
Crompton House School

Risk Assessment :

School Re-opening.

Completed 29th September 2020

JBA/DDU/JYO

COVID-19: Operational risk assessment for school reopening: Crompton House School

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education on 2nd July 2020 as follows:

[Actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools](#) from July 2nd 2020

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus Covid-19 Implementing-protective measures in education and childcare settings](#) from 1 July 2020

Assessment conducted by:	JBA/DD	Job title:	Deputy Head Teacher/ Assistant Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	05/07/2020	Review interval:	26/08/2020 (SLT)	Date of next review:	15/09/2020

Related documents	
Trust/Local Authority documents:	Government guidance:
<p>Updated Safeguarding Procedure</p> <p>Updated Staff timetable and rotas</p> <p>Updated Coronavirus School Action Plan during school closure phase.</p> <p>Student / Parent guidelines.</p> <p>Guidance on setting work</p>	<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>https://www.gov.uk/coronavirus/education-and-childcare</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p> <p>Coronavirus (COVID-19): guidance for educational settings</p>

	COVID-19: cleaning in non-healthcare settings
ASCL useful document	https://www.ascl.org.uk/ASCL/media/ASCL/Help%20and%20advice/Leadership%20and%20governance/ASCL-Autumn-term-planning-checklist-for-schools.pdf

***Rota: This the staffing of the Vulnerable and Key Worker Cohort: *Timetable: The revised Timetable, and adjusted rooming to safeguard staff and students**

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	H
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of partial opening, including social distancing 2.					
1.1 Net capacity					
Available capacity of the school is reduced when social distancing guidelines are applied	H	<ul style="list-style-type: none"> Agreed new timetable and arrangements confirmed for each year group. Arrangements in place to support pupils when not at school with remote learning at home. 	Y Y Y	A planned structure to minimise contact. Planned induction session with expectations for staff and separately students (Inset Days) Students have access to Duddle, Kerboodle, 365 etc.	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.2 Organisation of teaching spaces					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> • Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance • Classrooms re-modelled, with chairs and desks in place to ensure guidelines are adhered to. • Clear signage displayed in classrooms promoting Covid secure guidelines. • Maintained setting and year group stays together and does not mix with other pupils. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Seating plans modified / chairs facing forward.</p> <p>Students will remain in operational 'bubbles' minimising contacts between year groups and movement around school.</p> <p>Schools plans allow flexibility to meet schools circumstances to offer best face to face support for students.</p> <p>Enhanced cleaning - wipe down of desks after every lesson.</p> <p>All rooms cleaned at the end of the day.</p> <p>Following timetable means segregation.</p> <p>Teachers areas will be zoned.</p> <p>Updated guidance re students and staff being able to wear face masks in areas outside their bubble (26.8.2020)</p>	M
1.3 Availability of staff and class sizes					
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	H	<ul style="list-style-type: none"> • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Full use is made of those staff who are self-isolating but who are well enough to teach lessons online. • Flexible and responsive use of teaching assistants, classroom managers and pastoral staff to supervise classes is in place. • Full use is made of testing to inform staff deployment. 	Y	<p>The new year timetable will be used strategically to plan blocked learning episodes.</p> <p>Staff self-isolating and those able to do so are setting work remotely.</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.4 Prioritising provision					
The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools if there is a localised lockdown.	M	<ul style="list-style-type: none"> Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. A plan is in place for the phasing in of the other cohorts. 	Yes	<p>The cohort of vulnerable and keyworkers children are separate to the other years.</p> <p>The cohort of vulnerable and keyworkers are in regular contact. Welfare calls to support children take place and will continue</p> <p>Contact with social care and carers take place.</p> <p>If other cohorts are directed to attend the CHS plan will be amended following updated guidance.</p>	L

1.5 The school day					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Two main entrances & exits to provide checks on entry e.g. temperatures, hand cleaning. • Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. • A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. • Floor markings are visible where it is necessary to manage any queuing. 	Yes	Cohort bubbles separated into forms within year zones at the start of the day. Movement will be controlled via signage & one-way systems. Reminder of expectations.	M
1.6 Planning movement around the school					
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of staff around school is minimised as much as possible, with staff staying in classrooms and students moving round the site. • Pupils are regularly briefed regarding observing social distancing guidance. • Appropriate duty rota and levels of supervision are in place. 	Yes	A plan to allow circulation around the site following one ways systems and adequate spacing of classrooms. Staff should wear face coverings (available to all staff) during movement around the site. Students must wear face coverings in non -classroom areas when moving around the buildings. Classrooms are chosen to allow for maximum distancing. Students will be supervised around school via duty rotas. Social areas (Hall and dining rooms) will be spaced to allow social distancing. Students will be reminded about the expectations and rules regarding movement and distancing. Year groups expected to be in zones at break & lunchtime.	M
1.7 Curriculum organisation					
	H	<ul style="list-style-type: none"> • Gaps in learning are assessed and addressed in teachers' planning. 		Strategies shared with staff led	L

Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened		<ul style="list-style-type: none"> Home and remote learning is calibrated to complement in-school learning and address gaps identified. Exam syllabi are covered. 	Yes	by LMA & SHE, focus on the gaps and learning, and consistent and appropriate content. Plans for intervention are being developed for those pupils who have fallen behind in their learning.	
1.8 Staff workspaces					
Staff rooms and offices do not allow for observation of Covid secure guidelines	M	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing or PPE & protective measures are in place when distancing is not possible. Staff have been briefed on the use of these rooms. 	Yes	Staff will be asked to consider appropriate work areas, follow Covid secure rules. Sanitising routines by site staff will support this. Free, available face coverings/visors for staff use.	L
1.9 Managing the school lifecycle					
Limited progress with the school's Autumn term calendar and workplan because of Covid-19 measures	H	<ul style="list-style-type: none"> Autumn term school calendar for the summer term rationalised. Senior Leadership Team (SLT) and staff workplans to include short- and medium-term planning. Curriculum and timetable for September 2020 completed. 	Yes Ongoing	Work plan follows expected model. Preparation for the new year is continuing to incorporate the actions in this risk assessment. These plans run in parallel to the timetable.	L
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> A plan is in place for pastoral staff to speak with pupils and their parents about the next stage in their education and resolve any issues. There is regular and effective liaison with the destination institutions (e.g. secondary schools, post-16 providers, universities, apprenticeship providers) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including letters, newsletters and online broadcasts. Virtual tours of the school may be available for parents and pupils. Online induction days for pupils and parents are being researched/planned. 	Yes	Pastoral staff are able to do this. Exam officer and Careers School is looking at methods of being able to communicate with new intake via video conference or ppt Sixth form pastoral staff to ensure preparation for A Level work is disseminated.	L
1.10 Governance and policy					
	M	<ul style="list-style-type: none"> Online meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. 	Yes	This is commencing via TEAMS	L

Governors are not fully informed or involved in making key decisions		<ul style="list-style-type: none"> Governors are briefed regularly on the latest government guidance and its implications for the school. 		MAT directors have meetings and liaise with CEO	
1.11 Policy review					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been reviewed / revised to take account of government guidance on COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. 	Yes	<p>Safeguarding had been updated. New Covid-19 guidelines for school in place.</p> <p>Health & Safety policies and associated risk assessments are being reviewed and amended as necessary. Staff briefed Sept. inset.</p>	M
1.12 Communication strategy					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	M	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff Pupils Parents Governors/Trustees Local authority Professional associations 	Yes	<p>Staff informed via email briefings. Pupil and parents via regular updates. Plans are available for inspection and circulation. Professional bodies in school informed</p>	L
1.13 Staff induction and CPD					
Staff are not trained in new procedures, leading to risks to health	H	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff at the start of the Autumn term. Induction programmes are in operation for all staff and include: <ul style="list-style-type: none"> Fire safety and evacuation procedures Behaviour management Subject risk assessments 	Yes	<p>KNE briefings to staff Updated booklet for all staff. Risk assessments in subjects Risks assessments undertaken with known staff who fall into vulnerable categories as listed by the government. Inset day includes H&S training.</p>	M

