

## HIGHLEES PRIMARY SCHOOL

### Covid-19 : Operational Risk Assessment for full opening : September 2020

Relevant gov.uk documents: [Guidance for full opening - schools](#) (2 July 2020)

**Amendments made - 25th November - in purple**

**Amendments made - 01st March - in blue**

System of Controls as defined in gov.uk guidance

#### Prevention:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents
- minimising contact between individuals and maintain social distancing wherever possible
- use of appropriate PPE in specific circumstances
- **Staff to engage in lateral flow testing twice a week - reporting to school and NHS track and trace**
- **All staff to wear masks within communal areas**

#### Response to any infection:

- Engage with NHS Test and Trace process
- Manage confirmed cases of Covid-19 amongst the school community
- Contain any outbreak by following local health protection team advice

- Inform LA of closure of bubbles and number of positive cases
- Communication to parents - in line with recommendation form DFE
- Ensure positive Lateral flow test take PCR test

Activity – Risk assessment for full opening. To be adapted by each Academy to reflect local specifics. Document to be read in conjunction with the TEFAT Full Opening Guidance. This is a dynamic risk assessment and will need to be reviewed by each Academy weekly.			
Hazard	Control measures	Further Actions / school specific	Assessed by school Y/N By whom?
ROUTINE BUILDING RELATED TASKS FOLLOWING PERIOD OF CLOSURE			
<b>Building safety issues</b>	<p><b>Routine checks as would normally be followed after summer closure:</b></p> <ul style="list-style-type: none"> <li>• <b>Legionella</b> flushing, routine temperature testing and appropriate disinfection undertaken if necessary</li> <li>• <b>Fire</b> doors, alarm call points, emergency lighting tested and functional</li> <li>• Site and building <b>safety checks</b></li> <li>• <b>Catering equipment</b> checked and run on full clean cycle</li> </ul>		<p><a href="https://docs.google.com/document/d/11gnr0TAr44E9-YulhzR0qyAQrkYJcVLRWre1t-aYLn/edit">https://docs.google.com/document/d/11gnr0TAr44E9-YulhzR0qyAQrkYJcVLRWre1t-aYLn/edit</a> Completed by MS</p> <p>Completed by MS Completed by MS Completed by Caterlink - discussed at meeting 15/7/20</p> <p><b>Updated by MS</b></p>
<b>Fire safety issues</b>	<ul style="list-style-type: none"> <li>• Pre opening <b>fire safety</b> checks completed (per above)</li> <li>• <b>Fire evacuation</b> procedures reviewed &amp;</li> </ul>		<p><a href="https://docs.google.com/document/d/11gnr0TAr44E9-YulhzR0qyAQrkYJcVLRWre1t-aYLn/edit">https://docs.google.com/document/d/11gnr0TAr44E9-YulhzR0qyAQrkYJcVLRWre1t-aYLn/edit</a></p>

	<p>communicated</p> <ul style="list-style-type: none"> <li>• Fire procedure takes account of propping doors open where appropriate</li> <li>• <b>Fire drills</b> planned &amp; executed</li> <li>• <b>Fire marshalls</b> identified &amp; trained on evacuation strategy</li> </ul>		<p>Completed by MS and shared with all staff on return in September</p> <p>Completed by MS</p> <p>Planned for first two weeks back in September Friday 4th September</p> <p>Regular fire drill in place and record on Trust documentation</p> <p>Fire drill planned W/B 8th March</p>
<b>PRE OPENING ROOM PREPS</b>			
<b>Infection Control</b>	<p>Cleaning and Hygiene</p> <ul style="list-style-type: none"> <li>• Pre opening <b>enhanced clean</b></li> <li>• Take water fountains out of use</li> <li>• <b>Updated TEFAT PPE Policy</b> covering use, specification, disposal and storage of used face masks or coverings.</li> <li>• All staff refresher of PHE PPE video</li> <li>• PPE supplies, in line with TEFAT PPE policy</li> <li>• <b>Visitor sign in</b> arrangements to be reviewed to ensure no shared pen &amp; antiviral wipes for touchscreens</li> <li>• <b>Lidded bins</b> provided across the school and a regime of regularly emptying</li> <li>• Signage displayed in key areas reinforcing <b>handwashing and respiratory hygiene</b></li> </ul>		<p>W/b - 31st August 2020</p> <p>Completed by MS</p> <p>Shared with all staff - Google form completed to acknowledge read and understood by Friday 4th September</p> <p>As above</p> <p>As above</p> <p>Wipes for touch screen - visitors</p> <p>Staff use their fob - no need to touch screen</p> <p>Completed by MS</p> <p>Completed by JS / MS</p>

