

# Sherborne House

Spring 2021 Updated February 2021, reviewed April 2021 (Summer Term)

## Checklist and Risk Assessment

Area	Who	When	Status	
<b>Risk assessment</b>				
Review all relevant risk assessments and adapt as necessary to take account of changed circumstances	NR	31/8	Ongoing	RAs reviewed 8/2020 Where appropriate reference is made to ensure activities are undertaken in accordance with appropriate Covid 19 precautions and guidelines
Review SCR and other databases for any checks, permissions or training which have become out of date during lockdown	ES/MB	Ongoing	Complete	ES – confirmed re SCR reviewed MBen – safeguarding & compliance, routine Safeguarding monitoring continued to be undertaken, reporting through CPOMS
<b>Facilities</b>				
<a href="#">Further guidance from Government advice</a>				
Check hot and cold water supply is operating fully, and ensure legionella testing is up to date	NR	18/2	Complete & Ongoing	Routing monitoring visits undertaken by 3C and up to date, most recent visit 18/2. Results and Outcome advise no actions required, though regular monitoring of Cedar HWS being undertaken.
Check gas supply and functionality of all appliances	NR	1/9	Ongoing	Gas appliance subject to annual safety check Gas cooker service safety inspection and check completed 1/9

				<p>Gas boiler remedial works complete – safety certificates held for all 6 units:</p> <ul style="list-style-type: none"> <li>● Boiler safety inspections undertaken 18/5/20</li> <li>● Remedial works completed in Pines 17/8</li> <li>● Manifold replaced on Cedar boiler 20/8</li> </ul>
Continue regular testing of equipment, alarm systems, call points, emergency lighting and fire doors	NR/LT	16/2	Ongoing	<p>Weekly tests have continue to be undertaken as site remain open with Full time Nursery and Summer day camp</p> <p>Fire alarm and EM lights undertaken in accordance with established monthly/weekly pattern</p> <p>Fire Alarm systems and EM lighting tested by Uniguard 16/2</p>
Consider how to operate a fire drill under social distancing procedures and conduct a drill after reopening	NR/MBe	w/c 7/9	Ongoing	<p>Fire Procedures reviewed and remain unchanged including muster point.</p> <p>Site walk undertaken no safety issues identified</p> <p>Annual fire awareness training undertaken as part of usual routine.</p> <p>Fire doors held back fitted with Dorguard releases</p> <p>Fire drill undertaken termly, full school evacuation undertaken efficiently undertaken - no adverse issues to report with evacuation and registration complete with 3 mins</p> <p>Staff and pupils demonstrated appropriate social distancing</p> <p>Lines of tutor groups adequately spaced along field (muster point)</p>
Conduct visual hazard check of all areas	NR& LT	Ongoing	Complete	School remains open and assessment of hazards remains ongoing

				<p>Full site walk to be undertaken prior to full return of children starting on 8/3</p> <p>Site walks and inspections to be undertaken to monitor any safety issues</p> <p>Classroom Checklist have been completed with teaching staff to identify issues within teaching areas</p>
Ensure security and access control systems are working properly. Consider plans for changing or updating codes and/or passwords	NR	Ongoing	Complete	<p>Access to site is controlled</p> <p>A balance risk view have been taken to leave access to most building permanently open, reducing the need for many hands to touch key pads and handles as touchpoints and thereby reduce potential source of transmission</p>
Encourage pupils and staff to report any areas or practices they consider unsafe under current restrictions	All	Ongoing	Ongoing	<p>Ongoing pupil awareness through briefings and PHSE</p> <p>Culture of staff and pupils being vigilant</p> <p>Reminder through staff briefings/meetings to ensure fatigue from measures is avoided.</p>
Agree and implement any necessary changes to laundry procedures	NR/LK/CV	Ongoing	Complete	<p>Catering Laundry – high temperatures used – no change</p> <p>Nursery – Laundry washed at 60deg, procedures confirmed with Nursery Manager</p> <p>All but personal soft items removed from Nursery</p>
Agree and implement any variations to cleaning frequency or procedures	NR/LT	4/1	Ongoing	<p>Updated cleaning procedure provided by Brayborne, contract cleaners</p> <p>LT to undertake cleaning of touch point during the day</p> <p>All classrooms provided with Detox Ant-bac type sprays for adhoc cleaning of surfaces and resources</p> <p>Touchpoint cleaning currently undertaken twice during the day in addition to daily clearing</p>