<p>New staff are not aware of policies and procedures prior to starting at the school.</p>	H	<ul style="list-style-type: none"> • Induction programmes are in place for all new staff – either online or in-school – prior to them starting. • The revised staff handbook/guide is issued to all new staff prior to them starting. • Initial Teacher Trainee’s receive a briefing prior to arrival and then induction on school systems and procedures. 	Yes	<p>Booklet/guide to be handed out during staff pre-opening briefings. Booklet guide and risk assessment given to trainees.</p>	L
<p>1.14 Free school meals</p>					
<p>Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school e.g. a localised lockdown.</p>	M	<ul style="list-style-type: none"> • A member of the school’s administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. 	Yes	<p>L Clark and her team are responsible for this.</p>	L
<p>1.15 Risk assessments</p>					
<p>Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.</p>	M	<ul style="list-style-type: none"> • Risk assessments are updated or undertaken before the school reopens fully and mitigation strategies are put in place and communicated to staff covering: • Different areas of the school • When pupils enter and leave school • During movement around school • During break and lunch times • Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used 	Yes	<p>This document covers these concerns</p>	L
<p>1.16 School transport</p>					
<p>Changes to bus schedules and limited capacity as a result of COVID-19 adversely affect pupils’ attendance and punctuality.</p>	L	<ul style="list-style-type: none"> • The details of how pupils will travel to and from school are known prior to opening. • Effective liaison with bus companies is used as a basis for planning to ensure capacity is available to use this mode of transport. 	Yes	<p>Parents & carers to be issued guidance by the DfE on dedicated bus services and transport</p> <p>Students told to follow advice to walk or cycle and use face coverings on public transport.</p>	L

Use of mini-bus for transporting pupils does not meet Covid secure guidelines.		<ul style="list-style-type: none">• Mini bus policy has been updated to meet the latest Covid secure guidance.	Yes	Policy reviewed and updated regularly.	
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2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19

2.1 Cleaning

<p>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</p>	<p>M</p>	<ul style="list-style-type: none"> • Government cleaning advice (guidance) is implemented throughout school premises. • A return-to-work plan for cleaning staff (including any deep cleans) is agreed with staff prior to opening. • An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. • Working hours for cleaning staff are adapted to ensure the hours support the plan. <p>NOTE: different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>Yes</p>	<p>Estates manager has a plan of action and enough staff to reduce this risk.</p> <p>Enhanced cleaning regime, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p>	<p>L</p>
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2.2 Hygiene and handwashing

<p>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</p>	<p>H</p>	<ul style="list-style-type: none"> • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. 	<p>Yes</p>	<p>Orders in place, plans to maintain This via monitoring and stock control.</p> <p>Extra (new) hand sanitiser Dispensers purchased and located at the entrances to all buildings. Hand cleansing fluids to be non-alcohol based.</p>	<p>M</p>
<p>Pupils forget to wash their hands regularly and frequently</p>	<p>H</p>	<ul style="list-style-type: none"> • Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. • Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. • All school building users reminded to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes including before leaving home, on arrival at the premises and before and after: <ul style="list-style-type: none"> - eating/drinking - coughing or sneezing - using the toilet - handling cleaning chemicals. 	<p>Yes</p>	<p>Shared expectations and reminders from staff, on posters & screens around school.</p> <p>Hand washing and hygiene routines built into school culture, supported by behaviour expectations and helping ensure children and those with complex needs to understand the need to follow them.</p> <p>IT support to ensure signposting on screens</p>	<p>M</p>

Pupils do not practice good respiratory hygiene		<ul style="list-style-type: none">• Staff and pupils encouraged to practice good respiratory hygiene - sneeze into a tissue or sleeve and not into hands. Used tissues to be put in a bin immediately and wash hands immediately after. 'Catch it. Bin it. Kill it.'		Shared expectations and reminders from staff, on posters & screens around school. Hygiene routines built into school Culture through lessons and behaviour expectations. Information posters around school.	
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2.3 Testing and managing symptoms					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	M	<ul style="list-style-type: none"> Guidance on getting tested has been published. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff through the school's health provider. 	Yes	Staff with potential symptoms are signposted to testing procedures.	L
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	Yes	<p>Staff will inform manager and then leave site,</p> <p>Students directed to a quarantine room, isolated from others whilst waiting to be picked up.</p> <p>If the child waiting to be collected needs to use the bathroom, then they will be directed to one specific bathroom. This will be cleaned. Sibling living in the same household will also be sent home. Registers and attendance data monitored daily.</p>	M
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	M	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	<p>Communicated and also signposted via newsletter/ parent mail and school website</p> <p>BAME students contacted re. their needs. Individual RA if requested</p>	L
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. This guidance has been explained to staff and pupils as part of the induction process. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. 	Yes	Communicated and signposted via newsletter/ parent mail and school website	L

