Page **1** of **23**



ELVEDEN C OF E PRIMARY ACADEMY RISK ASSESSMENT / CHECKLIST – AUTUMN TERM 2021 – EDUCATIONAL SETTINGS – 1st November 2021

- This form is intended to support all schools (including Alternative Provision, Pupil Referral Units and Special Schools) in reviewing their risk controls during Stage Four of the National Roadmap. This does NOT mean that you do not have to conduct a risk assessment, we must still manage the risk of illness from the spread of the virus.
- This risk assessment / checklist should be used, added to, and modified to suit your school or setting. You may need to adapt this to your own context and school, including adding further measures and mitigations depending on your cohort. You should fill in the blanks as appropriate and ensure any dates for action are completed. Please do not forget that you may need to add in additional points which are specific to your setting. The Word document will expand to enable this.
- The **format of this risk assessment should be familiar to you**, as it is no different to the format you will have used in the last 18 months.
- The form is a series of **positive** statements reflecting the safety of personnel in a school for reopening in the Autumn term 2021. Against each statement, you need to tick either 'yes' or 'no/NA'. If you answer 'no' to a statement, you must either complete that point by putting in measures to meet the standard OR note why you cannot do that. If it is not applicable, please note why. There is an action plan template on the last page.
- Each section has been given a number. When you note your additional controls needed OR note that you cannot meet the standard, you can mirror the numbers in the second column, so it makes it clear for you, and also in the action plan.
- The new Government guidance has been followed in terms of risk identification or control measures. This <u>'Schools COVID-19 Operational Guidance'</u> is frequently updated, alongside the guidance for <u>Special Schools and other specialist settings</u>. The actions that school leaders should take to continue to minimise the risk of transmission in schools is Public Health advice, endorsed by Public Health England.
- Please ensure you keep a watchful eye on the Gov.UK website and Suffolk Headlines for any new measures required.
- Further guidance on risk assessments in general can be found on Suffolk Learning and at the Health and Safety Executive (HSE).
- You must consult with your staff, your Governing Body / Management Committee during the assessment process and you must share the completed assessment with them. Ensure that you make the assessment readily available to Union representatives and parents / carers.

Important / general points:

- Information on self-isolating or mandatory isolation can be sought from Schools' Choice HR who will publish FAQs and updates. This advice will be via Public Health.
- Follow Public Health advice on testing and managing confirmed cases of COVID-19. An outline of this regime can be found in the Operational Guidance as above.
- Whilst vaccinations for employees are not mandatory, as a County Council we encourage all staff to strongly consider completing a COVID-19 vaccination programme. Please enable staff who are eligible for a vaccination to attend appointments even during term time.
- Contingency / outbreak management plan information can be found via the DfE document 'Contingency Framework: Education and Childcare Settings'.
- Educational visit information can be gained via educational visit information can be gained via educational visit information can be gained via educationalvisit information can be gained via educationalvisiting-number

COVID 19 RISK ASSESSMENT / CHECKLIST FOR AUTUMN TERM 2021

Date of	1 st November 2021	Assessed by	Headteacher		
assessment:		(job title /	Lorna Rourke		
		name):	Lorna Rourke		
Local reference		Other people	0.7		
number:	URN : 139149,	Other people involved with	SLT		
number.	DfE number:	this	Governors		
	935/3312	assessment:	Zoe Maguire Union Rep		
	version 17				
Name and address	Elveden C of E	Reason for	Review of previous risk		
of school / setting:	Primary	assessment:	assessments in light of updated		
	Academy		guidance from Suffolk County		
	London road		Council.		
	Thetford				
	Norfolk				
	IP24 3TN				
	1724 31W				
Identification of	Students				
those at risk:	■ Their family ខ្	roups			
	■ Staff	, · · · · · · ·			
	Their family g	rouns			
	, -	and essential visito	ors		
	Their family g				
	Then failing g	,, oups			
Harm which		-	irus. Symptoms and health effects		
could occur:	-		on in relation to this can be found		
			ite. This risk assessment is based on		
		•	, and reflects the information within		
			al Guidance updated in August		
			ce for SEND and Specialist Settings		
Headteacher name a	has also been publis	Lorna Rourke	iu rejiecteu nere.		
Treadteacher Haille	ina signatare.	Lorna Nourke			
		L. Rourke			
Chair of Governors /	Trust / Management	Lynne Proudlo	ck (Chair)		
Committee name an	d signature:		ns, Natasha Morgan, Nicola Douglas,		
			Tamsin Minty (Premises)		
		Rev. Paul Tams	s (Safeguarding)		
If you have	If you have a concern or query about your rick assessment, please contact the LA's				

