

Risk Assessment and Action Plan REOPENING SCHOOL FOR YR, 1 & 6

1.0 Date of assessment:		2.0 Assessed by (job title / name):	
17/07/2020		Mrs A.M. Charlton – HEAD of TEACHING and LEARNING Mr P Hankey HEADTEACHER	
2.1 Ref number:		2.2 – Other personnel involved with assessment:	
OCC considerations for returning to school 31-37		Safeguarding Governor – Rachel Caseby	
2.3 Address / site:		TETSWORTH PRIMARY SCHOOL	
3.0 Activity to be assessed (or scenario):			
SAFEGUARDING AND INCLUSION			
4.0 Identification of those at risk:	1) Pupils 2) Parents 3) Staff	4.1 Line manager / class teacher (if appropriate)	
5.0 Harm / hazards which could or has occurred to those at risk (include detail regarding activity at the time)	A) SAFEGUARDING PROCEDURES B) ATTENDANCE RECORDING C) EMOTIONAL HEALTH AND WELL- BEING		

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6.0 What have you already done to control those risks and have those controls worked? (detail via bullet points)	7.0 What else should you do to control those risks – who is responsible and when by?
<p>SAFEGUARDING PROCEDURES</p> <ul style="list-style-type: none"> Ai) Safeguarding policy updated based on OCC Covid updates Aii) DSLs on site daily Aiii) Liaison with families and professionals via phone, email and Zoom/TEAMS Aiv) Disclosure handling and recording as normal – staff to observe social distancing Av) Staff safeguarding briefing w/b 1st September 2020 before children return to school A(vii) Safeguarding briefings to be agenda item on all whole school staff meetings A (viii) Route for pupil disclosures via Class email and whilst in school. Promoted to children by staff and through Relationship/Jigsaw curriculum. A (vix) At risk families closely monitored by school’s DSL and Deputy DSL A (vx) School receives police reports as normal when attending domestic incidents (via ENCOMPASS/MASH) A (xi) Checking in on families via e-mail/phone conversations where concerns have been noted A (xii) ZOOM risk assessments to be sent out to parents prior to Class ZOOM meetings on inset days (reminder as sent prior to weekly ZOOM meetings from March to July) A (xiii) E- safety policy to be sent to staff prior to Sept opening A (xiv) E- safety reminders and useful web-sites to be included in weekly Newsletter. <p>ATTENDANCE RECORDING</p> <ul style="list-style-type: none"> Bi) Parents Handbook to make clear the Governments expectation that all children are expected to return to school in September 2020. Bii) Attendance Policy Procedures and Expectation in place before lockdown will apply from September 2020. Biv) Staff to return to managing attendance registers in line with Government Guidance https://www.gov.uk/government/publications/school-attendance B(v) Where a child is unable to attend school because they are complying with clinical health advice this with be recorded as a Y (unable to attend due to exceptional circumstances) B (vi) Where a child or group are unable to attend due to Government Guidance (Track and 	<ul style="list-style-type: none"> A(v) (vi) Safeguarding briefings to be put as an agenda item for September Inset 2020 and for all whole school staff meetings going forward. (A.Ch) A (xii) Send out ZOOM risk assessments with invites to ZOOM Class Transition Meetings (Sept Inset Days) (S.Be/J.Go/J.Su/Y.Ba/J.Sa A(xiii) E-Safety policy to be sent out prior to school re-opening in Sept (A.Ch) A(xiv) E-safety reminder to parents to be part of weekly Newsletter (J.Ma) C(iv) Updated parent handbook to include information/contact details should they wish to report a safeguarding concern (SLT)

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<p>Trace/isolating due to a family member have Coronavirus symptoms) it will be recorded as a Y.</p> <p>EMOTIONAL HEALTH AND WELL- BEING</p> <p>C (i) PSHE Circle Time a curriculum priority alongside maths and English when pupils return to school</p> <p>C (ii) Reduced timetable for EYFS for Week 1 to allow time for children to be in school in smaller groups</p> <p>C (v) Teachers to have remote meetings with the children they will be teaching in September – July 16th/17th – familiarising staff and children September 1st/2nd – this is what the classroom is like/here are the procedures/systems that are in place/here are the topics for this term</p> <p>C (vi) Transition booklets sent home for discussion/sharing when children return.</p> <p>C (vii) Reduced curriculum expectations where appropriate</p> <p>C (viii) Timetables to be managed to allow TAs and Teachers to have adequate break times</p> <p>C (vi) Admin/Staff meetings via zoom so all staff can be present</p> <p>C (vii) Parent handbook detailing procedures and routines to ensure parents are aware that whilst the school is generally closed for face-to-face meetings – the staff will liaise with families as much as possible via other means.</p> <p>C(viii) FSM voucher system in operation over Summer Break for eligible families</p>	
<p>7.1 What is the level of risk after all controls possible have been put in place? (HIGH/MED/LOW)</p>	<p>Risk of spread of infection is reduced by implementation of these measures.</p>
<p>8.0 Is this a safeguarding risk – if so, please describe:</p>	
<p>9.0 Additional notes as required:</p>	
<p>10.0 This risk assessment will be communicated to – and how – and when:</p>	<p>Governors via Governor Hub All staff – shared drive on school network– email – staff meetings with teachers, TAs, office and</p>

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	premises staff, hard copy in Risk Assessment Folder Parents via website			
11.0 Risk Assessment signed off by (job title / name and signature):	A.M. Charlton Head of Teaching and Learning			
12.0 Date of assessment sign off:	27.07.2020			
13.0 Review dates:				