

COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: POPLAR EDUCATION PROVISION **OWNER: Val Scott (Head of Education)** **DATE: 01.11.21**

Purpose of this document:

Hospital schools, including child and adolescent mental health services (CAMHS) Providers should offer full-time education where it is safe and feasible to do so and in line with the wider infection prevention and control (IPC) measures in place within the hospital setting. We work with our local NHS trusts to deliver a broad and balanced curriculum for all pupils as far as their health permits. Where it is not possible to provide face-to-face education for all pupils, for example, because of current physical capacity restraints at the hospital, then we use risk assessments to prioritise the pupils with the greatest need. Mainstream schools and colleges should continue to support their pupils in hospital, including through remote learning support, to minimise the impact of their hospital stay on their education.

- *(SEND and specialist settings: additional COVID-19 operational guidance 6 July 2021)*

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school and to ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- SEND and specialist settings: additional COVID-19 operational guidance 6 July 2021
- DFE Guidance relating to COVID19 [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/schools-covid-19-operational-guidance) September 2021
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Full Opening Preparation:



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Action plan overview

1.1: Minimise contact with individuals who are unwell by ensuring that those who have the coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school:

- a. Communication to all parents and pupils around the importance of this in JANUARY 2021
- b. Staff not obeying track and trace/self-isolation a disciplinary offence
- c. Where a pupil or member of staff becomes unwell at school with a new continuous cough, high temperature, loss of sense of smell and taste:
 - i. Medical team should be alerted.
 - ii. The pupil/ member of staff should be isolated immediately in a closed room with the windows open.
 - iii. PPE should be used by staff in vicinity and handwashing protocols followed
 - iv. A pupil should be sent to the ward as soon as possible and tested. The member of staff should leave the site as soon as possible and will be asked to get a test and inform the school of the outcome
 - v. There should be a full bleach based clean of the areas the pupil/member of staff has been in.
- d. Should a member of the school community have a positive test for COVID -19, the school will contact PHE and follow the advice given around which individuals/groups should be asked to self-isolate. Communications protocols need to be in place for this

1.2: Clean hands more often than usual:

- a. All classrooms will be equipped with alcohol gel and staff will be asked to ensure all pupils use this regularly (minimum - at start of all sessions. Pupils are encouraged to wash their hands thoroughly after using the toilet.)
- b. Posters in the toilet areas and around school will remind pupils of the importance of handwashing and of the best technique.
- c. Messaging around the importance of good hand hygiene included in briefings for pupils

1.3: Ensure good respiratory hygiene by promoting “catch it, bin it, kill it” approach:

- a. All rooms to have a supply of tissues, checked and replenished by the cleaning team
- b. All rooms to have bins checked and emptied each day
- c. Messaging around the importance of “catch it, bin it, kill it” approach included in briefings for pupils.
- d. Posters put up in all classrooms around the importance of “catch it, bin it, kill it”.

1.4: Introduce enhanced cleaning, including frequently touched surfaces often, using standard products such as detergents and bleach

- a. Continuation of current practice of additional cleaning of priority areas and touch points including doors, toilets and eating areas.
- b. Reduction of touch-points (doors propped open, where safe to do so)

1.5: Minimise contact between individuals and maintain social distancing whenever possible

PUPILS:

Each home school or college will have their own forms of contact reducing measures and these will be communicated to our pupils when reintegration programmes are being employed.

Our group is treated as a single bubble. Pupils and staff are encouraged to employ social distancing measures throughout the day.

Doors propped open to reduce touch points, where safe to do so.

Reducing the risk of contact with COVID-19 on equipment

Pupils will be allocated their own water bottles to use throughout the day or will bring their own to class.

All reusable equipment will be cleaned between sessions (spray, wipes or washing)

Gloves will be worn to collect and clear up cups after break.