- If you have a concern or query about your risk assessment, please contact the LA's Safety, Health and Wellbeing Advisor at nina.bickerton@suffolk.gov.uk.
- You should contact your SEO or call 01473 263942 if you would like to discuss your planning.
- For leaders' wellbeing support: **01473 265656** (new phone number) or email: leadershipwellbeingsupport@suffolk.gov.uk

• Any queries on premises issues should be directed to your Vertas Account Manager. Please ensure that your most recent risk assessment is available to the local authority should you be asked to provide this. You may choose to place your completed risk assessment on your school web site as part of your communications around COVID19 security.



Action to be taken by all CYP setting (version 5: September 2021) (including children's homes, early years, academies and independent schools)

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent Covid-19 spreading, as well as other infectious diseases.

GUIDANCE: Visit gov.uk/coronavirus for detailed guidance, including cleaning and the use of Personal Protective Equipment (PPE). The list of main COVID-19 symptoms of can be found at: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/

SUSPECTED case in child or staff member

If the child/staff member is in school – isolate away from others and send home. (refer to PPE guidance if personal care is required within 2m)

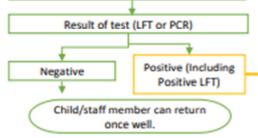
Clean and disinfect rooms and equipment the suspected case was using – ensure appropriate PPE (gloves and an apron) are used.

If symptomatic advise the child/staff member to book a PCR test as soon as possible.

If an LFT has been done and is positive then a confirmatory PCR test should be booked.

To book an PCR test please use https://www.gov.uk/get-coronavirus-test

Ensure child/staff member isolates at home for 10 days (starting the day after the onset of symptoms) and only return once they have had no fever for 48 hours. The rest of the household no not need to isolate if they are under 18 or have received 2 doses of the vaccine.



 Please click on the links or the forms can be found at http://www.suffolklearning.co.uk/covid-forms

A positive LFT triggers a legal duty for the case and to self-isolate. A confirmatory PCR test should then be taken within 48 hours (at the latest) to confirm a positive LFT test.

If that PCR test comes back as negative then the isolation period for the case can come to an end, but only at that point.

CONFIRMED case(s) in child or staff member

Ensure child/staff member isolates at home for a minimum of 10 days and only return once they have had no fever for 48 hours. The rest of the household no not need to isolate if they are under 18 or have received 2 doses of the vaccine. Close contacts are strongly advised to obtain a PCR test before returning. Contact tracing will be undertaken by the national Track and Trace system.

Complete Part 2 of Local Authority Form

CYP and Public Health colleagues will consider the number of cases reported against the Contingency Framework and will contact settings where additional control measures may need to be considered.

Where the thresholds outlined in the Contingency Framework are met the COVID Support Team will contact the setting to provide support with implementing the Outbreak Management Plan. The CYP Lead COVID Officer will be alerted where additional control measure are being considered.

Where control measures may need to be introduced the CYP Lead COVID Officer will escalate to Suffolk Public Health Teams. A Situation Review Meeting may be convened with the setting, CYP and Public Health to consider the next steps.

