.			
Staff workforce	<p>Has the process included risks assessments for individual staff at greater risk for example men, new mothers, older staff, disabled staff and black staff? Will the risk assessment be undertaken by a 'competent person' as defined by the management of health and safety at work regulations 1999?</p> <p>What plans are in place for covering staff who are absent or sick?</p> <p>Have the governors been consulted on staffing plans for full opening?</p> <p>Are there pupils who require specific staffing to deliver provision in their EHCP?</p> <p>How will PPA be managed fairly and transparently?</p> <p>What expectations will there be of staff when they are on site?</p> <p>What expectations will there be on staff who are off site? How will this be clearly communicated?</p> <p>Is there specific support/ training that individual staff groups will require for full re-opening?</p>	Vaccination offered and link provided in February 2021. Many staff have been double vaccinated.	<p>Clinically extremely vulnerable (CEV) people are no longer advised to shield, but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff in education settings who are CEV should currently attend their place of work if they cannot work from home.</p> <p>We will encourage vaccine take up and enable staff to attend vaccine appointments.</p> <p>Outbreak situation additional actions Follow outbreak management plan.</p> <p>All CEV staff to be encouraged to update risk assessments.</p> <p>All staff to be encouraged to take up boosters (letter of support can be provided)</p> <p>If staff are close contacts advise them to take a PCR test and daily LFT whilst waiting for the result and for 7 days.</p>			

	<p>How will any planned INSET be delivered to ensure that controls and protective measures are adhered to?</p> <p>What staff support or development will be required for full opening? How will you use staff training/ INSET days to ensure all staff understand expectations of changes to school organisation, key priorities and curriculum approaches?</p> <p>How have you identified the development needs of your staff team as a result to school partial closure? What will be the autumn term professional development plan to address there?</p> <p>What administrative support will be needed? How will this be organised?</p>					
<p>Staff wellbeing</p>	<p>What steps will be needed to maintain staff wellbeing?</p> <p>How will you reassure staff that their wellbeing is being taken into consideration? Do previously shielded staff need an individual risk assessment before returning? Can staff who are anxious be offered an opportunity to come into the building before the pupils return to get over the initial hurdle?</p> <p>How will the governors look after the wellbeing of head teachers and other senior leaders if governing remotely?</p>	<p>Please see previous risk assessments.</p>	<p>Autonomy</p> <ul style="list-style-type: none"> • Staff have been given online medical training which can be completed before September, this means there will be extra time on the inset days to spend in class. • Teachers will have the ARA for 2021-22 at the end of the year, this will give staff time to plan and manage their workload over the year. • Staff have opportunities to sign up for wellbeing buddies <p>Competence</p>	<p>SMS & wellbeing team</p>	<p>Ongoing</p>	

	<p>The DSL and pastoral leads may have additional responsibilities – how can they be supported in these?</p> <p>Consider how newly returning staff who have not been part of the rota in the summer term will be supported to process and share their experiences during the lockdown period and plan for how those that require wellbeing support will receive it. Consider smaller communities within the wider staff team.</p> <p>Do colleagues from the BAME community need an individual risk assessment?</p> <p>How do black and Asian members of staff feel about the conversations about race that have been happening globally? Does this have an impact on their wellbeing on returning to work? How will SLT prevent unconscious or conscious bias and micro aggressions from the school community re-triggering anxieties and past lived experiences?</p> <p>How will you support and encourage white staff to reflect and on their role in the school becoming an anti-racist community. How will they be supported and encouraged to speak up when overt or subliminal racism occurs whether a person of colour is in the room or not?</p> <p>Has the school agreed to conduct a workload impact assessment which addresses the level of staff workload and working time demands</p>		<ul style="list-style-type: none"> • The induction handbook for new staff is now a video, making it more accessible · • Compulsory induction training has been shared with the agency to ensure staff are starting with basic knowledge of safeguarding and certain medical conditions • Training on September inset days will cover training in specific medical procedures, de-escalation, PACE, school values. Some training will also be run in the summer holidays to ensure staff are prepared for starting in September. Staff who undertake training in the holidays will be able to take a day in lieu, booked in advance. <p>Relatedness</p> <ul style="list-style-type: none"> • Staff wellbeing will be a focus on the September inset day • The staff wellbeing buddy system will be opt in • Wellbeing drop ins will be run by staff who have completed the Mental Health Awareness training, these staff will have supervision following their drop in sessions On inset days there will be periods of time for class teams to work together · 			
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	in the light of proposed working arrangements in September?		<ul style="list-style-type: none"> Online equality and diversity training is now compulsory as part of induction. Our work on diversity will be ongoing throughout 21-22 			
Peripatetic Staff professionals	How will visitors to the school be supported to understand the requirements of the school regarding processes/ procedures and social distancing?	Please see previous risk assessments.	<p>Specialists, therapists and other health professionals who support children and young people with SEND (for example speech and language therapists, physiotherapists, occupational therapists, educational psychologists and specialist teachers), will provide interventions as usual.</p> <p>Where children and young people with EHC plans are not attending their education setting because they are following public health advice, multi-agency professionals will collaborate to agree how to meet their duties to deliver the provision set out in the EHC plan. This may include face-to-face visits to the home, or virtual support by means of video or telephone calls, or via email.</p> <p>Bubble signs to be used on doors of covid outbreak classes to warn peripatetic professionals not to enter</p>	FH and MDT	Ongoing	
				FH and MDT	Ongoing	
					Dec 21 + Jan & Feb 22	
Other visitors to school	How will visitors to the school be supported to understand the requirements of the school regarding processes/ procedures and social distancing?	Please see previous risk assessments.	Other visitors will be welcome to school in September. Evidence of negative LFT will be required.	Office staff & visitors	ongoing	