	<ul style="list-style-type: none"> <li>● <b>QR Code in place for track and trace purposes.</b></li> <li>● <b>Staff are encouraged to wear visors during class time and transition. Parents/ Carers have been requested to wear a mask /visor when dropping / collecting children.</b></li> </ul> <p>Social distancing measures</p> <ul style="list-style-type: none"> <li>● <b>Updated TEFAT Social Distancing Policy</b></li> <li>● Assess spatial restrictions to be applied to office areas to achieve 2m distancing /non facing layouts</li> <li>● Implement <b>arrival and departure arrangements</b> for parents to reduce simultaneous arrivals / departures to site - consider staggered timings, different routes in, parent drop off protocols</li> <li>● Communicate arrangements with staff and parents</li> <li>● Establish <b>visitor control protocol</b> to minimise visits (encourage parents to phone/email with any issues)</li> <li>● Configure <b>reception desk</b> to maintain social distancing. Temporary screen installed where no current provision</li> </ul>	<p>Letter to be sent out</p>	<p>Google form completed to acknowledge read and understood by Friday 4th September Completed by JS/SL/MS</p> <p>Yes - on reopening plan - <a href="https://docs.google.com/document/d/169WLyM4Rk5Ad-pMepWLGtsL1cmH2bFOgg_9G9AO7LYQ/edit">https://docs.google.com/document/d/169WLyM4Rk5Ad-pMepWLGtsL1cmH2bFOgg_9G9AO7LYQ/edit</a> Letters for parents Briefing for staff - 3/9/20</p> <p>Shared with parents in letter - July and again in September</p> <p>Completed by JS/SL/MS</p> <p><b>Arrival and departure times well established.</b></p> <p><b>Continue with staggered start and finish times, one parent on site and asked to wear masks.</b></p> <p><b>Staff wearing mask in communal areas</b></p> <p><b>Enhanced cleaning to continue.</b></p>
<p><b>OPERATIONAL - Infection Control</b></p>			

<p><b>Symptomatic people in school</b></p>	<ul style="list-style-type: none"> <li>● Reinforce protocols to staff and parents re not attending school if they, or a member of their household have <b>Covid-19 symptoms</b>, or have tested positive in the last 10 days</li> <li>● Or if they have been contacted by the NHS Test and Trace system and advised to isolate</li> <li>● All staff briefed on being <b>vigilant</b> to look out for symptoms in children arriving and through the day.</li> <li>● <b>Regular reminders sent out to staff weekly, re - issues all paperwork to staff 25/11</b></li> <li>● Procedure in place for <b>managing symptomatic</b> adult or child in school as per TEFAT <b>Infection Control Policy</b></li> <li>● Identified ventilated hygiene / <b>isolation spaces</b> to “hold” symptomatic child pending collection (<b>in use if parents are unable to collect asap - trying to limit the number of staff at risk of contamination</b>)</li> <li>●</li> </ul>	<p>Letter to be sent out</p>	<p>Reminder letter to be sent 1st September to parents Training day for staff - 3rd Sept <b>Regular communication to parents from DFE / public health etc. All details on website.</b></p> <p>Training day for staff - 3rd Sept</p> <p>Yes - on reopening plan - <a href="https://docs.google.com/document/d/169WLyM4Rk5Ad-pMepWLGtsL1cmH2bFOqq_9G9AO7LYQ/edit">https://docs.google.com/document/d/169WLyM4Rk5Ad-pMepWLGtsL1cmH2bFOqq_9G9AO7LYQ/edit</a></p> <p><b>Lateral flow tests completed twice a week</b> <b>Isolation room identified for children who can't be collected asap</b></p>
<p><b>Engagement with NHS Test &amp; Trace process</b></p> <p><i>“Schools must ensure they understand the NHS T&amp;T process”</i></p>	<ul style="list-style-type: none"> <li>● <b>Staff and parents/carers made aware of requirement to :</b></li> <li>● book a test if symptomatic and follow stay at home guidance as appropriate</li> <li>● Provide details of anyone they have been in close contact with if test positive</li> <li>● Use the home testing kit supplied by the school</li> </ul>		<p>Reminder letter to be sent 1st September to parents Training day for staff - 3rd Sept</p> <p><b>All details around COVID are on the website.</b> <b>Test provided to parents/ staff if</b></p>