Cases can return to school once the isolation period is completed and they have had no fever for 48 hours

Local Authority Contacts (Mon-Fri): All CYP Settings – 01473 263 942 CYPC19@suffolk.gov.uk

For emergency out of hours contact - 01473 433 444

What are the hazards or where are the dangers? 1.0 Missing a COVID-19 risk assessment review or not continuing with advised control measures	Control Measure/Standards checklist These are things which are needed to control the spread of the virus as far as reasonably practicable. This is Public Health and DfE advice. 1. We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19, have acted on any outstanding actions and completed them. 2. We continue to practice Government and PHE hygiene advice as written into our previous C19 risk assessments, and will ensure that we actively seek updated guidance. 3. We communicate any changes of current practice as a result of any COVID-19 related risk assessment, to staff, students, parents and visitors alike.	Yes they are in place Yes Yes	No they are not in place /NA	Our school needs to add these following control measures to reduce the risk as far as possible, OR this is why we cannot meet this standard: Term started with the school's modified RA and we have now adapted and adopted the newest SCC RA having assessed how systems and routines are working in school. Only essential visitors are being asked to come into school in line with most recent advice. Any visitors advised to wear a face covering while on-site, this includes adults collecting children in the playground.	Action by when and by who?	Additional Action Completed (initials and date)
2.0 Catching and spreading the virus – including hygiene measures	1. We require any member of staff, and any pupil, to remain at home if they have symptoms of, or have tested positive for Coronavirus. Any visiting professional, contractor, sports coach, or parent will not be granted access if	Yes		Key staff have had extensive training and all staff have been asked to opt in to the testing. All staff have had the necessary training. Procedures for collecting, using and reporting have been clarified and we have		

		Г	
-	matic or a known positive case.		discussed the importance of using
	e communicated the revised		the test to help identify those who
informa	tion on self-isolation to staff	Yes	are asymptomatic (Sun/Wed as a
and fam	ilies. This can be seen at the		minimum).
start of	this risk assessment.		Clarify with all parents as
3. We will	continue the practice of		appropriate, reflecting the most
reportin	g positive cases from our	Yes	current advice.
school /	setting to the appropriate		Pupils will be asked to carry out a
body ¹			voluntary, lateral flow test when
4. We cont	ain any outbreak by following		cases are increasing and this is
<u>Public H</u>	ealth Suffolk's advice, and	Yes	monitored through google forms.
have wr	itten procedures for this which		This will be reviewed at the end of
all staff	have been notified of.		December in line with government
5. Parents	and staff will be asked to		guidance.
notify u	s immediately of any tested	Yes	Most recent guidance states:
positive	cases.		
6. We cont	inue to request all personnel		'Individuals are not required to self-isolate if
on our s	chool site should clean their	Yes	they live in the same household as someone
hands th	noroughly and more often than		with COVID-19, or are a close contact of
usual, a	nd will maintain the hand		someone with COVID-19, and any of the following apply:
hygiene	measures upon entering the		Johnward apply.
school.			they are fully vaccinated
7. We ensu	ure good respiratory hygiene		• they are below the age of 18
	oting the 'catch it, bin it, kill it'	Yes	years and 6 months
approad	_	Yes	they have taken part in or are they have taken part in or are
' ' '	erstand and adhere to the		currently part of an approved
	of PPE only where necessary		COVID-19 vaccine trial
and adv		Yes	they are not able to get
			vaccinated for medical reasons

¹ As national guidance changes, please seek advice from the Education Covid-19 team: <u>EdC19@suffolk.gov.uk</u>

9. We understand that the Government no longer advises the general wearing of face coverings within the school premises, however we understand that there are circumstances where it is recommended that they are worn² or are **chosen to be worn** i.e. the latest advice from SCC is for mask to be worn in communal areas by staff and essential visitors.

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <u>PCR test</u>. We would encourage all individuals to take a PCR test if advised to do so.

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.'

However, as a school, we would encourage and support adults (staff) and children (pupils) not to come into school if a member of their household has tested positive for Covid. Each staff case will be assessed on a case by case basis to see what they can do in terms of working from home: zoom, CPD, virtual meetings, admin and children will be set remote learning. We have taken this decision as we see it as a way to reduce risk and the overall impact of bringing infection into school, which is currently working extremely well.