Reducing the risk in the classroom environment

Windows and doors should be kept open (as far as possible) to ensure good ventilation

Pupils will be sat in the safest possible arrangement for each room which will be side-by-side facing forwards and 1m apart with an empty workstation between pupils. Those with their own personal laptops can work at a table or at their designated workstation. Pupil will use the same part of the classroom each day. Cleaning will be required after all sessions.

STAFF:

Reducing the risks in the classroom

Staff to use their own 'space' (desk, chair, class area) as much as they are able and to clean after use by other persons.

Reducing the risks in offices and other work-spaces:

Signs on the door of each office show the recommended maximum number that can use the space on the door of each office. If the office has reached the maximum number, staff advised to work in a different space/classroom

Staff encouraged to work at 2m distance in free periods and side-by-side or back-to-back.

Additional cleaning of office spaces with alcohol gel and spray cleaner available for staff to use as required (particularly for touch points such as printers and copiers)

Use of outdoor areas as much as possible.

Reducing the risks in meetings

Meetings to take place remotely where possible. All meetings to be held in spacious and well-ventilated rooms.

2m distancing to be followed or face masks.

Reducing the risks for the most clinically vulnerable staff

All staff in the extremely clinically vulnerable category (and other colleagues as appropriate) will follow an individual risk assessment written in agreement with Head of Education.

1.6: Where necessary, wear appropriate personal protective equipment (PPE)

- a. As is required on NHS premises all staff are required to wear a mask provided by the Trust. Scrubs are available for staff in contact with pupils. Since mid-June any clothing can be worn by staff but requires washing at 60 degrees.
- b. Any member of staff called to deal with an individual with coronavirus symptoms will be required to wear full PPE including gowns, gloves and masks.

1.7: Engage with track and trace:

Requirement to engage with track and trace set out in communications between Trust and families and in code of conduct for staff. Should a positive case emerge, contact will be made with the local public health protection team and all advice will be followed.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, Management Committee and union representatives.	Virtual Meetings/ Full engagement	L	Virtual Meetings undertaken. Risk Assessment in June/ Reviewed August/ November/January/February	June 2020 Aug 2020 January 2021 July 2021 Nov 2021	L
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements <p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Site open as normal as NHS facility</p> <p>Food remains in Fridge and Freezer</p> <p>Office does not allow for adequate space between staff members, no windows for ventilation.</p>	<p>M</p> <p>M</p>	<p>To report any maintenance issues with NHS Estates</p> <p>Liaison with Essex Fire. Services to undertake Site Specific Risk information (SSRi) exercise. Fire Service given contact details of Head of Estates</p> <p>Fire Drill completed by ward</p> <p>Food is for cooking stored in freezer. Check dates. Weekly temperature checks (MTV) written on charts. Staff lunches kept in fridge and milk Regular temperature check.</p> <p>Office redesign allows for social distancing for 3 staff. Window opens for ventilation.</p>	<p>At least weekly</p> <p>Dec 2020</p> <p>October 2021</p> <p>07/07/21</p> <p>04.01.21 12.07.21 01.11.21</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>
	Entry and exit routes to the school are in place, any physical changes	Bottlenecks likely at entrance to school. Social distancing	M	Staff escort students in and out of Education Department, safely maintaining social distancing	01.11.21	L

	and/or signage required to allow social distancing are in place.	unlikely to be maintained.				
	Consideration given to premises being used for other than education purposes.	Education rooms repurposed facility increasing possible transition points with insufficient cleaning in between.	M	Education facility is not let out and only accessed by staff, students, nursing team and cleaners	01.11.21	L
	Consideration given to the arrangements for any deliveries.	All deliveries are to reception	L	Porter delivers any parcels to the Education corridor and alerts office without entering Admin Office. Leaves them in corridor for collection.	01.11.21	L

Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	Current evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.	M	<p>Current evacuation procedure is through the door by the kitchen (ADL) via a key that all staff have. This should continue as closest exit</p> <p>Admin staff to vacate via emergency exit door near to photocopier.</p> <p>Fire alarms tested each week.</p>	12.07.21	L
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u>		M	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected Before and after each session.</p> <p>Hand towels and handwash are to be checked and replaced as needed by cleaning staff</p>	28/05/20 Nov 2020 04/01/21 12.07.21	L

				Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.		
Capacity of cleaning staff is adequate to enable enhanced cleaning regime. Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	Limited supply of soap.	M	Hand sanitiser available at the school entrance Lidded bins needed in classrooms – still not provided. Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach Stock check and ordering schedule reviewed and order made.	Completed 30.06.2020 Reviewed 19.08.20 04/01/21 12.07.21 01.11.21	L	
Sufficient time is available for the enhanced cleaning regime to take place. Waste disposal process in place for potentially contaminated waste.		M M	Cleaning staff access the Education Department after school hours each day. Weekly ‘chlorine wash’ cleans requested weekly of frequently used surfaces. Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site	28/05/20 04/01/21 12.07.21 28.05.20 12.07.21	L L L	
Process in place for safe removal and/or disposal of face masks.		M	Lidded bins with yellow clinical waste bags available in Education setting	30.06.2020 12.07.21 01.11.21	L	

Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.	Too many people in too close vicinity	H	<p>Main classroom layout changed to accommodate up to 2 key groups of pupils.</p> <p>Art classroom to accommodate up to one full key group of pupils (5) young people.</p> <p>Tables to be removed and furniture rearranged. Art wardrobe to be moved the photo-copier area.</p> <p>Patio area cleared and decorated.</p>	<p>01/06/20 20/04/20 Review Aug 20 12.07.21</p> <p>01.11.21</p> <p>21.07.2020</p>	<p>M</p> <p>M</p> <p>L</p>
	Classroom entry and exit routes have been determined and appropriate signage in place.		M	Signage as per NHS requirements	<p>August 2020 12.07.21 01.11.21</p>	L
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Resources which are not easily washable or wipeable have been removed.</p>	<p>Art materials to be apportioned between two classrooms and a small store needed on ward.</p> <p>Soft toys, cushions and beanbags in classroom B not easily washable.</p> <p>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</p>	<p>L</p> <p>M</p> <p>L</p>	<p>Resources available as per individual requirements</p> <p>Remove soft furnishings</p> <p>New NHS Information posters sourced and displayed as they are produced or made available by the Trust</p>	<p>September 2020</p> <p>September 2020</p> <p>November 2021</p>	<p>L</p> <p>L</p> <p>L</p>

	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.				September 2020 01.11.21		
	Ward Education	<p>Too crowded - no history of social distancing of yp on ward.</p> <p>Room layout does not allow for staff to safely distance.</p> <p>Not all staff using face masks in confined offices.</p> <p>Shared equipment.</p>	H	<p>New education space sourced. Interview room, with observation door and work and storage space.</p> <p>Move 1 art tables to room and high chairs; 1 new low table and make room by taking out furniture taking to storage.</p> <p>Ward staff to be informed of timetable and storage need.</p> <p>Network from education rooms patched to ward</p> <p>Wifi for Education network to be sourced and installed</p>	<p>September 2020</p> <p>November 2020</p> <p>October 2021</p> <p>November 2021</p>	M	
04Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including: Paediatric First aider</p> <ul style="list-style-type: none"> • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	N/A	H H	<ul style="list-style-type: none"> • All Staff First Aid trained. • Both Safeguarding Lead and Deputy on site where possible. • All staff experienced SEN Teachers. • Senco on-site where possible. • Maintenance on site 	<p>03.09.20</p> <p>03.09.20</p> <p>04.01.21</p> <p>Review 01.11.21</p>		