	<p>in line with instructions</p> <ul style="list-style-type: none"> <li>● Inform school of results (evidence should not be requested)</li> </ul>		<p><b>they are unable to get one.</b></p> <p><b>Lateral flow tests reported to NHS</b></p>
<p><b>Cleaning and Hygiene</b></p> <p><i>“Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products”</i></p>	<ul style="list-style-type: none"> <li>● <b>Regular cleaning</b> of spaces, sports/play equipment and teaching resources based upon an assessment of the cleaning needs for each space / item</li> <li>● <b>Weekly updates for cleaning staff led by site manager.</b></li> <li>● All teaching rooms have <b>hygiene boxes</b> and protocol displayed for “clean as you go”</li> <li>● Protocol in place for <b>daytime clean</b> of toilet and other shared areas, including contact points</li> <li>● Protocol in place for effective <b>end of day routine clean</b> (see guidance)</li> <li>● Proactive arrangement for regular <b>handwashing and good respiratory hygiene</b> for all staff and children</li> <li>● Protocol in place to manage risk of <b>ingestion of hand sanitiser</b></li> <li>● Protocol in place for <b>children’s belongings</b> (coats, bags, water bottle, etc)</li> <li>● <b>Lidded bins</b> in all rooms for used tissues, emptied regularly</li> <li>● Protocol established for managing potentially <b>contaminated waste</b></li> <li>● Windows and doors opened to increase air circulation</li> </ul>	<p>Cleaning staff working hours staggered to give daytime cover</p> <p>Supervision during use, or skin cleaning wipes</p>	<p>Yes - on reopening plan - <a href="https://docs.google.com/document/d/169WLyM4Rk5Ad-pMepWLGtsL1c_mH2bFOqq_9G9AO7LYQ/edit">https://docs.google.com/document/d/169WLyM4Rk5Ad-pMepWLGtsL1c_mH2bFOqq_9G9AO7LYQ/edit</a> Completed by MS</p> <p>Completed by MS</p> <p>Completed by MS / cleaners</p> <p>Shared with staff on training day 3rd September</p> <p>Shared with staff on training day 3rd September Completed by JS/SL and on reopening plan Completed by MS</p> <p>Completed by MS</p> <p>Shared with staff - JS /SL</p> <p><b>Continue with increased ventilation</b></p>

<p><b>Social Distancing</b></p> <p><i>“Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum”</i></p>	<ul style="list-style-type: none"> <li>● <b>Bubbles</b> : Establish consistent pupil groupings, staffing arrangements, activities to maintain distancing, with no switching between groups</li> <li>● <b>Minimise staff movement</b> between bubbles and where unavoidable, maintain 2m distancing if possible</li> <li>● <b>Avoid gatherings</b> of more than one group</li> <li>● <b>Staggered start / finish times:</b> Meet and greet arrangements : staff / pupils / parents</li> <li>● School transport arrangements achieve social distancing compliance / encourage to walk/cycle</li> <li>● Staggered <b>lunch</b> and break times</li> <li>● <b>Staffroom provision</b> dispersed to minimise numbers using one space</li> <li>● <b>PPA Timetable - minimising staff movement limited PPA cover staff</b></li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>All Completed by JS/ SL and in reopening plan</p> <p><a href="https://docs.google.com/document/d/169WLyM4Rk5Ad-pMepWLGtsL1c-mH2bFOqq_9G9AO7LYQ/edit">https://docs.google.com/document/d/169WLyM4Rk5Ad-pMepWLGtsL1c-mH2bFOqq_9G9AO7LYQ/edit</a></p> <p><b>All Staff Meetings to be virtual until summer term</b></p> <p><b>Staggered times are available in plan.</b></p> <p><b>PPA - larger spaces to be used</b></p>
<p><b>Arriving and departing the school site</b></p> <p><i>“..schools should consider staggered starts or adjusting start and finish times to keep groups apart”</i></p>	<ul style="list-style-type: none"> <li>● <b>Stagger arrival and departure times</b></li> <li>● Implement measures to <b>avoid parents gathering</b> in one area (<b>established</b>)</li> <li>● Local protocols for <b>safe removal and storage or disposal</b> of individuals’ face coverings used for travelling to and from school</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>Communicated to parents through letters in July and September.</p> <p>All Completed by JS/ SL and in reopening plan</p> <p><a href="https://docs.google.com/document/d/169WLyM4Rk5Ad-pMepWLGtsL1c-mH2bFOqq_9G9AO7LYQ/edit">https://docs.google.com/document/d/169WLyM4Rk5Ad-pMepWLGtsL1c-mH2bFOqq_9G9AO7LYQ/edit</a></p>