If a child displays symptoms (without being a close contact of someone else who has tested positive) they

² See 'In circumstances where face coverings are recommended' – part of Schools' Operational Guidance

will be advised to take a lateral flow test followed by PCR test if appropriate. RA provided to all parties before coming to school. Keep company, contact details and all essential visitors must carry out a lateral flow test up to 24hrs before coming onto site. This is mandatory. They must also wear masks if they are able to do so. Contractors on site must read and agree their specific RA, visitor agreement and COVID procedures before coming onto site. All visitors to site must carry out a lateral flow test the day beforehand and show NHS confirmation text on arrival. School will provide testing kit if their own organisation are not able to facilitate this. Staff to communicate with HTs so they are aware of any COVID 19 issues. All risk assessments will be reviewed regularly in line with guidance and stakeholders asked to be involved in

the present of individual DAs
the process of individual RAs.
The school will provide appropriate
medical masks (Type 2R/EN) to
protect themselves and others if
necessary. Masks are advised to be
worn in communal areas: hall,
staffroom, corridors etc. in line with
most recent advice by all staff and
essential visitors or where social
distancing with adults cannot be
maintained (corridors, zoom
meetings-sharing devices etc).
For First Aid, intimate care,
and when cleaning after a suspected
case, staff must wear Type 2R/EN
Standard face masks. They will also
wear gloves and a plastic apron.
Used masks must be disposed
of in the PPE bins in staffroom and
EYFS.
Ensure we have a full stock of PPE
should it be needed.
Silvaia it be lieeaca.
PE and Music subject leaders to keep
·
up to date with changing guidance
and communicate clearly to ALL
staff.
Recorder lessons for LKS2 and
children provide own recorders.
Charanga have updated schemes of

		Vac.	ventilated rooms with children forward facing and well spaced. PE can take place in the hall so long as it is well ventilated and any equipment is wiped after use. Sports coaches will be allowed on site to work with classes and will social distance at all times. They will sanitise areas equipment between use and follow their detailed risk assessments which school must obtain copies of. Forest schools will take place as children are outside and risks are low. Previous volunteers can be used, however all DBS checks must be updated (if not been in school for 3 months) and induction must be complete so SLT can go through COVID guidelines. Children are asked to come into school in clothing appropriate for PE on the days they have PE lessons.	
3.0 Social distancing	 Whilst social distancing (and bubbles) have been removed as mandatory 	Yes	Use of 2 gates for families to enter school grounds, children coming into	
and bubbles –	control measures in schools (and		different entrances to classrooms.	
Non-adherence	therefore the workplace) we		Teachers on playground at start and	
to Government	understand there may be a specific		end of the day to facilitate this.	

guidance for the workplace vs local requirements.	of no from consu	within the cohort. At this point tification, we will seek advice our SHaW Advisor, our HR ultant and / or Occupational		School staff to wear masks on playground at start/end of school day. Parents have been advised to wear masks on the playground if	
	stude reque	n. Te a risk assessment for individual ents or staff is either required or ested, this will be carried out but delay.	Yes	they are able to in line with SCC guidance as it is difficult to social distance. Any parents and carers that are	
	3. We u conti possi reinti	nderstand that our outbreak / ngency plan should cover the bility that bubbles may have to be roduced for a temporary period.	Yes	asked to come onto site for appointments, will be required to social distance and they will be issued with a Type 2R/EN standard	
	beha easin comn consi parer reaso beha	vill continue to review our viour policies irrespective of the g of restrictions. We will nunicate these clearly and stently to staff, students, and ats or carers with clear and anable expectation of student viour set out.	Yes	face mask. Visitors will be asked to wear masks if they are able to do s and/or if staff are vulnerable. They will be asked to carry out a lateral flow test and produce a negative result on arrival in the form of an NHS text or email to mitigate the risk.	
	place dual the p	ave worked collaboratively with ments where our students are registered, to ensure we address otential risks in moving from ag to setting.	Yes	Staff to revisit both the Golden Rul and the new COVID rules. Posters to be displayed and children reminder regularly. All staff must aim to social distance.	
	6. We way that I	work with other professionals who need to visit our school, to ensure both we and they adhere to our ne requirements.	Yes	at all times. Collective worship will take place daily in the hall and enhanced cleaning measure will include	