	<p>Approach to staff absence reporting and recording in place. All staff aware.</p> <p>Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.</p>	<p>Staff member previously shielding daughter. Was excluded from ward work as ward not seen to be Covid Secure</p>	<p>M</p> <p>H</p>	<p>All staff aware of absence and leave policy and advice from HR.</p> <p>New education space sourced on the ward for those pupils unable to attend Education unit. This space will have fewer transmission opportunities with other staff.</p>	<p>05.11.20</p> <p>05.11.20 Review: 01.11.21</p>	<p>L</p>
	<p>Arrangements for staff who may need to work from home following requirements to self-isolate.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>			<p>Laptops are available for remote access.</p> <p>Key Teachers provided with mobile phones to continue liaison with families, schools and colleges.</p> <p>'Teams' being used for regular virtual meetings</p> <p>Daily Handovers from teachers working on site.</p>	<p>June 2020</p> <p>Review November 20 01.11.21</p>	<p>L</p>
	<p>Plans to respond to increased sickness levels are in place.</p> <p>Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>		<p>M</p>	<p>All staff aware who is working on rota, if sickness occurs. Staff ready to extend their roles flexibly if required.</p>	<p>03.09.20</p> <p>Reviewed Nov 2020</p>	<p>L</p>
	<p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).</p>			<p>Staff have been provided with scrubs.</p> <p>Able to wear own clothes so long as these are washed daily at 60 degrees at home.</p>	<p>20/04/20</p> <p>12.07.21</p>	<p>L</p>

				Tie back long hair Face continued to be worn	01.11.21	
Approaches for meetings and staff training in place.		M	Where possible training and review meetings taking place on site with social distancing measures in place. Other meetings conducted via Teams / Zoom or even by phone conferencing. VS to take part in weekly CRMs on-line and for concentration; at home.	02.09.20 12.07.21	L	
Consideration given to staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.		M	Reintroduction of Bubbles for on-site delivery if isolation is required and support from home by staff who are not on-site. Communicated during first team meeting.	02.09.20	L	
Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	New / untrained staff in roles unfamiliar to them	M	Extended induction for new staff member(s). Mix of on-line learning and face to face 'teaching'.	June 2020 Reviewed 01.11.21	L	
Approach to support wellbeing, mental health and resilience in place, including bereavement support	Further absence and anxiety of coming to work	H	Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service. Local NHS Trust has well-advertised services to support staff working within the Trust	01.11.21	M	

	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.			All DfE and ECC guidance forwarded to all staff. 'Teams' meetings to raise and answer issues. The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements		
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of the limited number of self-testing kits.		M	All DfE and ECC guidance forwarded to all staff. 'Teams' meetings to raise and answer issues. NHS procedures rigidly in place for testing of pupils and staff.	01.11.21 01.11.21	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.		M	Induction for new staff member(s). Mix of on-line learning and face to face 'teaching'.	01.11.21	L
	Return to school procedures are clear for all staff.		M	DfE and local ECC guidance has been shared with staff 'Teams' meetings to raise and answer issues.	01.11.21	L
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		M	Newly appointed Finance and Administration Officer in post to facilitate personnel administration.	May 2020	L
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.		H	Redundancy procedure now ceased though may need revisiting for 2021-22	19.11.20 01.01.21 October 2021	M

	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		M	<p>Check with the contractor any requirements their employer has specified before visit. Share School/Hospital protocols.</p> <p>Limited Educational speakers / visitors to access Education at the current time.</p>	<p>01.11.21</p> <p>01.11.21</p>	L
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. careers advisors, sexual health and drugs education tutors, forest school leaders. Protocols and expectations shared.</p> <p>Educational visits to leisure centre not as yet confirmed. Community education visit programme interrupted</p>	<p>Loss of provision</p> <p>Loss of provision and alternative activity</p>	<p>M</p> <p>H</p>	<p>Protocols of visitors' home agency followed. Limited, though growing, number of on-site visits</p> <p>Alternative programme devised to provide activities away from the hospital. Physical activities to be planned using hospital gym.</p> <p>Gradual reintroduction of off-site visits.</p>	<p>03.09.20</p> <p>Nov 2020</p> <p>12.07.21</p> <p>01.11.21</p>	<p>L</p> <p>M</p>
	<p>Arrangements are in place for the accessing of early vaccinations for staff as essential workers</p> <p>Young people's vaccinations</p>	Vaccination not available	H	<p>All staff have now received 2 vaccinations and the booster. (2 staff to be boosted in next 3 weeks)</p> <p>Statement requested from the Trust</p>	<p>01.11.21</p> <p>02.11.21</p>	L
Group Sizes	Up to 15 pupils in Education Centre.		M	<p>All young people able to attend education will be able to come down to the Unit. Assessed each morning during ward handover</p>	01.11.21	L
	Staffing allocations to groups determined.		M	<p>Key teachers retaining supervision of up to 5 young people each in two classrooms.</p>	01.11.21	L

Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Hospital procedures for leave arrangements and visitors. • Hospital arrangements for new admissions. • limited amounts of moving around the school/ corridors • Toilet arrangements. <p>Staggered or limited amounts of moving around the school/ corridors</p> <ul style="list-style-type: none"> • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 	Too crowded	H	<p>Hospital follows procedures for testing of new admissions and those returning from extended leave and overnight family visits.</p> <p>Education rules organised and displayed throughout the Centre.</p> <p>Students use same desks and computers.</p> <p>Students use wipes to clean surfaces, mouse, and key-boards.</p> <p>Returning to the ward for lunch</p> <p>Remaining in room for break, with drink brought to them by staff</p> <p>Separating staff and pupil toilets. Pupils not to enter staff only areas e.g. kitchen and staff toilets</p> <p>Maximise opportunities for use of alternative areas such as the garden and patio areas.</p>	<p>03.09.20 04/01/21</p> <p>Reviewed November 2020 and July 2021 and 01.11.21</p>	M
	Information shared with parents and carers.		M	Letter / web notice to all parents and home schools regarding measures put in place to facilitate full return to education.	03.09.20 June 2021 October 2021	L
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.		M	Students access classroom and go straight to their 'allocated' desk.	01.11.21	L
	Approach to potential breaches of social distancing in place, including	H	H	Handwashing and cleaning protocols	01.11.21	M

	<p>in the case of repeat or deliberate breaches.</p> <p>Admin staff to avoid going onto the ward.</p>			<p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p> <p>Return to the ward in the event they cannot follow protocol</p> <p>Admin staff to avoid contact with other staff in classrooms. Admin requests to be made without staff entering office.</p>		
	Social distancing plans communicated with parents, including approach to breaches.		H	Key workers in email contact with parents. 'TEAMS' used for meetings with professionals and parents	01.11.21	L
	<p>Arrangements in place for the use of outdoor areas, including equipment.</p> <p>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups (family visits).</p>	Multiple households using benches etc without cleaning afterwards.	H	<p>Social distancing protocol followed if multiple groups use the Poplar Garden</p> <p>Staff to ensure equipment/keyboards etc are cleaned each day.</p>	01.11.21	M
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.		M	<p>Responsibility of the ward for lunch during the day.</p> <p>Break time, drink and a biscuit provided by Education staff. Students don't access the kitchen.</p>	04.07.20 01.11.21	L
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.		L	<p>Staff issued 2 sets of scrubs</p> <p>Face Masks</p> <p>Clinical wipes</p> <p>Tissues</p> <p>Paper Towels</p>	04.07.20	L
	Approach to confirmed COVID19 cases in place: during school day	YP's leave arrangements are unplanned and activities not evidenced.	H	YP's leave arrangements are planned and activities evidenced.	01.11.21	M