				<p>Brayborne continue to provide main school clean, spec includes updated procedures in relation to Covid 19</p> <p>Any deficiencies immediately reported back to Supervisor by SBM or SM</p> <p>Copy of cleaning spec from Brayborne held on shared drive with other Covid 19 documents</p>
<p>Ensure appropriate PPE for any staff performing roles which will require it</p>	NR/ES/LK	2/9	Ongoing	<p>Nursery – stocks of gloves &amp; aprons for nappy changes used routinely</p> <p>Catering &amp; First aid – stocks of aprons, gloves &amp; masks held</p> <p>Catering staff wear visors for serving of children for added level of protection</p> <p>Face Masks to be worn for any close first aid and face shield for any suspected cases</p> <p>Staff to restrict their visits other bubbles/buildings for essential work needs or where timetabled to teach across the school</p> <p>Staff who teach across school should ensure they social distance when teaching, where this cannot be maintained they use visors to wear when teaching outside of “home” bubble in addition to masks.</p> <p>Face masks to be worn in all communal areas within own building and in teaching spaces of other bubbles</p> <p>Hand to be sanitised when entering each building/bubble</p> <p>Nursery staff to wear visors, when meeting parents with children beginning/end of day particularly given the close proximity of parents when passing babies or small children to staff, reducing transmission risk</p>

				<p>Parents now requested to wear masks when dropping children on/off site</p> <p>All visitors required to wear masks when on site</p>
Testing of staff for Covid	All staff	Ongoing	Ongoing	<p>All provided with testing kits to complete Lateral flow test and register on Government website twice per week</p> <p>Recommended before start of school Monday &amp; Thursday</p> <p>Any positive results to be reported immediately to ES/CC/MBe who will be responsible to contacting DFE/PHE and taking appropriate guidance and steps in relation to isolation of other staff &amp; children</p> <p>PCR test to be booked by staff member to confirm and self- isolation to commence immediately.</p>
Consider maintenance requirements of any school vehicles and make any adaptations to use as required by social distancing limitations	N/a			<p>Not applicable</p> <p>Classroom checklist completed form which small maintenance items identified – none specifically Covid related</p> <p>Excess furniture removed from classroom so as not to inhibit social distancing</p> <p>Other maintenance items include additional dorguards fitted on fire doors which are open to reduce touch and therefore possible transmission.</p>

				<p>Heating systems to be set to higher level to try and provide optimum balance of heating whilst windows provide good levels of ventilation</p> <p>In accordance with guidelines Windows to remain open to provide ventilation in classrooms and to be well ventilated, fully opening doors and windows during periods when spaces are not occupied</p> <p>External doors tied open where possible to reduce touching of handles/key pads</p>
<p><b>Curriculum</b>  <b>Other bodies will have much to say on the matter of curriculum and classroom management, particularly if there are recommendations relating to staggered start times and lower class sizes. The following are particularly relevant to boarding schools:</b></p>				
<p>Ensure appropriate access to online learning as appropriate</p>	<p>MBe/CC</p>	<p>Ongoing 8/3</p>		<p>Normal timetable followed with key worker children in school with children at home joining through google classroom</p> <p>Upon return of full school  Learning continues to be class based with only movement in sets within established bubbles</p> <p>Teachers to continue to take maximum advantage of teaching outside of the classroom when outside all guidance advises potential for transmission reduced.</p> <p>Where specialist teachers move between classes, they should ensure hands &amp; resources sanitised, mask (and visor) worn and that adequate social distancing in place.</p>