			<p>If outbreak then outbreak management plan would operate and we would revert to all previous control measures temporarily.</p> <p>Outbreak situation additional actions Follow outbreak management plan.</p>			
ITT and NQT	<p>Can you consider allocating any new September starters with a buddy member of your current staff to maintain occasional casual contact so they are able to keep abreast of what is happening in your school?</p> <p>How will you ensure that communication around teaching arrangements, organisation, planning and restarting are conveyed to and understood by NQT's starting or extending in September?</p> <p>What information does the NQT need to know about curriculum provision for the autumn term and curriculum adaptations with assessment modifications made in relation to potential gaps in pupils learning?</p> <p>How will you ensure that the NQT induction process is followed/continues in the new arrangements? How will the NQT be supported, coached and mentored given COVID risk assessments and bubbles.</p>	Please see previous risk assessments.	ITT will continue.	EMc	Ongoing	

<p>Suppliers</p>	<p>Catering staff: How will I fit so many pupils in my dining hall safely, observing social distancing measure? What will pupils need to know prior to going into the dining hall? Is the layout of the dining hall sufficient to do what can be done to reduce social distancing and to increase good hygiene practises? Has the guidance about the dining hall area and meal service been taking into account including: Physical barriers between catering staff and pupils, ensuring doors to dining spaces are open, reducing contact of pupils are the counter, reducing queuing at the counter by collecting pudding at the same time, removal of self-serve points, appropriate PPE made available, clearing and exiting the dining hall.</p>	<p>Please see previous risk assessments.</p>	<p>Learning from Covid has shown reduced numbers in the lunch hall supports our pupils. Therefore, lunch will continue in two sittings with as much space as possible between. Some pupils will continue to eat in the classroom. Outbreak situation additional actions Follow outbreak management plan. All packed lunches in classrooms as possible Bubble classes to eat in classroom and be isolated in class Use play facilities separately and wipe down after use.</p>			
<p>Educational visits and extra curricula provision</p>	<p>How have provisions been made to support pupils to access educational visits and extra curricula provision?</p>	<p>Please see previous risk assessments.</p>	<p>Educational visits can resume. As a sensible precaution we will plan only outdoor visits until October half term. All trips to be covid risk assessed.</p>	<p>Staff teams</p>	<p>Ongoing until Oct half term</p>	
<p>Safeguarding</p>	<p>Have school systems ensured the following with regards to safeguarding?</p>	<p>Please see previous risk assessments.</p>	<p>Adherence to statutory duties as outlined in KCSIE 2021 in place</p>	<p>FH & CH</p>	<p>3/9/21</p>	