Response to suspected/ confirmed case of COVID19 in school	<ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated Cleaning procedure in place Arrangements for informing parent community in place 			<p>YP feeling unwell is taken to the ward immediately by available staff to be assessed by medical team. Young person's work station to be cleaned.</p> <p>Ward staff to inform family and to initiate response procedures.</p> <p>Process in place to engage with the Test and Trace and contract tracing process. Refer to ECC and public health guidance for more information.</p>		
	Approach to confirmed COVID19 cases in place: outside of school hours		M	Ward following Trust's procedures New admissions to the ward are tested and isolated until results confirm negative for Covid 19.	01.11.21	L
Pupil Re-orientation back into school after a period of closure/ being at home	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.		M	Comprehensive reporting by staff, especially key teachers for weekly CRMs Reorientation for YP following long periods of quarantine.	01.11.21	L
	Changes to the school day/timetables shared with parents.	Parents/carers unaware of new provision.	M	School website to alert parents of changes	01.11.21	L
	All students instructed to bring a water bottle each day.		M	Water containers marked up for individuals. Water to be accessed all day.	01.11.21	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		H	YPs' emotional needs are supported by ward medical and therapeutic staff	01.11.21	L
	Re-orientation support for school leavers is developed.		H	YPs' emotional needs are supported by ward medical and therapeutic staff	01.11.21	L
	Consideration of the impact of COVID19 on families and whether any additional support may be required:		H	Families wider needs are supported by ward's procedures and review meetings where appropriate agencies from the community will be present.	12.07.21	L

	<ul style="list-style-type: none"> Financial Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups					
Remote Education Contingency Plan	<p>All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.</p> <p>Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.</p>	Bubble needs to self-isolate because of a positive case of COVID19.	M	<p>Remote learning contingency available and ready to be 'switched-on' when needed.</p> <p>All students have access to computers to be able to remote access their schools and colleges VLEs</p> <p>Microsoft 365 Teams purchased and adopted for Poplar's remote learning platform. To go live October 2020.</p>	03/09/20	L
Transition needs:	Online/ website support for families and young people around transition.		M	Education Centre has its own web site to help inform parents and carers. Key teachers liaise on pupils' behalf to help support transition in their home schools and colleges. Staff alert Admin officer to changes/additions to web site.	03.09.20	L
	<p>Plan for transitions between school years considering what needs to be different due to possibility of disrupted opening, remote and face to face:</p> <ul style="list-style-type: none"> Vulnerable children Children with SEND Physical and sensory needs, including adaptations, equipment etc (lead in times) Post 16 School Leavers 		M	Key teachers communicate with schools and colleges and parents regarding all reintegration needs and issues. These will be documented in reports and regular multidisciplinary reviews.	20/04/20 12.07.21	L

Safeguarding	Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved. Individual CYP's risk assessments are in place and welfare checks being undertaken.	Re-opening arrangements not reflected in risk assessment.	M	Risk assessments and / or Individual Health Care plans are in place for yp going back into school School college visits gradually recommencing	20/04/20 01.11.21	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		M	Staff refresher training session on processes and procedures and the revised wellbeing material. Staff Level 2 refresher on-line 18.11.20 Teams' meeting to update staff on revised policies ECC safeguarding forums / training well attended DSL and DDSL	All staff updated September – October 2021	L
	Updated Child Protection Policy in place.			COVID19 Child Protection Policy adopted by Management Committee meeting. Teams' meeting to update staff on revised policies. Child Protection policy reviewed September in light of new Keeping Children Safe in Education (Sept 2021)	06/06/20 Reviewed by Management Committee 19.11.20 Oct 2021	L
	Work with other agencies has been undertaken to support vulnerable CYP and families.		H	Families wider needs are supported by ward's procedures and review meetings where appropriate agencies from the community will be present.	01.11.21	M
	Consideration given to the safe use of physical contact in context of managing behaviour. Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene		M	Review individual consistent management plans to ensure they include protective measures. Staff have completed on-line TRUST TASID training.	06/05/20 Autumn 2021	M