2.4 First Aid/Designated Safeguarding Leads					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. School has qualified nurse/matron on site. 	Y Y	School has a DSL available at all times, qualified first aiders on site each day	L
2.5 Medical rooms					
Medical rooms are not adequately equipped or configured to maintain infection control	M	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	Y Y Y	No concerns the qualified first aiders and school nurse follow correct procedure and liaise with site team re waste disposal and cleaning. PPE available for first aiders. Common sense applies	L
2.6 Communication with parents					
Parents and carers are not fully informed of the health and safety requirements for the re-opening of the school	M	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools A COVID-19 section on the school website is created and updated. Parent and pupil handbooks created. 	Y Y Y	Weekly newsletter to parents (DPA) Parent pupil handbooks provided as Necessary (CRA/RSM)	L
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	M	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website. 	Y	Information sent weekly to parents	L

2.7 Personal Protective Equipment (PPE)

<p>Provision of PPE for staff where required is not in line with government guidelines</p>	<p>H</p>	<ul style="list-style-type: none"> • Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. • School does not require staff, children and learners to wear face coverings. However where they do, a process is in place for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. • Pupils instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. • Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. • Staff are reminded that wearing of gloves is not a substitute for good handwashing. • Access to PPE including rubber gloves, disposable rubber gloves and disposable aprons and fluid resistant surgical face mask available and worn when required – PPE usually only needed:- • where there is contact with diagnosed or suspected person with COVID-19 / or a pupil or staff member becomes unwell (and 2m separate cannot be maintained); and • where work with children/young people and learners whose care routinely already involves use of PPE due to their intimate care needs, who will receive their care in the same way. • Rubber gloves will be washed and dried properly before reuse. • Waste to be disposed of in line with government guidelines 	<p>Yes</p>	<p>All guidance is signposted.</p> <p>PPE and training for first aiders is available and they are trained in its use.</p> <p>Ensure all staff and children know the procedures to follow.</p> <p>Communication to parents/carers</p> <p>School is procuring PPE for staff as an optional item, if requested. Ensure PPE is available for emergencies – this should include: disposable gloves, a disposable apron a fluid-resistant surgical face mask (only where 2m can't be maintained).</p> <p>Ensure adequate bins and tissues are made available</p>	<p>L</p>
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3. Maximising social distancing measures

3.1 Pupil behaviour

<p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>H</p>	<ul style="list-style-type: none"> • Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards, and floor markings. • Staff model social distancing consistently. • Large gatherings are avoided. • Break times and lunch times are structured to support social distancing and are closely supervised. • The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents. • Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. • Messages to parents reinforce the importance of social distancing. 	<p>Yes</p>	<p>Staff awareness of behaviour Protocols & potential issues discussed via headteacher briefing & handbook.</p> <p>Information shared via induction & handbooks to students and parents.</p> <p>Behaviour management system in place through SLT.</p>	<p>M</p>
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3.2 Classrooms and teaching spaces					
<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	H	<ul style="list-style-type: none"> • Classes will be cohabiting (bubbles) where possible (maintaining the same groups together in classrooms). • Net capacity assessment completed, with each classroom and teaching space compliant with social distancing measures and in line with government guidance. • Furniture not in use has been removed from classrooms and teaching areas to create space, where practical to do so. • Arrangements are reviewed regularly. • Movement between groups is allowable if necessary to deliver the curriculum or interventions. Good hand hygiene will be promoted between groups. • School will make small adaptations to the classroom to support distancing where possible. That will include seating pupil's side by side and facing forwards, rather than face to face or side on. • Staff to maintain distance from their pupils if possible, staying at the front of the class, and away from their colleagues where possible. • Classrooms accessed directly from outside where this is workable. • Consideration given to the use of staircases e.g. allocated dedicated direction i.e. either up or down • Numbers in lifts will controlled. • Classrooms will be well ventilated using natural ventilation (opening windows) or ventilation units. • Doors will be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and further aid ventilation. 	Yes	<p>Year group Home base bubbles for arrival, breaktimes and form. Arrangements in place for use of the Hall, Gym and Dining rooms</p> <p>2m zonation around the teacher's desk/whiteboards at the front of classrooms</p> <p>One way systems for stair use emphasised – signage and staff monitoring.</p> <p>Checking of fire regulations regarding doors being propped open</p>	M
<p>Equipment in classrooms & for teaching are not regularly cleaned increasing risk of transmission</p>		<p>Shared Resources</p> <ul style="list-style-type: none"> • For individual and very frequently used equipment, such as pencils and pens, staff and pupils must have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, art, DT, Food Tech and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. 	Yes	<p>Students to be held responsible for bringing own equipment. Notifications to parents/carers/ students. Regular reminders from staff – linked to standards and expectations.</p> <p>Organisation of resources to ensure they will be cleaned frequently and meticulously and always between</p>	

