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| **Area** | **Measures we are taking** | **Who is responsible?** |
| **Children** | - Review safeguarding procedures and ensure DSLs are prepared for potential increase in disclosures. Schedule fortnightly Safeguarding team meeting on TEAMS for supervision.  - Make children aware of changes to behaviour policy including rules and guidance – relating to social distance/ infection  - Explain to the children the concept of bubbles as the motif to support social distancing and this should be used **where possible**  - Children are to bring nothing except their lunchbox, reading book, PE kit and coat to school  - Identify any children who will need to remain at home for **clinical reasons only** | XLT  All staff  All staff  Parents  XLT |
| **Parents** | - Make behaviour expectations clear – if endangering safety or behaviour requires restraint – then exclusion.  - Convey expectations of uniform on return to school (full uniform) work with families where they are experiencing financial difficulty – second hand uniform available  - Make expectations around attendance in September clear **before we finish for Summer**  - Inform that Wraparound Care will be limited and should only be used if essential. There will be a maximum number of spaces affected by guidance.  - Survey parents about need for Wraparound at Wood End  - Work with Jack and Jill to try and maintain class groups where possible  - Keep parents informed through social media, emails, newsletter, etc. Upload any general documents to the website and signpost through Facebook to ensure all parents access it.  - Parents are not to talk to staff on the playground. Contact with staff is by appointment only arranged through the office via telephone or email. The office is closed for face to face contact.  - Draw map that shows the one way route around school for drop off and collection signpost and send out to all parents prior to opening. Expectation that they maintain social distance on site | XLT  XLT  MC  MC  VL  SMc  MC  XLT  SMc/ JS |
| **Staff** | - Keep staff up to date through staff meetings and emails about changes to protocol and signposting to policy change  - Communicate clearly expectations for staff around workload  - Establish staff TEAMS so that remote meetings can take place before reopening and whilst social distancing needs to be practiced  - Be mindful of staff wellbeing and workload – signpost SAS services to staff and the education support line for confidential support and advice  - Create the PPA timetable to limit movement between groups. Staff should work with a **maximum of 2 classes**.  - Maintain 2m distance from children and staff wherever possible | MC  MC  XLT  XLT  All staff |
| **Protective Measures** | - Maintain social distancing of up to 2m where possible – mark this out where necessary using tape on carpet  - Children in a class group and there is limited contact with other groups and minimal movement of staff  - Plan a specific timetable for each class group that includes start time, handwashing, break times, lunch time and zoning on the playground, end of the day.  - Allocate entry and exit points for all children in school and communicate this and the one way system prior to opening  - Teach the children about handwashing again and minimising contact with the face  - PPE to be purchased (CAT) and guidance given to all staff on when and how it is to be used AND disposed of once it has been used  - Allocate the Covid sick bay to be used if child or member of staff becomes symptomatic.  - Allocate the Covid toilet – the toilet to be used by a child/ staff member in the event of them becoming symptomatic. This CANNOT be used following use until deep cleaned.  - Communicate to the community about **actions when symptomatic** including testing. This must highlight that in the case of a positive case all of the family group including staff will be in isolation for 14 days. All stakeholders must seek a test if they suspect COVID and report findings to the school. There will be an expectation that everyone engages with the national **Test and Trace System**.  - Closure of class groups or the school will be on the advice of the local public health team Telephone0344 225 3560 (option 2) Out of hours advice01384 679 031  - Key messages to be on the screens around school, displayed as posters in key areas. Regular reminders are to be included in the weekly newsletter and through social media  - Ensure sufficient levels of stock are maintained throughout the pandemic –regular stock take and supplies available  - Timetabling in place for handwashing and toilet usage  - Where possible, first aid will be administered by offering advice to the children to do it themselves. Where this isn’t possible – for minor injuries gloves will be worn. For more serious injuries or with bodily fluids, gloves and aprons are to be worn. Staff are to be advised not to offer comfort to the children and maintain 2m wherever possible. Follow St Johns Ambulance guidance | All  XLT  XLT  XLT  All staff  MC  Already in place  Already in place  MC  MC  Already in place  DM  XLT  Qualified first aiders |
| **Cleaning** | - Cleaning will take place in line with the schedule prior to closing  - All classes and shared spaces will have been deep cleaned over the summer holiday  - Cleaner to be deployed to clean ALL toilets and touchpoints over the duration of lunch time  - Lunch tables are to be cleaned between sittings  - Cleaning products are to be available to clean the photocopier touchpads between uses (must be stored in line with COSHH guidance though)  - Increase cleaning duties of site manager to include additional cleaning throughout the day  - Liaise with Chartwells on a regular basis over cleaning measures and ensure levels are maintained – focus on shared areas (staff room, dining hall, etc) | Chartwells  Chartwells  Chartwells  MDS  DM  DM  MC/DM |
| **Pupil Wellbeing** | - Programmes of PSHE and wellbeing (including THRIVE) to be in place on return to school and will be a high focus in the curriculum for the first weeks  - Nurture resources to be available to class teachers to draw upon and utilise to support planning  - Nurture referrals to be used for children causing concern | All staff  Already in place  All staff |