4.0	1. Dedicated school transport:	Yes	cleaning the hall daily. All staff have webcams for any whole school virtual worship if necessary. Children will arrive from 8.30am-8.40am. They will use 2 gates and parents will be reminded to social distance. All teachers to be on the playground (with face coverings as speaking to parents) and TAs in class. This has been communicated to parents. Staff to keep to strict timings. Staff will regularly and consistently reinforce the expectations to all children recognising younger children and children with SEND/SEMH will have limited understanding. SENDCOs and LR has spoken to parents and visits have taken place as appropriate. All visitors to be directed to website for RA and to read and agree to the statement when signing in. Revise guidance for EVOLVE RA and	
Virus spreading -	We have worked with relevant Council personnel / private providers to		all staff and providers to be made aware.	
School and	ensure that <i>as far as possible</i> :		Swimming to continue in Autumn	
public transport	 that hand sanitiser is available for use 		term for UKS2 following restrictions	

	 upon boarding and disembarking that vehicles are cleaned more frequently that queuing and boarding is organised and controlled that secondary school students should wear face coverings if the risk of being in close contact with those from different schools is likely Wider public transport: We have encouraged parents, staff and pupils to walk or cycle to school where it is possible, appropriate or safe to do so. Where it is impossible for people to walk or cycle, and public transport is required, we refer them to the Government Guidance 'Coronavirus 	Yes	and RA. Ensure that children always wear seatbelts on alternative transport. Hand sanitiser and PPE to be taken along with first aid kit. Due to remote location of the school, most children are driven to school by parents. They do not access public transport.
5.0 The risk of not ensuring robust cleaning	 (Covid-19): Safer travel guidance for passengers'. All frequently touched surfaces inside and outside the school are cleaned via an appropriate cleaning schedule. 	Yes	Sandpit to be used in EYFS by EYFS/Y1 class only. Sandpit in wellbeing garden to be used by KS1/LKS2 only.

			1	
throughout the	2.	We have ensured that relevant	Yes	Ensure we have enough cleaning
school premises		cleaning materials to include wipes		resources and these are available for
		are provided wherever required.		each classroom.
	3.	We will follow the PHE guidance	Yes	
		named 'Cleaning of non-healthcare		Home learning and remote learning
		settings'.		is on google classroom (Y1-Y6) and
	4.	We use cleaning products which	Yes	Tapestry (EYFS) to reduce spread of
		include standard detergents and		infection. Hard copy packs will be
		ensure that if a contracted cleaning		provided on request (no internet
		company is used, that we liaise with		access).
		them to understand what their		Access the guidance, print, email to
		products are and their efficacy.		all staff. Meet with Premises staff to
		products are and their emcacy.		ensure they understand.
				ensure they understand.
				Allocated was tooks manifests will
				Allocated play team members will
				clean before and after lunch. Steam
				mop has been purchased to facilitate
				cleaning of hall, this must be cleaned
				every day.
				Additional morning and afternoon
				cleaning of toilets each day. Sign off
				when areas have been visited,
				displayed outside toilets.
				Dining room must be cleaned
				between each sitting, wiping down
				tables and cleaning toilet before
				next group enters.
				Ensure lunch hall is fully stocked
	1		1	