		<p><u>Pupil Equipment</u></p> <ul style="list-style-type: none"> Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources. <p><u>Particular subjects/activities</u></p> <p><u>Music</u></p> <ul style="list-style-type: none"> Schools will consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. <p><u>Sports / physical activity</u></p> <ul style="list-style-type: none"> Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. School will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that this is safe to do so. Activities such as active miles, encouraging active travel to help enable pupils to be physically active while encouraging physical distancing. <p><u>Before and After school clubs & extracurricular activities</u></p> <ul style="list-style-type: none"> During before and after school clubs & breakfast clubs schools will keep children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools will follow social distancing as per Covid secure guidelines 	<p>bubbles, or rotated if possible to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Subjects to review their own risk assessments and ensure steps are taken to comply with guidance.</p> <p>Consider the delivery model for music lessons.</p> <p>Consider what aspects of the P.E. curriculum can be taught.</p> <p>Clean equipment regularly. ITT's to possibly be utilised to clean equipment.</p> <p>Young people are now engaging with external sport at evenings & weekends in local clubs, therefore we will permit contact sports on the 3G, MUGA and rugby pitch. However, will avoid contact sports inside the sports hall & gym</p> <p>Clear information posters in changing rooms on changing & distancing requirements.</p> <p>School will consider carefully how such arrangements can operate within their wider protective measures.</p>	
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				<p>School to refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust 	
Large gatherings do not comply with the guidance		<ul style="list-style-type: none"> • Use of staff rooms and offices will be staggered to limit occupancy if necessary. • Consideration will be given to how staff communication will be done e.g. Large gatherings such as staff briefings, assemblies and worship with more than one group will not be allowed. • Technology will be used to host essential meetings. 		<p>Organisation Teams & Zoom accounts to be identified and used.</p>	
Educational Visits take place without due care.		<ul style="list-style-type: none"> • No domestic overnight and overseas educational visits. • Non-overnight domestic educational visits must be risk assessed to ensure they can be done safely in line with Government guidance. 		<p>No residential and all but essential curriculum (exam related) trips to run in the Autumn term at least (to be reviewed).</p>	
3.3 Movement in corridors					
Social distancing guidance is breached when pupils circulate in corridors	H	<ul style="list-style-type: none"> • Students (& staff) will wear coverings between lessons moving around school. • Circulation plans have been reviewed and amended. • One-way systems are in operation where feasible. • Corridors are divided where feasible. • Circulation routes are clearly marked with appropriate signage. • Any pinch points/bottle necks are identified and managed accordingly. • The movement of staff around school is minimised as much as possible. • Where possible, staff stay in classrooms and students move around. 	Yes	<p>Students & staff will now be expected to wear face coverings as they move between lessons and in all indoor areas except for lesson time and whilst eating. In the context of the coronavirus outbreak a face covering is something which safely covers the mouth and nose. Students can use reusable or single use face coverings. They may also</p>	M

		<ul style="list-style-type: none"> • Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. • Appropriate supervision levels are in place. 	<p>use a scarf, bandana, religious garment or hand-made cloth covering but these must securely around the side of the face. There may be some students who has medical exemptions and also based on SEND Plans are designed to create feasible pathways in school, that allow for staggered timings and minimise potential contact Circulation around the site following one ways routes is in place Classrooms have been chosen to allow for maximum distancing (where possible) Students will be supervised around school via duty rotas. Social areas (Hall and dining rooms) will be spaced to allow social distancing. Students will be reminded about the expectations and rules regarding movement and distancing. Staff on corridors monitoring / supervising movement</p>	
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3.4 Break times