Consider the impact of any variation to the school day	MBe/CC	7/9	Complete but subject to periodic review	<p>Children from different bubbles/hubs to continue to have staggered start times</p> <p>Year groups to be separated by time and entrance to be used</p> <ul style="list-style-type: none"> <li>- Front</li> <li>- Rear pedestrian</li> <li>- Rear vehicle</li> </ul> <p>These actions will reduce the number of parents and potential for them to congregate around school entrances</p> <p>Parents to be reminded about social distancing around the school gates and encouraged to wear masks</p> <p>Staggered break times to reduce numbers of children on playgrounds and to ensure that bubbles remain separate.</p> <p>Timetable reviewed to reflect but ensuring that full and broad needs of curriculum are now met within parameters of the guidelines we now have to operate within</p> <p>PE lessons timetables for outside</p> <p>Individual music lessons, where they continue are covered by separate RA</p>
Ensure the needs are met of any year groups not in school or not currently being taught face-to face	n/a	n/a	n/a	All children now being taught in school in line with government guidelines – “mandatory attendance expectations in different school phases”

				Only children shielding or self isolating can request remote provision
Take out of use any areas not required and remove any furniture from use which impedes flow or social distancing requirements	NR	2/9 and Ongoing	Complete	Storage in LH Changing Room & Wise Hall store Surplus chairs & tables removed from classrooms Studio & Bowes not being used as general teaching spaces Wise Hall – Dining space Studio – Dining Space Bowes – Music Peri Lessons
Consider how to replace any “whole school” assemblies and events, or any other whole school gatherings	MBe/CC	8/3 and Ongoing	Complete	No routine whole school assemblies  Any group gatherings including will involve single bubbles  Other communications and presentations that would otherwise been within an assembly undertaken by Head or Deputy with visits to bubbles  Head or Deputy will follow guidelines re hands/face/space to reduce any cross transmission risk  In the event of needing to assemble in larger groups these will be undertaken outside and in socially distanced bubbles
<b>Kitchen</b>				
Ensure staff have sufficient time for appropriate cleaning procedures before service resumes	NR/CV/SI	8/3 and Ongoing	Complete	School kitchen has remained open providing Nursery catering.



				<p>CV has undertaken reorganisation of kitchen space and staff will use annex and dining space if necessary to ensure social distancing</p> <p>Lunchtimes timetabled to allow dining area to be fully wiped down and cleaned between different sitting and bubbles</p> <p>Face masks (and visors) to be worn during service when mixing with other children and staff</p>
Decide on kitchen safety protocols to ensure social distancing requirements as appropriate	NR/CV/SI	2/9	Complete	<p>Space reorganised to enable social distancing.</p> <p>Dining will be undertaken in three spaces – Wise Hall split into A &amp; B with servery area in the middle of the hall and children &amp; classroom staff will not be able to move between areas</p> <p>Lunch times will be staggered to reduce time children sat in hall waiting with 2 sittings in each space Between each sitting, dining hall furniture to be wiped down with D10 or equivalent, together with touch points.</p> <p>Lunch choices to be reduced, to enable meals to be plated and handed to straight out, meals will no longer be individually selected reducing exposure of food being breathed over</p> <p>Tables to be pre-laid with cutlery and water glasses to remove handling by children Children to sit at tables all facing same direction</p>

				<p>Supply of disposable gloves and aprons for staff to use as required to reduce contamination risk</p> <p>Catering staff will wear mask and visor when serving or in dining rooms to reduce risk from them to food</p> <p>All other staff required to wear masks in dining hall except when sat down to eat</p>
Consider arrangements for service, including queuing, seating, staff supervision and possible “staggered” mealtimes	NR/MBe/CC/CV	1/9 reviewed for 8/3	Complete	<p>Lunches served in two separate sittings</p> <p>Effectively three locations Wise Hall 1 &amp; 2 – staff and children do not crossover and therefore remain in their bubbles avoiding contamination across bubbles</p> <p>Prior to service, tables and benches are wiped down with a Milton solution. Between sittings tables are cleared and wiped down again with Milton solution.</p> <p>Children remain seated once they come into the lunch hall except at the end when they clear own dirties to table and dismissed in small groups by teaching staff to avoid bunching in groups.</p> <p>Lunch is plated up by staff and then taken to tables by staff wearing visors or masks</p> <p>Cutlery and glasses already laid up for the children removing the handling and potential contamination.</p>
Conduct food stock check to identify out of date items	CV	Ongoing	Complete	School kitchen has remained open, stock check undertaken prior to deep clean on 17 February 2021