6.0 Understanding correct PPE requirements	 We understand that additional PPE for COVID-19 is only required in a very limited number of scenarios: a) where a young person becomes ill with COVID-19 whilst at school and we have to have close contact, or b) when performing aerosol generating procedures (AGPs) We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type. 	Yes	with necessary cleaning equipment, hand gel, masks etc. SLT regularly monitor use of PPE and remind staff of correct procedure. All staff provided with information (posters, video from HSE) demonstrating how to don and doff PPE correctly. All staff have confirmed they have watched and understood. Guides added to first aid kits and First aid cupboard so these are accessible in the event of a suspected case of COVID. Staff have regular updates (notice board, team meeting, sharing of RA) and clarification as to the correct use of PPE. Staff have completed 'Donning and doffing' CPD. Monthly monitoring of stock levels and orders to be placed. Go through increased need to follow all guidance due to virus mutation.
7.0 First aid and/or supporting students and staff with medical needs	 We are aware that additional PPE is NOT required to treat pupils or students who need first aid UNLESS they show COVID-19 symptoms. We have reviewed the assessments for all our staff and returning students who have medical needs or their 	Yes	In some instances, we will continue to use PPE for first aid and personal care. Risk assessments in place for individuals who need them. Staff who use the disabled access

3	parents/carers and have made any adjustments necessary. 3. We have ensured that we are aware, as far as possible, of new students' and staff medical conditions so that we may be able to consider their needs in light of COVID-19.	Yes	hygiene facilities will clean after use and the cleaner will also clean twice a day. AM has updated all records and will ensure information is passed on ready for new class teachers.	
	4. Our staff have been trained to administer medications or provide intimate care and are aware of the need for relevant controls in each student's situation, to include the use	Yes	Additional medical/diabetes training for new staff completed in September 21.	
	of PPE <i>if</i> required. We will offer confidential meetings with any member of staff or parents/carers of a pupil who are, or have been in the clinically extremely vulnerable group, as they return to work or school, and that individual risk assessments will be undertaken as	Yes	Class teachers to flag up who this will involve and to take appropriate action and discuss implications with SLT. HR advice is that staff are able to return to school. Discuss individual concerns with HTs	
•	required. ³ 5. We have ensured that all our equipment for moving and handling of students has been inspected before use. This includes the statutory 6-	Yes	First Aid training completed September (Play Team). First aid training booked for staff that need refresher.	

³ Individual risk assessments for staff (called 'Individual Risk Assessment RTW – C 19') can be found here: https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19

	month checks under Lifting Operations and Lifting Equipment Regulations (LOLER) and it shall be cleaned appropriately.		Staff have completed up to date Health and safety at work and manual handling CPD (Jan/Feb 21).	
8.0 Premises management controls	 We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures. We liaise with contractors to be assured of their own measures of hygiene and control measures in 	Yes	All contractors to be requested to come when children are not on site if at all possible and carry out lateral flow test. RA sent out prior to visit Negative lateral flow presented on arrival.	
	general via their risk assessment. 3. Where we have a shared site (e.g. preschool / sports centre provision etc) we have ensured that we are working together and sharing our risk assessments to provide a safe area for everyone.	Yes	Visitors may wear any fabric mask outside however, we will provide Type 2R /EN standard for their use inside the building if social distancing with adults cannot be adhered to.	
	 4. The school has ensured that relevant property statutory compliance checks have been completed and records updated, alongside usual daily and weekly checks⁴. 5. We ensure that all waste from 	Yes	Visiting Speech and Language Therapist may work with the child wearing a shield to be effective (as set out in guidance above). Premises staff must wear plastic, aprons, gloves at all times. Play Team to wear aprons to deliver	
	potentially infected persons is disposed of as per current Government Guidelines.	162	meals and while moving around inside the building.	

⁴ Use your Premises Management Log Book to ensure you are carrying out all checks and inspections.