<p>Pupils may not observe social distancing at break times</p>	<p>H</p>	<ul style="list-style-type: none"> • Consideration to breaks and lunch breaks being staggered to ensure that any corridors or circulation routes used have a limited number of pupils using them at any one time. Tables for lunch kept apart as much as possible and tables cleaned between each group. • External areas are designated for different groups. • Pupils are reminded about social distancing as break times begin. • Social distancing signage is in place around the school and in key areas. • Supervision levels have been enhanced to minimise cohort mixing. • Pupils directed to walk in single file around school and additional supervision provided to support positive behaviour whilst moving around school. Where practicable 2m social distancing to be maintained especially between adults. • Pupils who require additional support will be provided as necessary. • Students (& staff) will wear coverings between lessons moving around school. 	<p>Y Y Y Y Y Y Y Y</p>	<p>Remodelled Autumn timetable to allow for staggered, bubble, lunches. Planned feasible pathways in school, that allow for staggered timings and minimise potential contact & disruption.</p> <p>One ways systems to be maintained and adequate spacing of classrooms. Students will be supervised around school via duty rotas.</p> <p>Social areas (Hall and dining rooms) will be spaced to allow social distancing.</p> <p>Students will be reminded about the expectations and rules regarding movement and distancing.</p> <p>Staff on corridors monitoring / supervising movement.</p> <p>Increase in break and lunch time staffing.</p> <p>Staff to model use of one way systems etc.</p> <p>Students will now be expected to wear face coverings as they move between lessons and in all indoor areas except for lesson time and whilst eating</p> <p>There may be some students who has medical exemptions and also based on SEND</p> <p>Students to meet in groups no more than 6. Names will be recorded for track & trace</p>	<p>M</p>
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3.5 Lunch times

<p>Pupils may not observe social distancing at lunch times</p>	<p>H</p>	<ul style="list-style-type: none"> • Staggered lunch time* • Pupils are reminded about social distancing as lunch times begin. • Pupils wash their hands before and after eating. • Dining area layouts have been configured to ensure social distancing. • Tables and chairs have been cordoned off where this is not possible. • Floor markings are used to manage queues and enable social distancing. • Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). 	<p>Y Y Y Y Y Y Y Y</p>	<p>Identified bubbles to have staggered lunches. This is to be modified further to ensure minimal opportunities for accidental mixing*.</p> <p>Dining areas marked out for social distancing.</p> <p>Limited areas for socialising.</p> <p>Restricted numbers on MUGA & 3G</p> <p>Students will now be expected to wear face coverings as they move</p>	<p>M</p>
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		<ul style="list-style-type: none"> Eating areas are cleaned after lunch. Students (& staff) will wear coverings between lessons moving around school 		<p>between lessons and in all indoor areas except for lesson time and whilst eating.</p> <p>Students to meet in groups no more than 6. Names will be recorded for track & trace.</p> <p>There may be some students who has medical exemptions and also based on SEND</p>	
3.6 Toilets					
Queues for toilets and handwashing risk non-compliance with social distancing measures	H	<ul style="list-style-type: none"> Pupils are managed to ensure social distancing. Pupils know that they can only use the toilet 2 at a time. Toilets and hand washing have been established and are monitored. Floor markings are in place to enable social distancing. Pupils are managed regarding access the toilet during class / throughout the day to help avoid queues. The toilets are cleaned frequently. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Reminders about toilet use during day.</p> <p>Cleaning and checking of facilities on a regular basis.</p>	M
3.7 Medical Rooms					
The configuration of medical rooms may compromise social distancing measures	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. 	<p>Y</p> <p>Y</p> <p>Y</p>	<p>No concerns the qualified first aiders and school nurse to follow correct procedure and liaise with site team re: waste disposal and cleaning.</p> <p>PPE available for first aiders. Common sense applies</p>	M
3.8 Reception area					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Arrangements are in place for segregation of visitors. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Non-essential visitors are not allowed in school. Meeting via TEAMS to avoid undue social meetings.</p> <p>Screen in place at main reception.</p> <p>Markings added.</p>	L

3.9 Arrival and departure from school					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	M	<ul style="list-style-type: none"> The use of the main entrance is monitored. Social distancing guidelines are reinforced at the main entrance and exit through signage and floor/ground markings, including external drop-off and pick-up points. Weekly messages to parents stress the need for social distancing at arrival and departure times. 	Yes	Parents reminded by newsletter / Twitter etc. that they are not to gather at school gates and not to come onto site without prior appointment' Duty staff to ensure social distancing.	L
3.10 Transport					
The use of public and school transport by pupils poses risks in terms of social distancing	M	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	Yes	This is the remit of the transport company. This is the remit of the transport companies who are responsible for upholding social distancing guidance and will therefore minimise pupil numbers. Students encouraged to walk or cycle to stay within social distancing guidelines. Students advised to walk or cycle where possible.	L
3.11 Staff areas					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken where relevant prior to the school opening to allow for social distancing between staff. 	Yes	The rota and timetable minimise the number of staff. Staff to keep themselves safe and consider social distancing.	L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues					