Liaise with Catering Manager to ensure appropriate stock order levels to cater for any new school numbers and arrangements	CV	1/9 & reviewed for 8/3	Complete	Menus reviewed to simplify service Stock and ordering has been reviewed but kitchen has remained open throughout.
Adapt dining room layout as appropriate, including flow, rearranged seating, floor markings etc.		Ongoing and updated for 8/3		Three dining areas, table and benches laid out with children facing the same direction as per Government classroom guidelines.  Minor adjustments to layout made is in Studio, food positioned behind tables staff serve from Children continue to sit at rows of tables with benches facing in one direction
<b>School</b>				
Identify safe occupation levels for each class	NR/MBe	Ongoing	Complete	In line government guidelines, largest class 21 and therefore within guidelines. All children to be positioned facing same direction no desking in groups, though children can sit two per desk. Surplus furniture removed to improve circulation space for staff Staff to manage own space and distancing from children, adapting style of teaching accordingly and in particular staff who teach across bubbles in line with government guidelines.
Consider the flow of pupils within the school	NR/MBe	Ongoing		Alternative route where appropriate though classrooms located in multiple buildings which alleviate some issues: Wattles – In/out doors & Up/down stairs Nursery - In/out doors & Up/down stairs – LK & HW to communicate with parents Pines – In/out doors

				<p>Beeches – utilising of crash doors directly to outside  Cedar Hall – In/out doors  Bowes – utilise main doors only, crash door route only suitable for emergency use</p>
Arrange suitable toilet occupancy	NR	Ongoing		<p>Children to be allocated use of specific toilet facilities within their Hub:  Year R &amp; 1 – Beeches GF Toilets  Year 2 – Pines Toilets  Year 3 – Beeches 1<sup>st</sup> Floor toilets  Year 4 – Cedar Toilets  Year 5 – Wattles Toilets  Year 6 – Bowes Toilets</p> <p><u>Update:</u>  Toilets for Lakewood – designated cubicle and sink in boys and girls toilets which is cleaned and signed accordingly  Toilet for Year 3 after school who will relocate to Bowes 2, similarly cubicle to be designated, cleaned and signed accordingly.</p>
Ensure availability of PPE for pupils and staff as appropriate	NR	3/9 and Ongoing		<p>Nursery have stock of gloves and aprons used for nappy changing etc  Nursery to use masks and visors at handover of children  Stock of routine PPE held in main house,  Stocks of disposable masks and visors held for staff and visitor use  Catering to wear visors as set out above</p> <p><u>Update:</u>  Due to supply issues regular orders from different suppliers being made to ensure stock always held</p>

Display clear notices regarding expectations but also ensure some positive content	ES/MBe	3/9 and ongoing	Complete	Signage prepared and put up Will continue to review once school in occupation <u>Update</u> Notices updated and reviewed in accordance with current government guideline Hands; Face; Space
Ensure clear communication with parents, carers and pupils	CC	26/2 and Ongoing	Ongoing	Communication sent to parents 26/2 advising arrangements and start/finish times for return on 8/3  Parents will continue not to be allowed on site unless by pre-arranged meeting, when social distancing arrangements to be in place - see section on meetings  <u>Update:</u> Communication remains ongoing Reminders to parents of key items including distancing outside of school gate, road awareness etc
Remove into storage any furniture not required, to ensure greater space	NR/LT	Ongoing	Complete	Surplus furniture removed Items stored in changing room as not otherwise used.
Designate use of social spaces to ensure hygienic operation	NR/MBe	4/1 and ongoing	Complete	Wherever possible this should be outside, thereby reducing risk Hubs established to reduced interaction Specific outdoor play areas allocated for different bubbles year/groups Playground spaces being used with areas designated by cones over staggered break periods