	<p>Ensure adherence to statutory duties as outlined in KCSIE 2021 commences from 1st September 2021.</p> <p>Ensure current Child Protection Policy is compliant with new KCSIE effective from 1st Sept 2021 and reflects any changes in practice due to September patterns of opening (COVID19).</p> <p>A review of safeguarding processes and how they are supporting all children, their DSL, and adapting to changes in line with DfE and local guidance.</p> <p>Ensure that the governing board fulfil its safeguarding duties during this period with regular contact and communication with DSLs.</p> <p>Ensure that updated safeguarding practice remains fit for purpose through regular, dynamic review to test systems are fit for purpose.</p> <p>Review the school's first day absence procedures and practice to ensure it is fit for purpose, identifying individual pupils and families of concern and leading to effective action.</p> <p>Ensure that all staff are fully aware of how to respond to any safeguarding disclosures and provide training where there is any doubt or where staff have been absent from school for an extended period.</p> <p>Continue to ensure that only suitably trained people are on site and appropriate staff training is arranged. Any business-critical visitors to school should follow health and safety guidance in line with school's dynamic risk assessment for Covid-19.</p>		<p>Child Protection Policy in place.</p> <p>As per current policy DSL team to alert SW where children are self-isolating</p> <p>When children are self-isolating and are entitled to FSM school will arrange supply of a packed lunch service from the local authority.</p> <p>If a child eligible for FSM is asked to isolate this will also be supplied to the families.</p>	<p>FH & CH</p> <p>KD</p> <p>KD</p>	<p>3/9/21</p> <p>Ongoing</p> <p>Ongoing</p>	
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	<p>Review safer recruitment / issues relating to movement of staff and ensure KCSIE 2021 is followed and HR advice is taken where necessary.</p> <p>Ensure the schools single central record SCR is maintained and updated with any staff changes.</p> <p>Review parental/carer contact information to ensure that only 'known' adults are identified at drop off/collection times enabling school personnel to oversee and control handover effectively.</p> <p>All staff must challenge any one on site they do not recognise – especially if school are implementing staggered drop off and/or collection times.</p> <p>Review online safety considerations in and out of school and communicate effectively to all parents.</p> <p>Ensure school have a clear process of dynamic risk assessment, monitoring and recording in place for all three groups of vulnerable children who are not attending.</p> <p>Ensure that child protection records for children returning to school are reviewed for the following:</p> <ul style="list-style-type: none"> • Voice of that child has been clearly heard at the earliest opportunity. • Details of discussion with other professionals is clearly recorded • A review of information and consideration whether any referrals / escalation / challenge to other professionals is required. <p>Ensure there are enough numbers of designated safeguarding leads and deputies</p>					
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	<p>available to support staff and manage any disclosures which may well see an increase as children return to school.</p> <p>Ensure DSL has adequate protected time to carry out role and duties effectively. Senior leaders and governors must regularly check on DSL capacity and wellbeing.</p> <p>Consider contingency planning to increase DSL capacity and maintain network of safeguarding support with other local schools. Be clear about how providing a safe space for children to share concerns maintains both confidentiality and safe distancing protocols. Providing a safe space for as long as needed to enable children to share any worries and for staff to recognise that worries, thoughts and feelings may present in different ways, especially for EAL pupils and/or pupils with SEND.</p> <p>Consider the ongoing effectiveness of communication with all parents as schools re-start and during the gradual return of pupils, especially those hard to reach families. Be assured that all children know trusted adults in school who they can talk to with any worries / concerns.</p>					
<p>Safeguarding: Support for vulnerable families</p>	<p>Some parents will be anxious about sending their child back to school in September 21. How will we work with them to encourage them that all risks have been mitigated?</p> <p>What resources do you have available to support families with issues such as bereavement advice, educational psychology services, family liaison services and other</p>	<p>Please see previous risk assessments. All control measures still apply.</p>	<ul style="list-style-type: none"> • Adherence to statutory duties as outlined in KCSIE 2021 in place • Child Protection Policy (has been updated to reflect new arrangements). 			

	<p>appropriate telephone lines for parents and carers?</p> <p>Has consideration been given to families that have lost significant income and may not be able to pay for equipment and uniform?</p> <p>Have individual risk assessments for vulnerable pupils been accessible, collaborative and inclusive?</p> <p>Where a child is not attending, is there regular contact from the school and oversight through DSL ensuring all referrals are made for children who are vulnerable to social care, early help and other safeguarding professionals.</p> <p>Which member of staff will be the single point of contact for parents and how is this communicated to parents?</p>		<ul style="list-style-type: none"> As per current policy DSL team to alert SW where children are shielding or self-isolating Continue with safeguarding spotlight in weekly communication <p>Information will be sent out prior to the end of the summer term 2021 to support parents in understanding the control measures in place at Palatine</p> <p>Ongoing: 2 DSLs and 2 deputy DSLs all trained so there is capacity in the system to cover cases of covid. Weekly casework supervision to continue via zoom.</p>	DSL team	Dec 21 + Jan & Feb 22	
CLA	Is the school aware that the virtual school has a statutory duty to monitor the attendance of children looked after?	Please see previous risk assessments. All control measures still apply.				
Operating a school day						
Staggered lunch and play	How many children can safely play on the site while supported to socially distance?	Please see previous risk assessments. Control measures no longer apply.	Learning from Covid has shown reduced numbers in the lunch hall supports our pupils. Therefore, lunch will continue in two sittings with as much space as possible between.			