<p><i>instruments or shouting.”</i></p>	<ul style="list-style-type: none"> <li>● Reinforce rules around social distancing, daily / when required</li> </ul>		<p><a href="#">2bFOqq_9G9AO7LYQ/edit</a></p>
<p><b>Use of PPE</b>  <i>“The majority of staff .. will not require PPE beyond what they would normally need for work.”</i></p>	<ul style="list-style-type: none"> <li>● <b>Updated TEFAT PPE Policy</b> aligns with gov.uk guidance</li> <li>● Staff refresh / trained (via PHE Video) on safe use of PPE</li> <li>● Ensure adequate PPE supplies maintained on site</li> <li>● Local protocols for safe removal and storage or disposal of individuals’ face coverings used for travelling to and from school</li> </ul>		<p>Shared with all staff - Google form completed to acknowledge read and understood by Friday 4th September</p> <p>Completed by MS/ VB - weekly update arranged to discuss supplies</p> <p>Completed by MS</p> <p><b>Reminder to staff during briefings w/b 01st March</b></p>
<p><b>Managing toilets</b>  <i>“Different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils.. Encouraged to clean their hands ...”</i></p>	<ul style="list-style-type: none"> <li>● Designated toilets per group or groups where possible (not essential)</li> <li>● Regime of regular cleaning pre, post and during school day</li> <li>● Consider displaying a log of cleaning in the space</li> </ul>		<p>Completed by Js/SL</p> <p>Cleaning regime shared with cleaners - Completed by MS</p> <p>Log completed everyday - MS</p> <p><b>Reminder to staff during briefings w/b 01st March</b></p>
<p><b>Managing circulation areas</b></p>	<ul style="list-style-type: none"> <li>● Timetabling to ensure minimal need to move between class base and other areas</li> <li>● Implement one way system along corridors, where appropriate / achievable</li> </ul>		<p>Expectations shared with all staff through briefings and plan</p> <p>See Reopening plan</p> <p><b>Reminder to staff during briefings w/b 01st March</b></p>
<p><b>Managing teaching resources</b></p>	<ul style="list-style-type: none"> <li>● No sharing of frequently used equipment eg</li> </ul>	<p>✓</p>	<p>Expectations shared with all staff</p>

<p><b>/ equipment</b></p>	<p>pens, pencils</p> <ul style="list-style-type: none"> <li>• Shared resources (books, games etc) to be regularly cleaned</li> <li>• Sports equipment cleaned between uses</li> <li>• Resources shared between bubbles to be meticulously cleaned or taken out of use for 48 hours (72 hours for plastics) between use by different bubbles</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>through briefings and plan</p> <p>See Reopening plan</p> <p>PE / sports coach to clean equipment between each class Shared with staff.</p> <p><b>Reminder to staff during briefings w/b 01st March</b></p>
<p><b>Managing school meals</b></p> <p><i>“..kitchens will be fully open from the start of the autumn term..”</i></p>	<ul style="list-style-type: none"> <li>• Consider lunchtime <b>timings</b> and arrangements to avoid bubbles conflicting</li> <li>• <b>Cleaning</b> regime for dining room after each bubble serving</li> <li>• <b>Weekly briefing for all lunchtime staff around social distancing and hygiene</b></li> </ul>	<p>✓</p> <p>✓</p>	<p>Completed by JS/ SL - See reopening plan. Meeting arranges with lunch staff in September 4th</p> <p>Please see reopening plan for details <a href="https://docs.google.com/document/d/169WLyM4Rk5Ad-pMepWLGtsL1cmH2bFOqq_9G9AO7LYQ/edit">https://docs.google.com/document/d/169WLyM4Rk5Ad-pMepWLGtsL1cmH2bFOqq_9G9AO7LYQ/edit</a></p> <p><b>Staggered lunchtime established</b></p> <p><b>No changes</b></p>
<p><b>Managing Wraparound care</b></p> <p><i>“Schools should consider resuming any breakfast and after-school provision, where possible..”</i></p>	<ul style="list-style-type: none"> <li>• Children to be kept within their bubble if possible or establish <b>small consistent groups</b></li> <li>• <b>Consider closing the breakfast club due to staff capacity.</b></li> </ul>	<p>✓</p>	<p>Completed - breakfast club only for key workers and kept in class, family groups.</p> <p><b>Breakfast club to reopen for 15 children - see reopening plan</b></p>
<p><b>Visitors, Visiting</b></p>	<ul style="list-style-type: none"> <li>• Maintain <b>record</b> of all visitors to site</li> </ul>	<p>✓</p>	<p>Office to log visitors name and</p>