<p>Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	<p>M</p>	<ul style="list-style-type: none"> • Parents have been provided with clear guidance and this is reinforced on a regular basis. • Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. • The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Schools have a regularly updated register of pupils with underlying health conditions. 	<p>Yes</p>	<p>Original risk assessments for vulnerable students are in place. Monitored via welfare calls. School nurse/Matron checks register of children with underlying health conditions.</p>	<p>L</p>
<p>Vulnerable pupils may become infected and suffer ill health from exposure to COVID-19</p>		<ul style="list-style-type: none"> • Shielding advice for all adults and children will pause on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). • This means that even the small number of pupils who will remain on the shielded patient list can also return to school but, will maintain social distancing as much as possible in the school. • Any child developing coronavirus symptoms will be sent home or parents/carers asked to collect them. Parents will be advised to book a test for the child and follow guidelines found here. • If a Child needs to be sent home after exhibiting symptoms, they will be asked to wait in in a separate room where they can be isolated behind a closed door, depending on their age and needs with adult supervision. Windows in the room will be opened for ventilation. Where this is not possible the child will be taken to any area where they can remain 2m apart from others. Such individuals will be monitored by a member of staff. If a child needs to use the bathroom whilst waiting to be collected they will use a separate bathroom if possible. This bathroom will be cleaned and disinfected with standard cleaning products before being used by anyone else. • PPE to be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as f a child with complex needs). • After use, the quarantine room will be cleaned by cleaning or site staff using normal proprietary cleaning products and recommended PPE in line with cleaning guidance found here. • If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test will take place) or the child subsequently tests positive. Member of staff will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning 		<p>Discuss concerns with vulnerable pupils and parents / guardians and communicate school COVID secure controls to provide assurance transmission risk is lowered.</p> <p>Quarantine room and separate toilet Identified along with specific Arrangements for use.</p> <p>See 2.4</p>	

		<p>the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <ul style="list-style-type: none"> • Where a child, young person or staff member tests positive, colleagues in public health will discuss the situation and advise which pupils within the group or class within their childcare or education setting will be sent home and advised to self-isolate for 14 days. • A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 			
4.2 Staff with underlying health issues					
Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	M	<ul style="list-style-type: none"> • All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. • Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. • Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. • Current government guidance is being applied. 	Yes	<p>Regular updates and information to be shared with school. Staff sign posted to guidance e medical issues. Government guidance is applied</p>	L
Staff / vulnerable staff interactions in close proximity		<p>School senior leadership to implement all latest relevant government advice and clearly communicate school reopening procedures to all staff, pupils and parents.</p> <p>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, staff who are clinically extremely vulnerable can go to work but must take extra care to maintain social distancing as much as possible in the workplace</p> <p>Individual discussions and risk assessments to be completed for vulnerable staff.</p> <p>Any staff members developing coronavirus symptoms, however mild, are advised to not come to school and remain at home until they have received the results of a test.</p>		<p>Discuss concerns with vulnerable members of staff and review how they are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available</p>	

		<p>Staff developing a new continual cough or a high temperature whilst at school or a loss/change in sense of smell/ taste must be sent home and advised to book a test and follow the guidance.</p> <p>Where staff are living with others and they are the first in the household to have a confirmed case of coronavirus, then they must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.</p> <p>For anyone else in the household who starts displaying symptoms, they need to have a test and if confirmed as positive then stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period.</p>			
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> • There are sufficient numbers of trained staff available to support pupils with mental health issues. • There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. • Wellbeing/mental health is discussed regularly in PSHE / virtual assemblies / pupil briefings. • Resources/websites to support the mental health of pupils are provided. 	Yes	<p>Signposting to materials to support families via Mental Health Champion</p> <p>Staff have undergone CPD over this period of time</p> <p>School has a counsellor to aid this, 3 days per week and TOG mind are also attending school</p>	L
5.2 Mental health concerns – staff					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	M	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. • Staff briefings and training have included content on wellbeing. • Staff briefings/training on wellbeing are provided. • Staff have been signposted to useful websites and resources. 	Yes	<p>All key points have been covered</p> <p>Staff wellbeing service in place</p> <p>Mental Health CPD Programme</p> <p>Staff can contact line managers for support/ CTL or SLT.</p>	L