	measures are in place to mitigate any risk of transmission.			New face to face training next September		
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			Teachers write daily notes on YPs' activity, appropriateness of work and emotional state. Weekly reviews are written for the multi-disciplinary team and formal reviews for parents and community agencies each 4-6 weeks. Current review of reporting mechanisms especially for CPAs	December 2020 01.11.21	L
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons • Design and Tech • Food Tech 	<p>Too crowded - no history of social distancing of yp on ward.</p> <p>Room layout does not allow for staff to safely distance.</p> <p>Not all staff using face masks in confined offices.</p> <p>Shared equipment</p>	H	<p>Ward education provided twice daily in room separated from main community rooms to limit unnecessary interruptions.</p> <p>All staff to wear masks in education centre and the ward.</p> <p>Equipment and used surfaces to be cleaned after each use.</p>	01.11.21 01.11.21	L
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes • utilising the DFE 'catch-up' funding and programmes 		H	<p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>Twice daily handovers from education staff to medical team by telephone of how yp have performed / presented their emotional state.</p> <p>Weekly summaries made of their progress and mental health.</p>	28/05/20 01.11.21 01.11.21	L

	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.			Behaviour Policy reviewed	September 2021	L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.		M	Senco available every day to advise on SEN issues. Weekly MDT reviews to ensure health and social needs are also being met	01.11.21	L
	Annual reviews.		M	Senco available every day to advise on SEN issues.	01.11.21	L
	Requests for assessment.		M	Senco available every day to advise on SEN issues.	01.11.21	L
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. Including any support required for CYP to understand new rules i.e. social distancing.		M	Individual programme to be devised by key teachers and shared with MDT and others at weekly reviews and CPAs.	01.11.21	L
	Vaccination access to yp in CAMHS		H	The chief pharmacist has confirmed that the young people in CAMHS are part of the mass vaccination programme for under 18's and they will be vaccinated along with the Essex programme. LS has asked if they could be prioritised and they confirmed we would need to wait. The team to advise young people, who have leave, to book their own in the meantime.	03.11.21	M
Attendance	Approach to promoting and supporting attendance for all-pupils determined, including those who may be anxious.		M	Work alongside medical colleagues to ensure full and appropriate access to education.	November 20 01.11.21	L

				Discussion with MDT on how extraordinary leave arrangements should be monitored during Covid crisis.		
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.		M	Daily contact with all staff. Daily handovers given to all staff re young people's activity and mental health	01.11.21	L
	Full opening plans shared with interested parties.		M	E-mails (including risk assessment) sent to Management Committee outlining provision from January. Union representatives consulted on full opening plans. Risk Assessment emailed to staff and published on website for parents/carers.	01.11.21	L
	Communications with parents: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Behaviour • Test and trace • Staggered start and end times • Expectations when in school and at home (if self-isolating is necessary) 		H	Website updated to include: attendance, behaviour and transition arrangements. Liaise with ward communication system for informing parents of isolation/track and trace systems	01.11.21 01.11.21	L
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Expectations when in school and at home (if self-isolating is necessary) 		M	All pupils involved in timetabling discussions at least twice a day.	01.11.21	L

	On-going regular communication plans determined to ensure parents are kept well-informed		M	Website updated to take account of school news and emotional well-being services, safe internet use resources etc. CRM notes shared with parents	01.11.21	L
Governors/ Governance	Meetings and decisions that need to be taken prioritised.		M	Face to face (or Teams option) governing body meetings week beginning November 2021. 'Teams' Finance and Personnel Committee 'Teams' Management Committee meeting	Nov 2021	L
	Management Committee members are clear on their role in the planning of the full opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.		M	Risk Assessment shared with Committee.	Nov 2021	L
	Governors prepared for start of school year (clerking, etc).		M	Timetable of meetings in place for next academic year. Minutes of summer term virtual meeting approved and signed by chair and head.	15.07.21	L
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.		M	'Teams' Management Committee meeting Full Staff team meeting every fortnight to review events especially leisure centre and community visits.	15.07.21 Autumn 21	L

Finance	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.		M	Governor training fees (formerly discounted through shared partnership with St Aubyn's) maintained through application for special consideration.	01.11.21	L
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