<p><b>Professionals and Contractors on site</b></p> <p><i>“Supply staff and other temporary workers can move between schools, but ...minimise the number of visitors where possible”</i></p>	<ul style="list-style-type: none"> <li>● <b>Minimise to essential</b> &amp; pre arranged only - No entry without prior agreement</li> <li>● Instructions given <u>in advance</u> on <b>site specific</b> arrangements covering social distancing, entry hygiene arrangements, avoiding contact with bubbles</li> <li>● Arrival and departure times to fall outside of pupil timings where possible</li> <li>● <b>Check contractor company Covid-19 risk assessments</b> and method statements and align with academy operational risk assessment - Trust review and approval of contractor risk assessments required</li> <li>● Normal safer recruitment requirements for contractors/regular visitors apply</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>contact details for track and trace.</p> <p>MS to share with SLT any contractor visits. Follow trust risk assessments</p> <p>Completed by Ms/JS/SL/SF</p> <p><b>No changes</b></p>
<p><b>Contaminated Waste Management</b></p>	<ul style="list-style-type: none"> <li>● Follow gov.uk guidance:</li> <li>● Designated space established for storing of potentially contaminated waste, pending testing results</li> <li>● Confirmed contaminated waste held for 72 hours before normal disposal</li> </ul>		<p>Responsibility of site manager - SLT to be made aware</p> <p><b>No changes</b></p>
<p><b>Emergency evacuation / lockdown</b></p>	<ul style="list-style-type: none"> <li>● Fire escape doors operational and emergency exits unobstructed</li> <li>● Whilst social distancing should be observed as much as possible, in an emergency, the priority is to instigate the prescribed process (evacuation or lockdown) as quickly as possible</li> <li>● Evacuation and lockdown processes refined to take account of revised class organisation and site adjustments</li> <li>● Fire drills take place periodically</li> </ul>		<p>Completed by MS</p> <p>Shared with staff on Training day 3-9-20</p> <p>Completed by JS /SL</p> <p>Completed during the first 2 weeks</p>

	<ul style="list-style-type: none"> <li>PEEPs revised and adapted to suit revised fire strategy</li> </ul>		<p>of the first half term - further dates to be confirmed for the term.</p> <p><b>Fire drill planned W/B 8th March</b></p>
<b>First Aid</b>	<p>Administering first aid to children whilst ensuring social distancing:</p> <ul style="list-style-type: none"> <li>Where appropriate, children should be supported from a 2m distance to address their own first aid needs (applying cold pack, antiseptic wipe, plaster etc)</li> <li>Where younger children are involved, or greater invention is required resulting in 2m distancing not being achievable, first aider to work side by side not face to face with child, appropriate PPE to be used dependent upon situation.</li> <li>Where child is symptomatic, full PPE of disposable apron, disposable gloves and face mask to be worn. Visor / goggles to be worn if first aider is at risk of bodily fluids entering eyes.</li> <li>First Aider to wash hands for at least 20seconds following contact</li> <li>All surfaces / contact points to be antiviral cleaned</li> </ul>		<p>Completed by JS/SI and in reopening plan.</p> <p>SLT to deal with child, where possible</p> <p>Meeting arranged on 4th Sept with all First Aiders Completed by first aider and recorded</p> <p><b>Reminder to staff during briefings w/b 01st March</b></p>
<b>Managing educational visits</b>	<ul style="list-style-type: none"> <li>No residential visits</li> <li>Non residential visits to be subject to specific risk assessment</li> </ul>		