<p>Breaks and playtimes</p>	<p>What adult supervision arrangements are in place to monitor group crowding and social distancing measures?</p> <p>Will staggered breaks be needed?</p> <p>How will the outdoor space be organised into zones to support safe play?</p> <p>Where and How will the children eat their lunch to ensure social distancing?</p> <p>Will they be in the usual hall/ canteen or will they need to use classrooms? Who will clean the floor and tables after lunch if it is class based?</p> <p>How will children be supervised at lunchtimes and to maintain social distance?</p> <p>How will teacher breaks be facilitated?</p> <p>What protocols are in place for safe feeding?</p>		<p>Some pupils will continue to eat in the classroom.</p> <p>Classes to follow new timetables for break and lunch play – September 2021, these ensure not all pupils access the playground at the same time.</p> <p>Outbreak situation additional actions Follow outbreak management plan.</p> <ul style="list-style-type: none"> • Class with two or more cases bubbles • Eat in class • Use play facilities separately and wipe down afterwards • Only uses allocated space • Parents encouraged to drop off and pick up at separate time Or if not possible to provide mask on transport and attempt daily LFT 			
<p>Wet Weather plans</p>	<p>How will plans be amended to take account of weather conditions?</p>	<p>Please see previous risk assessments.</p>	<p>Wet weather break to be in classrooms.</p>			
<p>Use of toilets</p>	<p>How will we ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time?</p>	<p>Please see previous risk assessments. Control measures still apply.</p>	<p>Learning from Covid has shown reduced numbers in community facilities supports learning and behaviours. With increased numbers in school, we will continue to allocate toilets to class groups. Class groups to follow plans.</p> <p>Outbreak situation additional actions</p>			

			Follow outbreak management plan. Class in bubble issued with a fogger to clean touchpoints (including toilet seats after use).			
Staff breaks	<p>Will staff have staggered breaks?</p> <p>Is the staff room big enough to socially distance is? Will a plan need to be made for use of the staff room and kitchen facilities?</p>	Please see previous risk assessments. Some control measures still apply.	<p>New classrooms will be in operation because of increased numbers of pupils in school. Staff will continue to be expected to clean down the area they have been sitting in on leaving.</p> <p>Outbreak situation additional actions Follow outbreak management plan. Encourage staff who can to take breaks in their car (Use lidded cups to get a warm drink).</p> <p>Social distancing in staffroom. Staff encouraged to use cars. Additional hot drink facilities for staff working within an outbreak bubble.</p>	All staff	19.11.21	
Evacuation procedures	<p>Does the evacuation plan cater for any changes in how school premises are used?</p> <p>Are fire marshalls clear on what areas need to be checked in the event of a fire?</p> <p>Is there a practise scheduled so all children and staff are familiar with what they need to do?</p>	Please see previous risk assessments. Covid control measures no longer apply. Usual health and safety risk assessments still apply.	Evacuation plans have been updated because of the new buildings. They have been and amended for autumn term once new build complete and drill completed.	JM	18.9.21	
Medical Procedures: Usual in school systems	Have resuscitation measures been reviewed in line with COVID and understanding that the risk of needing resuscitation may be greater than the risk of contracting COVID 19 and therefore should be carried out?	Please see previous risk assessments.	Most staff in schools and colleges will not require PPE beyond what they would normally need for their work. If a pupil or student already has routine care needs that involve the use of PPE,	FH (Requested JM to order a few more	Sept 21 Dec 21	