5.3 Bereavement support					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Support is requested from other organisations when necessary. 	Yes	School can signpost to trained staff and support service Pastoral staff have a basic awareness TOG mind support for students as Needed School has a new counsellor,	L
6. Maintaining educational provision for children of key workers and vulnerable children					
6.1 Maintaining provision					
Educational provision must still be maintained for priority children in the case of a local lockdown	M	<ul style="list-style-type: none"> Current government guidance will be followed. Liaison would continue with parents who are key workers and the parents of vulnerable children to agree required provision. The facility for full-time attendance is available where required (even if their peers are only attending part-time). Arrangements are in place to ensure that this cohort is tracked and supported effectively. Arrangements will be in place where supervision for children of key workers needs to be extended beyond the normal school day. Arrangements would be place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance. 	Yes	Access to school for vulnerable and key worker children would be put in place. Regular contact with parents/ carers re demand for places. Rota to support timetable in school Holiday support can be available if Needed.	L
7. Operational issues					
7.1 Review of fire procedures					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required:: Staff and pupils have been briefed on any new evacuation procedures. 	Yes	New fire procedures have been reviewed. Staff to be responsible for their class register at time of fire alarm/drill	M

		<ul style="list-style-type: none"> Incident controller and fire marshals have been trained and briefed appropriately. 		Staff and pupils briefed on fire evacuation protocols.	
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	Yes	See above.	M
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	See above.	M
7.2 Managing premises on reopening after lengthy closure					
All systems may not be operational	M	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems have been recommissioned. 	Yes	School has not closed, estate manager can oversee compliance Statutory checks have continued throughout the partial closure	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	M	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	School has not closed, estate manager can oversee compliance. Statutory checks continue as normal.	L
7.3 Contractors / visitors (inc. Governors) working on the school site					

<p>Contractors/ visitors on-site whilst school is in operation may pose a risk to Covid-19 secure arrangements and infection control</p>	<p>M</p>	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective procedures are maintained at all times. • Contractors and visitors including Governors must complete COVID-19 screening form before entering premises. • Temperature checks are carried out on arrival and before entering the school building. • A record of all visitors and contractors to the building will be kept. • Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. • Meeting with contractors and governors to be held electronically where possible (Teams/Zoom etc.) or socially distanced if electronically is not possible. • In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	<p>Yes</p>	<p>Any building work on site is monitored by Estates Manager. Current building work is classed as an offsite area, so their own regulations cover their workers.</p>	<p>L</p>
<p>Visitors on-site whilst school is in operation may pose a risk to social distancing and infection control</p>		<ul style="list-style-type: none"> • Visitors to the premises will be restricted and all non-essential visitors will be cancelled/postponed where it won't impact on the education or health of pupils. • Visitors including Governors must complete COVID-19 screening form before entering premises. • Temperature checks are carried out on arrival and before entering the school building. • A record of all visitors to the building will be kept • Consideration will be given to how Parent meetings can be held safely. Alternatives such as virtual meetings could be considered (Teams/Zoom etc). 		<p>Ensure reception / office staff are made aware of contractor arrivals and procedures around screening form.</p> <p>Ensure parents are informed of restrictions ahead of opening re parent policy including drop off and pick up routines.</p>	

8. Finance

8.1 Costs of the school's response to COVID-19

<p>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</p>	<p>M</p>	<ul style="list-style-type: none"> • Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget. • Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. • Additional sources of income are under exploration. • The school's projected financial position has been shared with governors and LA or trust. 	<p>Yes</p>	<p>Monitored and managed by Business manager and agreed at MAT level</p>	<p>L</p>
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9. Governance

9.1 Oversight of the governing body

<p>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</p>	<p>M</p>	<ul style="list-style-type: none"> • The governing body continues to meet regularly via online platforms. • The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. • The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. • Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. • Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. 	<p>Yes</p>	<p>Governors are fully informed Chair is / has been present and is updated by CEO TEAMS/ Email communication</p>	<p>L</p>
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10. Additional site-specific issues and risks

Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them

		<ul style="list-style-type: none"> • 			
		<ul style="list-style-type: none"> • 			