<p>Agree and communicate appropriate procedures for parents and carers dropping off and collecting pupils from the School</p>	<p>MBe/CC/ES</p>	<p>4/1 and ongoing</p>	<p>Complete</p>	<p>Identified staggered drop off &amp; pick ups at school gate Main gates and two rear gates used to assist in enabling pupils and parents to be socially distant Only nursery parents to be allowed on site</p> <p><u>Update:</u> Communication remains ongoing Reminders to parents of key items including distancing outside of school gate, road awareness etc</p>
<p>Decide on appropriate procedures and/or sanctions for accidental or deliberate infringement of social distancing requirements and any Covid related bullying (including online)</p>	<p>MBe/CC</p>	<p>Ongoing</p>	<p>Ongoing</p>	<p>In line with behaviour policy Staff to be aware that the wearing of masks will impact upon children's ability to read "real" expressions and therefore may need to adjust their approach.</p>
<p>Inform pupils of issues– positive and negative – which have affected the school community since they were last in school</p>	<p>MBe/CC</p>	<p>Ongoing</p>	<p>Ongoing</p>	<p>Only aware of general impact</p> <p><u>Update</u> Staff members self isolation – DFE/NHS/PHE guidance followed re communication Communication to pupils has been honest and straightforward as appropriate regarding any absent staff. Children also aware as staff member self-isolating has been able to continue to deliver lessons on line and into the classroom</p>
<p><b>Medical</b> Much will depend on the nature and scope of medical provision within the school. Not all schools have registered nurses and/or an on-site medical centre, so will need to tailor this accordingly</p>				

Consider the needs of any pupils and staff with underlying health issues or compromised immunity, and also pupils with family members being shielded	MBe/CC/ES	Ongoing		ES – to consider and where appropriate care plan to be in place MBe/CC – to identify/respond to any staff issues
Consider PPE requirements for any staff undertaking medical care or other healthcare tasks	LK/ES	12/5 and ongoing		Nursery utilise PPE with routine care and medical/First aid ES to co-ordinate all medical/first aid needs with children to remain in hubs to be treated with first and if unwell unless their condition requires medical room or potential Covid, Library has been identified as a suitable space allowing any staff supervising to maintain a distance and for the room to be well ventilated. Staff will use PPE in these circumstances and child, including wear face mask
Decide on any how to operate any testing procedures which might be advised by public health bodies or deemed appropriate by the school  To also include visitors and visiting parents	MBe/ES	1 Feb and Ongoing		<b>Update</b> All staff provided with testing kits to complete Lateral flow test and register on Government website twice per week Recommended before start of school Monday & Thursday  Any positive results to be reported immediately to ES/CC/MBe who will be responsible to contacting DFE/PHE and taking appropriate guidance and steps in relation to isolation of other staff & children PCR test to be booked by staff member to confirm and self- isolation to commence immediately.  Note - Whilst we will encourage staff to undertake they are not mandatory, but we will impress the benefit to all by completion of testing

				Where test are refused, HT to be responsible for counselling the individual(s) to the benefits for all parties and ultimately make the decision if a visitor can remain on the premises or within any buildings.
Evaluate cleaning arrangements within the medical room and adjust as necessary	ES	1/9 and ongoing		Usual daily clean in place with cleaners Updated cleaning guidance to their staff obtained from Brayborne, focus remains on sanitising of touch points ES to be responsible for any additional cleaning required as/when medical room used. Brayborne have provided their Covid cleaning guidelines
Ensure relevant communication with PHE regarding health needs of staff and Pupils	ES	Ongoing		ES ongoing review of instructions issued <a href="#">Guidance circulated to all staff as appropriate</a>
Evaluate and adapt any current procedures for dealing with cleaning up bodily fluids, and advise staff of the changes	NR/ES	1/9	Complete	Reviewed, body fluid spill kits held, no change to existing procedures
Draw up detailed arrangements for the management of any suspected or confirmed cases in school and communicate with parents and pupils so they know what would happen.	MBe/CC/ES	Ongoing		Within school any suspected cases would be within library as a bigger space, face masks to be issued MBe/CC would be responsible for communication.  Deep clean with Brayborne is in accordance with their procedures after 72 hours isolation period of space.
<b>Activities</b>				
Designate appropriate recreation areas (inside and outside) for use by pupils	MBe/CC	12/5		Break and play times to be staggered. Children to play on designated areas  <a href="#">Update</a> <a href="#">Play areas on playground designated by cones</a>



