

## Risk Assessment and Action Plan 2020 2021

<b>1.0 Date of assessment:</b>		<b>2.0 Assessed by (job title / name):</b>	
<b>17/07/2020</b>	<b>Mrs A.M. Charlton – HEAD of TEACHING and LEARNING Mr P Hankey HEADTEACHER</b>		
<b>2.1 Ref number:</b>		<b>2.2 – Other personnel involved with assessment:</b>	
<b>OCC considerations for returning to school 31-37</b>	<b>SAFEGUARDING AND INCLUSION</b>		
<b>2.3 Address / site:</b>	<b>TETSWORTH PRIMARY SCHOOL</b>		
<b>3.0 Activity to be assessed (or scenario):</b>			
<b>SAFEGUARDING AND INCLUSION</b>			
<b>4.0 Identification of those at risk:</b>	<b>1) Pupils</b>  <b>2) Parents</b>  <b>3) Staff</b>	<b>4.1 Line manager / class teacher (if appropriate)</b>	
<b>5.0 Harm / hazards which could or has occurred to those at risk (include detail regarding activity at the time)</b>	<b>A) SAFEGUARDING PROCEDURES</b>  <b>B) ATTENDANCE RECORDING</b>  <b>C) EMOTIONAL HEALTH AND WELL- BEING</b>		
<b>6.0 What have you already done to control those risks and have those controls worked? (detail via bullet points)</b>		<b>7.0 What else should you do to control those risks – who is responsible and when by?</b>	

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### **SAFEGUARDING PROCEDURES**

- 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 1<sup>st</sup> September 2020 before children return to school
- A (vi)** Route for pupil disclosures via Class email and whilst in school.  
Promoted to children by staff and through Relationship/Jigsaw curriculum.
- A (vii)** At risk families closely monitored by school's DSL and Deputy DSL
- A (viii)** School receives police reports as normal when attending domestic incidents (via ENCOMPASS/MASH)
- A (ix)** Checking in on families via e-mail/phone conversations where concerns have been noted

### **ATTENDANCE RECORDING**

- Bi)** Parents Handbook to make clear the Government's 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 will 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 Trace/isolating due to a family member having Coronavirus symptoms) it will be recorded as a Y.

### **EMOTIONAL HEALTH AND WELL- BEING**

- C (i)** PSHE Circle Time a curriculum priority alongside maths and English when pupils return to school
- C (ii)** Reduced timetable for EYFS for Week 1 to allow time for children to be in school in smaller groups
- C (v)** Teachers to have remote meetings with the children they will be teaching in September – July 16<sup>th</sup>/17<sup>th</sup> – familiarising staff and children

- C(iv)** Updated parent handbook to include information/contact details should they wish to report a safeguarding concern (SLT)

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<p>September 1<sup>st</sup>/2<sup>nd</sup> – 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><b>C (vi)</b> Transition booklets sent home for discussion/sharing when children return.</p> <p><b>C (vii)</b> Reduced curriculum expectations where appropriate</p> <p><b>C (viii)</b> Timetables to be managed to allow TAs and Teachers to have adequate break times</p> <p><b>C (vi)</b> Admin/Staff meetings via zoom so all staff can be present</p> <p><b>C (vii)</b> Parent handbook detailing procedures and routines to ensure parents are aware that whilst the school is closed for face-to-face meetings – the staff will liaise with families as much as possible via other means.</p> <p><b>C(viii)</b> FSM voucher system in operation over School Holidays for eligible and vulnerable families</p>					
<p><b>7.1</b> 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><b>8.0</b> Is this a safeguarding risk – if so, please describe:</p>					
<p><b>9.0</b> Additional notes as required:</p>					
<p><b>10.0</b> This risk assessment will be communicated to – and how – and when:</p>	<p>All staff – shared drive on School Network – email – staff meetings with teacher, TA, office, premises, lunch groups</p>				
<p><b>11.0</b> Risk Assessment signed off by (job title / name and signature):</p>	<p>Full Governing Body</p>				
<p><b>12.0</b> Date of assessment sign off:</p>	<p>22.10.2020</p>				
<p><b>13.0</b> Review dates:</p>	<table border="1"> <tr> <td data-bbox="824 1043 1144 1144"> <p>Reviewed by staff 19.10.2020 (Highlighted)</p> </td> <td data-bbox="1144 1043 1473 1144"></td> <td data-bbox="1473 1043 1803 1144"></td> <td data-bbox="1803 1043 2096 1144"></td> </tr> </table>	<p>Reviewed by staff 19.10.2020 (Highlighted)</p>			
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