	1	
6. All science, DT and art areas have		Obtain the Risk Assessments from
been pre-checked as per (CLEAPSS)	Yes	pool. Check regularly as things
guidance and are ready for use.		change and this must be uploaded
7. We understand the importance of		onto EVOLVE.
good ventilation and follow		
professional guidance ⁵ on air	Yes	Hot dinners are provided by Vertas
conditioning and ventilation.		and children will eat in lunch hall,
conditioning and ventuation.		packed lunches in school hall.
		Thermals/skins to be worn under
		school uniform/PE kit if needed.
		Staff to ensure doors are closed in
		areas that are unoccupied for
		security reasons and to try to keep
		some heat in the building. 'In cooler
		weather windows should be opened
		just enough to provide constant
		background ventilation, and opened
		more fully during breaks to purge
		the air in the space). Opening
		internal doors can also assist with
		creating a flow of air. If necessary
		external opening doors may also be
		used and where safe to do so.
		In warmer weather, doors and
		windows to be open continuously to
		maximise ventilation throughout the
		building.

⁵ Suffolk Learning's Safety, Health and Wellbeing's Coronavirus page hosts a precis of relevant professional advice on ventilation updated August 2021

9.0 The impact of the pandemic on staffing, and staff welfare, and also the mental wellbeing of students	 3. 4. 5. 	Employee Assistance Programme and the Occupational Health Service to all staff via notice boards, email communication and word of mouth. We are aware of the Stress and Mental Health web pages on the H&S site on Suffolk Learning, where resources can be found for staff. We are aware of the LA's signposting for the mental wellbeing of all students and ensure that this is cascaded. We have ensured that all staff are aware of any changes in all health and safety protocols, especially if they are	Yes Yes Yes Yes	A vast range of resources are being accessed across the school for pupils, parents and staff. Regular communication with parents via email and facebook to signpost support. Regular communication with parents, outside agencies and SEN support to ensure early help offer is effective. New staff have a detailed induction. All staff have the information relating to groups and staggered times. Parents informed by letter. Children will have more detailed information on return enabling teachers to explain the specific detail to each class. RA shared regularly, opportunities to discuss, question and feed into arrangements.
		returning to work.		

40.0	4. Me negulado nesta cattacata til	W	0	
10.0	1. We regularly review national guidance	Yes	Ongoing	
Administration	from PHE, the NHS and the Education			
and the	related pages on GOV.UK			
continual	2. We receive and read Suffolk Headlines		Shared	
knowledge of	and disseminate this to all staff which			
the risks of	details further support and			
catching and	information.			
spreading the	3. We know where to find Suffolk			
virus	Schools' Safety, Health and Wellbeing	Yes		
	advice on Suffolk Learning			
	4. We are aware of how to get further			
	advice from the Education, Skills and			
	·	Vac		
	Learning team at the LA if required.	Yes		
	5. We actively promote the role of Union	Voc	UT and staff regularly review union	
	representatives in this current	Yes	HT and staff regularly review union	
	situation and acknowledge the LA's		advice and consider this in our plans.	
	work with them.		Displayed in front reception area	
	6. We actively seek guidance from our	Yes	Only essential visitors will be	
	HR provider as required.	165	admitted with prior invitation from	
	7. We have laid out structured and		SLT.	
	robust outbreak management /		SET.	
	contingency plans for action should a		Remote learning is planned making	
	local outbreak occur.	Yes	use of a wealth of online learning	
			opportunities should a child needs to	
		Yes	self- isolate. In this instance google	
			classroom will be used as the remote	
			learning platform. Staff are aware	
			that some children will need hard	
			that some children will need hard	

Daga 24 of 22	04 /44 /2024 \/40
Page 21 of 23	01/11/2021 V18

		copies or laptops due to limited	
		access to ICT.	

Outstanding Control Measures / Standards Action Plan

Control measure / standard we cannot meet (reference number and outline)	Why can't we currently meet this standard?	What are we going to do about it?	Who is going to do it, and by when?	Have we done it? What date did we do it?	Review date if needed:

Page **22** of **23**

<mark>01/11/2021 V18</mark>

Updated sources and further information can now be found as a separate document on Suffolk Learning, via the Coronavirus: COVID-19 page