				<p>Limited number of children on playground Break times staggered to remove risk of bubbles mixing</p>
Decide upon appropriate levels of occupancy of each area	CC/MBe	1/9	Complete	<p>Areas provide more than sufficient space for break times Year groups have designated spaces</p> <p><u>Update</u> Play areas on playground designated by cones Year groups/bubbles have designated spaces Break times staggered to remove risk of bubbles mixing</p>
Agree safe leisure activities with pupils and explain those which do not comply with current restrictions	MBe/Staff	Ongoing	Ongoing	<p>Ongoing review with staff, limit potential for sharing of items requiring physical handling, children to sanitise hands before and after break times</p> <p><u>Update</u> Reviewed and introduced games where risks managed Children sanitise hands before and after Activities undertaken within bubble Activities with Lakewood &amp; EMC to reduce sharing of any resources NO sharing of pens etc where risk of pens/pencils being put in mouths is considered mid/high Children to only bring in with their pencil case which should remain in school Children will either come in in uniform or PE kit to avoid the requirement to change during the day with potential contamination risks Children actively discouraged from bringing in any additional items from home to avoid contamination risk – parents to be reminded in communication</p>

Ensure appropriate checks and testing of any areas which require them, such as pools, courts, sports halls, ranges etc.	N/a			N/a
<p>Consider how bands, orchestras, theatre groups and other performing arts could safely operate</p> <p><i>Consider also performances and other similar event during the summer term.</i></p>	SL	8/3 and ongoing	Complete	<p>SL to provide separate risk assessment document</p> <p><u>Update</u>  See separate risk assessment completed by SL  Further measures taken with peri teachers wearing visors if within 2 metres of a child  Masks to be worn around school when collecting/returning children  Hands to be sanitised as they go in each bubble</p> <p><i>Other performance and events to be undertaken in accordance with this risk assessment, with further review and update to be undertaken once scope of the event/performance is understood against the prevailing guidelines at that time.</i></p>
Ensure safe operation of any clubs and societies	CC/MBe	8/3 and ongoing	Complete	<p>No school clubs until after first 4 weeks after which staff to update re operation within bubble  After school care where children to remain in hubs</p> <p><u>Update:</u>  After school clubs and care operating:  4-5pm children remain in bubbles  5-6pm children with staff either in different separate corners of Cedar hall or where possible outside playing games  Staff to wear masks  EMC operates in similar way to Lakewood 5-6</p> <p>Sports clubs to operate within bubbles from 29/3</p>

<b>Staffing</b>				
Ensure appropriate staffing levels at all times	MBe/CC	Ongoing	Complete	<p>Staff to work with designated year group bubbles</p> <p>Nursery to continue to operate with bubble system.</p> <p><u>Update</u> Where possible all cover to come from within bubble, though adopting appropriate masking, maintaining distance wherever possible and sanitising of hands before entering bubble and returning</p> <p>Where staff do need between bubbles adopt hands/space/face with sanitising/distancing/masks</p>
Make appropriate adjustments for any staff unable to work (self-isolating, not in the country etc.)	MBe/CC	Ongoing		<p>Ongoing subject to staff identifying</p> <p>Arrangements in place for clinically extremely vulnerable pupils and staff</p> <p>Similar arrangements need to apply for pregnant staff with separate risks assessment where appropriate</p> <p>Current guidance pregnant member of staff to self-isolate from 28 weeks, prior to which they should ensure they carefully observe hands/face/space</p> <p><u>Update</u> Staff off due to isolating and other staff through other physical reasons though have continue to be available</p> <p>Online teaching undertaken through Google classroom with children supervised by another member staff</p>