<p><b>Pupil behaviour / needs</b></p>	<ul style="list-style-type: none"> <li>Identify amendments to existing risk assessments that need to be in place for identified pupils to make a successful return to full time education</li> <li>Ensure recently identified ‘vulnerable pupils’ have a risk assessment in place which is subject to regular review</li> <li>Where possible allocating dedicated staff to care for individual pupils where personal care is needed</li> </ul>	<p><a href="#">Refer to Safeguarding Checklist for reopening</a> and <a href="#">Generic Risk Assessment for Vulnerable Pupils</a></p>	<p>Risk assessment completed and updated</p> <p>Completed</p> <p>All staff, where appropriate have read the intimate care plan</p> <p><b>No changes - update risk assessment for individual children, where necessary</b></p>
<p><b>Staffing availability</b></p>	<ul style="list-style-type: none"> <li>Identify staff requirements and availability</li> <li><a href="#">Refer to Staff Health &amp; Circumstances (September 2020)</a> for guidance on which employees are higher risk to return to work and steps required</li> <li>Ensure you ask every staff member to advise you if they have any additional risks associated with their health or circumstances using the definitions on page 1 of the <a href="#">employee risk assessment</a> for guidance</li> <li>Complete an individual risk assessment for each employee with any additional risks using the <a href="#">REVISED Employee Health &amp; Circumstances Risk Assessment (COVID-19 September 2020)</a> form or review and update the original risk assessments noting that the guidance for individuals previously advised to shield has been paused</li> <li>Remind all staff to update you of any changes</li> </ul>	<p>NB - essential sufficient leadership, first aiders, fire marshalls, DSLs, SENDCo, premises team, cleaners</p>	<p>Risk assessment completed by HR Federation Manager and signed by SLT</p> <p>Shared at staff briefings - JS/SL</p> <p>Risk assessment completed by HR Federation Manager and signed by SLT</p>

	<p>to their health or circumstances on an ongoing basis</p> <ul style="list-style-type: none"> <li>Ensure you discuss and complete an employee risk assessment in advance for any new staff joining you in September 2020 or for staff returning from maternity leave, long term sick leave etc</li> </ul>		<p>Completed by SF</p> <p><b>Risk assessments updates, as appropriate.</b></p> <p><b>Two TA's shielding (GP letter)</b></p>
<b>Staff communications</b>	<ul style="list-style-type: none"> <li>Ensure all staff attending school are aware of arrangements in advance of opening and any revisions to arrangements on an ongoing basis</li> </ul>	<p><b>UPDATED COVID-19 Guidance Acknowledgement Form</b></p> <p>Include contract cleaners / caterers in site specific training, protocols, policies etc</p>	<p>All relevant documents shared by 28th Aug with all Staff and acknowledge by 4th Sept through google form</p> <p><b>Reminder to staff during briefings w/b 01st March</b></p> <p><b>All documents shared by 4th March</b></p>
<b>Staff wellbeing</b>	<ul style="list-style-type: none"> <li>Use of Trust guidance for supporting pupils in school <a href="#">Bereavement Guidance and Resources Pack</a></li> <li>Access to safeguarding supervision through the Safeguarding SIG</li> <li>Regional SEND support for SENCos - Lon and WM regional role, EA Education Psychologist</li> <li>Coaching to be provided for middle leaders focussed on leadership skills to support teams</li> <li><a href="#">Online wellbeing resources available</a></li> <li>Use of established wellbeing champions and HR leads in schools</li> </ul>		<p>Information all shared with teachers and learning mentors</p> <p>Shared by JS</p> <p>KS to attend</p> <p>Completed</p> <p>Shared with relevant staff</p> <p><b>No changes</b></p>

<p><b>Pupil wellbeing</b></p>	<ul style="list-style-type: none"> <li>• Trust guidance for supporting pupils in school <a href="#">Bereavement Guidance and Resources Pack</a></li> <li>• Transition ideas to support pupils shared at Safeguarding SIG and Vulnerable Pupil SIG</li> <li>• Regional SEND support for SENCos - Lon and WM regional role, EA Education Psychologist</li> <li>• Safeguarding checklist for reopening includes risk assessment consideration for identified pupil individual vulnerabilities</li> </ul>	<p><a href="#">Refer to Safeguarding Checklist for reopening</a></p>	<p>Learning Mentors to support identified children and families</p> <p>Support for teachers on planning for pupils</p> <p>Completed by Ks/JS</p> <p><b>No changes</b></p>
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Signed on behalf of the Academy

Name Sue Lane and Jo Stroud

Date 20.08.2020

Signed on behalf of TEFAT

Name

Date

**COMPLETED BY SUE LANE AND JO STROUD - 01st March 2021**