| **Learning** | - Maintain a broad and balanced curriculum to engage children  - Deliver core skills through cross-curricular approach to avoid an overload of English and maths teaching  - Any child NOT in school due to clinical reasons or due to self-isolation will have access to online learning via eschools  - Set curriculum priorities and communicate these to staff  - SEND and EHCP provision to be reviewed and adjustments made wherever possible to maximise the support for these children within their social group – interventions need to be carefully planned and staff considered to minimise the number of staff coming into contact with children  - Children can work in exercise books  - Marking is to be limited to essential marking – teachers are to use their professional judgement  - EYFS are to follow their curriculum with a focus on the prime areas– adaptations in light of guidance. Regular handwashing should be made part of the curriculum | All staff  All staff  Staff of identified children  VL  Children  All stafEYFS staff |
| **Catch up curriculum** | - Ascertain the level of funding available for both DD and WE (mindful if we have to find first 25%)  - Use a range of assessment strategies **once children are settled** to ascertain the extent of the ‘gap’ for pupils  - Identify children within each year group who would benefit from catch up programme of support  - Decide how the funding will be best spent to maximise the impact in line with the CAT model of effective intervention (research-based)  - Decide if there is a recruitment need and respond accordingly | MC  All staff  SLT  SLT  XLT |
| **Educational Visits** | - Use E Visit system to plan any off site visits  - All visits to be discussed with EVC – thorough risk assessments are to be completed relating to normal aspects of the visit as well as COVID compliance  - EVC to discuss trips/ visits with M Cross  - MC to discuss trips with N Wilson EVC adviser to check that trips are safe and should proceed if there are queries | All staff  EVC + staff  MC  MC |
| **Extra-curricular activities** | - There will be no additional clubs run after school by school for the first half of the Autumn term as class bubbles would have to mix  - Review the situation towards end of Autumn term with external partners and SLT and make a decision about Autumn 2. | MC  SLT |
| **Attendance** | - Education to be mandatory from September so normal absence procedures to be followed  - Use the attendance codes as per the guidance | Parents  Office staff |
| **Transport (WE ONLY)** | - Liaise with the bus company about the provision for children in Piccadilly and the measures they will take to ensure the protective measures  - Cleaning between Wood End and Kingsbury pupils use the same bus?  - Children need to use hand sanitiser when they got on the bus – who is providing this? | Solus/ WCC  Solus  JS |
| **Physical environment** | - children are to be provided with their own resources for the duration of this period  - Audit of resources to ensure enough apparatus for all children to have their own – monitor stock levels  - Children can share resources at playtime within their class bubble. All resources need to be cleaned/ rotated to minimise cross-contamination  - Pupils will have their own space in the classroom, cloakroom and the lunch hall  - One way system for parents to move around the playground  - Toys in the EYFS environment to be easy clean  - Soft furnishings and soft toys to be removed from the environment  -Movement around school to be limited  - Playground to be zoned with a 2m buffer between zones so class groups do not mix. Children are to know their zones and stay within them.  - Staff room to be set up as socially distanced with limited furniture. Timetable will indicate which people should be in the staffroom when | JS/ SMc  AG/AS  All staff  All staff  XLT  EYFS staff  Already in place  Already in place  Already in place  XLT |
| **Structure of the day** | - staggered start from 8:30am till 8:50am to get children in through their designated doors – staff to be around to advise and enforce social distance  - Teaching time **MUST** remain the same as if normal hours  - Staggered break times – covered by the staff in their extended class group on a rota basis  - Staggered lunch – covered by MDS as per the rota  - Timetabled handwashing  - NO ASSEMBLY in the hall – this can be done via Teams taking into account staggered nature of lunch and home | XLT  XLT  All staff  MDS XLT  XLT |
| **Health and safety compliance** | - Update fire drills and procedures to reflect groups and assembly on the playground with social distancing – all staff to be made aware  - Review key policies and make amendments in line with changes due to Covid  - Comprehensive risk assessment to be written using CAT template, shared with PH for governance and then on SMARTLOG for staff to read and sign to say they have read  - Distribute updated St Johns Ambulance advice relating to Covid 19 to all qualified first aiders | MC  MC  MC  Already in place |
| **Office** | - Send transition packs for all children to email addresses supplied by parents  - Signing in system screen to be cleaned after each use by the person visiting – office to enforce  - Create visitor passes for TS Academy staff/ regular visitors to wear whilst on site to avoid signing in  - Adopt a paperless approach for communication with parents | AS/ AG  AG/ AS  Already in place  AG/ AS |
| **Meals** | - Discuss with kitchen the provision of meals and lunchboxes if needed. Maintain regular communication with Educaterers  - Kitchen to agree working to the new pattern of lunches with reduced menu mindful of any supply chains  - Only 2 members of kitchen staff to ensure social distancing can be maintained | MC  Educaterers  Educaterers |
| **Recruitment** | - Recruitment processes are to be followed as per CAT structures  - Interviews are to be conducted virtually via TEAMS - pre interview task (teaching and TA staff), problem solving task (safeguarding focus), presentation on a given topic and then a formal interview with a panel of at least 3 (one safer recruitment trained) | MC  MC + panel |
| **Planned works** | - Heating at Dordon, still at tender, meetings will be focused on Covid measures and ensuring H&S is maintained. This is to form part of the start meeting with expectations made clear. | CAT/ DM/ MC |