	<p>Are procedures to administer first aid and maintain social distancing clear? Has training or instruction been provided for this where necessary?</p> <p>Have staff trained to administer epilepsy rescue medication been trained in putting on and then carefully removing PPE before these pupils return to school?</p>		<p>the same PPE should continue to be used. Resuscitation to be carried out as required using face shield if available.</p> <p>First aid to be carried out as usual – within own class groupings were possible. If a first aider from another class provides support then face masks/aprons/gloves should be worn.</p> <p>Additional PPE for COVID-19 is only required in a very limited number of scenarios, for example, when performing aerosol generating procedures (AGPs). Separate risk assessment written for specific pupil JW.</p> <p>Staff needing to administer epilepsy rescue medication have been provided with individual PPE packs in pupils orange bags along with information about donning/doffing PPE.</p>	<p>resuscitation on face shields)</p> <p>FH</p> <p>FH</p>	<p>Dec 21</p> <p>Sept 21</p>	
<p>Medical Procedures: Covid related</p>	<p>What specific arrangements have been put into place to support those who are displaying symptoms of COVID?</p> <p>How is the school equipped to manage the medical needs of pupils alongside those that are COVID related?</p>	<p>Please see previous risk assessments. All control measures still apply.</p>	<p>Please see previous risk assessments. All control measures still apply.</p> <p>Special school staff have been offered vaccination. Vast majority of staff are double vaccinated.</p> <p>LFD testing for staff will continue until the end of September as per guidance.</p>			

			<p>This is completed at home. Protocols provided will be adhered to.</p> <p>Positive messaging re vaccinations and boosters to continue as advised by HSA</p>		Dec 21	
Section 3: Curriculum, Behaviour and Pastoral Support						
<p>Curriculum planning, content and delivery (including physical education)</p>	<p>Is curriculum time flexible to ensure that there is a broad and balanced curriculum offer? Have school leaders sensitively assessed the pupils social and emotional wellbeing, identifying gaps in their learning and planned for curriculum provision accordingly using a flexible approach?</p> <p>What adaptations have been made to support an effective transition? What plans are there to ensure regular review of need and provision so that all pupils are engaged and can make progress in their learning, feel successful and build confidence?</p> <p>How will settings assess and evaluate pupils wellbeing needs and make provision accordingly?</p> <p>Which aspects of the general curriculum are the most pertinent/ important for your pupils now? And how could these connect and link to further development of provision?</p> <p>Is the re-start provision and wider curriculum diverse and rich enough to teach respect, acceptance and celebration of our global community? Does it encourage pupils to think</p>	<p>Please see previous risk assessments. Control measures still apply.</p>	<p>The Palatine Curriculum continues at school.</p> <p>Home learning for children shielding or self-isolating protocol in operation and available to view on the website. Home learning provision in place and will remain so for the coming year.</p>			

	<p>and learn about people who have different lived experiences to them?</p> <p>Will the school continue with online meetings and keep to a minimum physical meetings in order to reduce transmission and time spent in the school building?</p>					
<p>Therapeutic support, intervention and personalised EHC provision</p>	<p>How will the catch up premium be effectively utilised for those pupils most in need?</p> <p>How is the provision being adapted to ensure that all pupils can access learning and achieve success? For pupils with EHCP's, how will you need to adapt provision specified in their EHCP? How will you communicate this to parents?</p> <p>Does the school intend to resume any breakfast or after school provision? If, will this be done without increasing contact and mixing and without increasing staff workload?</p>	<p>Please see previous risk assessments.</p>	<p>PP strategy in place</p> <p>Safeguarding team will liaise with teachers, MDT, FLO and Learning Mentor to ensure pupils who need therapeutic input at home receive support as required.</p>	<p>DSL team</p>	<p>Ongoing</p>	
<p>Pupil wellbeing and support</p>	<p>Have we considered that many pupils with SEND may struggle with the additional social and sensory load that larger pupil groups that will be a result of the increase in school size. Some may also struggle with the reduction in adult support that they may receive and the change in relationships with staff as the school community grows larger?</p> <p>Have we considered pupils responses and feelings about their return to school after the summer break especially for pupils who had to self-isolate in the last two weeks of term?</p>	<p>Please see previous risk assessments. All control measures still apply.</p>	<p>Autonomy</p> <ul style="list-style-type: none"> Wellbeing training for staff will focus on how staff support children, give choices and dignity in routines and learning. The first week of term teachers will focus on establishing routines and structure and activities to build relationships. <p>Competence</p> <ul style="list-style-type: none"> Children will have opportunities to develop their gross motor skills using the new climbing wall and 			