				<p>Where staff absent for other reasons, cover provided but with priority to avoid mixing bubbles</p> <p>Appropriate use is to be made of the Furlough scheme.</p>
Review staff visitor policies	MBe/SL	7/9		<p>Peri teacher to visit – see separate document from SL re procedures and risk management</p> <p>Other adult visitors will be limited – alternative ways of virtual meetings, where face to face meeting to be undertaken these will only be by prior arrangement, subject to social distancing and outside of main school hours.</p> <p>Where visits by contractors required these are to be limited to essential or compliance works during school hours</p> <p><u>Update</u></p> <p>Policy in place for essential visitors</p> <ul style="list-style-type: none"> <li>- Pre-arranged visitors</li> <li>- Confirmation they are well</li> <li>- Confirmation not isolating or have been in contact with anyone with C19</li> <li>- Masks to be worn</li> <li>- Temperature taken</li> <li>- Check in via the app (full details taken where unable to do so)</li> <li>- Where visitors on site for longer period LFT to be requested</li> </ul>

Give a full briefing to staff who do not operate in “pupil-facing” parts of the school, so they understand the situation	N/a	N/a	N/a	All staff are pupil facing
<b>Wellbeing</b>				
Ensure current arrangement for pupil well-being are functioning appropriately	MB/CC	Ongoing		<p>This remains part of Form tutor role with MBen to review in pastoral role</p> <p><u>Update</u>  Staff responding appropriately to concerns  Dealing sensitively and in accordance with guidelines re absent staff or children</p>
Ensure pupils considered to be vulnerable are fully supported	MB/CC	Ongoing		<p>This remains part of Form tutor role with MB to review in pastoral role</p> <p><u>Update</u>  Staff responding appropriately to concerns  Dealing sensitively and in accordance with guidelines re absent staff or children</p> <p>Child/children identified for ELSA from family events to be accommodated  School has implemented CPOMS which has enabled DSL to be aware of some different concerns with children working from home</p>
Consider the changed needs of the school community as a whole – be aware of any bereavements, children of key workers and other considerations	MBe/CC	Ongoing		<p>To respond as appropriate as/when</p> <p>Where this has been identified liaison with family undertaken and ELSA offered/provided</p>

Enhance curriculum provision for well-being as appropriate	MBe/CC/MB	8/3 and Ongoing		Curriculum provision and timetable in course of review as part of the return
Provide appropriate support to staff.	MBe/CC	Ongoing		As part of usual ongoing support
<b>Induction/ New pupils/ Visitors</b>				
Ensure appropriate arrangements for induction of new pupils and/or suitable transfer for pupils leaving	MBe/CC	Ongoing		<p>New reception children parents to be allowed in on first day only at 9am after other children have started  Otherwise starters will be met at gate by ES on first day  Other induction procedures to be adapted with visits outside of normal school hours  Taster visits to undertaken as required, where children identified to join</p> <p><u>Update</u>  Where starters have been through the induction process we will have checked the same for visitors  New families/children met at front gate by ES  Policy in place for visitors including prospective families</p> <ul style="list-style-type: none"> <li>- Pre-arranged visitors</li> <li>- Confirmation they are well</li> <li>- Confirmation not isolating or have been in contact with anyone with C19</li> <li>- Masks to be worn</li> <li>- Temperature taken</li> <li>- Check in via the app (full details taken where unable to do so)</li> <li>- Visit around outside of school</li> <li>- Meetings undertaken in HT office</li> </ul>

<p>Decide on appropriate procedures for parents and carers of prospective pupils to view the school</p>	<p>MBe/ES</p>	<p>Ongoing</p>		<p>MBe under Goodlemeets etc  Social distancing and use of outside spaces to discuss and meet where possible  Head Boy and Girl currentlyu not to undertake usual tours and visits will not include classrooms</p> <p><u>Update</u>  Meetings vis zoom etc continue to be encouraged  Policy in place for visitors including prospective families</p> <ul style="list-style-type: none"> <li>- Pre-arranged visitors only</li> <li>- Confirmation they are well</li> <li>- Confirmation not isolating or have been in contact with anyone with C19</li> <li>- Masks to be worn</li> <li>- Temperature taken</li> <li>- Check in via the app (full details taken where unable to do so)</li> <li>- Visit around outside of school</li> <li>- Meetings undertaken in HT office</li> </ul>
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