	<p>What services and provision are in place to support pupils who are anxious or require additional support to come to school?</p> <p>Does the curriculum on returning provide opportunities that:</p> <ul style="list-style-type: none"> -Enable pupils to process and share their experiences during the pandemic so far -Support prosocial behaviours -Raise self-esteem and confidence in learning -Prepare them to return to school after the holidays -provides additional support for pupils who have difficulties processing their experiences during the pandemic so far e.g. some children may have experienced bereavements. <p>What practical activities and provision will you use to support children's return for their mental health and wellbeing?</p>		<p>playground equipment Children in Wolves, Giraffes and Tigers will have offsite swimming</p> <p>Relatedness</p> <ul style="list-style-type: none"> • All staff working with children will have PACE training in September, this will support staff in understanding and being able to use the PACE approach which promotes felt safety for children. • Nurture provision will continue for children who are identified as needing this - • Sunshine Circles training will be delivered to new staff • Social stories and videos for children moving to the new build will be sent home once the building is complete. • Children who have been in isolation for the last week of term have had contact/zoom calls from their class teacher and a virtual end of year celebration 			
<p>Behaviour</p>	<p>Have behaviour policies been updated to reflect new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents?</p> <p>Have school policies been updated to define strict criteria for staff regarding use of positive behaviour management techniques including restraint?</p>	<p>Please see previous risk assessments. All control measures still apply.</p>	<p>Please see previous risk assessments. All control measures still apply</p> <p>Behaviour management in school continues as normal because actions taken are individualised to meet the needs of individual children. Physical intervention is always the last resort.</p>			

	Has the website been updated with new or amended policies where applicable?		Zoom protocols provided to support families in home learning Individualised support provided to families via communication protocols established for those shielding or self-isolating.			
Events	How have you considered planned school events and decided what can or cannot go ahead and how government guidance can be adhered to? What different ways of doing things could you facilitate i.e. filming performances to be watched online by parents? How will any events be managed in line with social distancing guidance?	Please see previous risk assessments. Control measures no longer apply.	Social distancing no longer applies. As a sensible precaution will plan to hold no large scale events prior to October half term. Outbreak situation additional actions Follow outbreak management plan. No large scale events to take place in the autumn term No large scale events in first half term of 2022.		Jan & Feb 22	
Section 4: Assessment and Accountability						
Primary assessment	What processes are in place to support the identifying of gaps in learning and baseline pupils current achievements? Do this ensure there is not an additional workload for classroom staff or create additional pressure to staff for their wellbeing? Will arrangements be in place for limiting the handling of pupil work?	Please see previous risk assessments. All control measures still apply.	Follow government guidance.			
Section 5: Contingency planning for outbreaks						
Remote education support	How will any blended provision enable pupils to engage with and enjoy learning at home, should it be required?	Please see previous risk assessments. All control measures still apply.	Curriculum continues at school and at home. Home learning available for children shielding or self-isolating in place. Website links in place.			

	<p>How will learning content at home mirror/enhance that of learning in school? Will pupils receive the same or similar provision irrespective of location?</p> <p>How will settings continue to gather and use feedback information from remote learning opportunities?</p> <p>Where a pupil with SEND is unable to attend school because they are complying with clinical advise, how equipped are we to be able to immediately offer them access to remote education?</p>		<p>Outbreak management plan ready if required.</p> <p>Home learning plans in place for the coming year.</p>			
Contingency planning	<p>Will there be a system for flagging up deficiencies in the risk assessment and ensuring that changes are introduced?</p> <p>Will the school have an alternative plan in case, for any reason such as renewal of local lockdown, full opening cannot take place at the beginning of September?</p>	<p>Please see previous risk assessments. All control measures still apply.</p>	<p>Please see outbreak management plan.</p>			
Lateral Flow Device Testing of staff	<p>What should we do if staff fail to report?</p> <p>What should we do if there is poor uptake?</p>	<p>Please see previous risk assessments. All control measures still apply.</p>	<p>Provide information to staff prior to the holidays to support following procedure until February.</p> <p>Provide information to new staff on expectation. Including ensuring new staff have Schooling logins.</p> <p>LFT to continue (daily LFT in a bubble class)</p>	<p>CG</p> <p>SMS</p>	<p>17/12/21</p> <p>23/7/21</p>	

			LFT to be completed on Monday 3 rd January by all staff		Notify Dec 17 th 21	
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