

MITIGATIONS - COVID RE-OPENING CHECKLIST - Academy Name:		HT:	By 24th Aug 2020	SITE Meeting to review & discuss		
Planned Re-Opening based on DfE Checklist	School	School Action / Response / Comment	Trust Action /Comment	TRUST		
Trust	RAG			RED	AMBER	GREEN
Trust letter to parents			Circulated (w/c 29th June 2020)			
Trust letter to staff			Circulated (w/c 29th June & w/c 6th July 2020)			
MS Forms to staff			Have spoken with and discussed staff concerns?			
PPE kit			Ensure you have some in stock			
Hand Sanitizer stations -			In place across the academy			
Trust COVID 19 Training - ALL STAFF			Trust - Set up in Flick Learning for all staff.			
<b>Academy letter</b>	<b>RAG</b>					
School Letter parents - Local plan for site, egress, hygiene etc , drop off & collection plan etc			Inform parents on the plan (w/c 8th July 2020 and drafted w/c 17th Aug 2020)			
<b>Academy Specific</b>	<b>RAG</b>					
Class bubbles - whole class to return (keep teacher / TA per class where possible / within year groups at secondary)			Class bubbles / Year Group bubbles at Secondary			
Plan to resume taking registers			School office to set up			
Age appropriate curriculum planned for all			E.g Yr 6 to taught Yr 6 obj. Plug gaps if needed			
Safeguarding Policy / Addendum added / read & understood			Ensure Safeguarding Policy adhered / New KCSIE read and understood			
Update own Behaviour Policy reflecting new rules and circulate to staff / parents etc / Addendum added read & understood			School to plan / deliver			
Update children / staff on new Behaviour Policy / Fire Evacuation Plan			School to plan / deliver			
Work with catering supplier for school meals - rotation for all classes / year groups			Discuss school kitchen re-opening plan			
Agree wheather breakfast clubs / afterschool clubs operate - if they do, must follow all academy documentation			Class Bubbles and keep it consistent			
<b>Staff</b>	<b>RAG</b>					
Decide on curriculum offer (Eng , Maths etc - Board curriculum needed for all, age related)			Academy			
Consider bringing staff in for a face to face meeting prior to starting back in Aug 2020			Teacher & Support staff, try to reduce anxiety			
Agree with staff a timetable to return to normal processes (e.g. marking)			Discuss with staff - ASAP			
Remove small items, toys from classrooms and store away / clean after use if used			Ensure appropriate cleaning takes place			
Agree any staggered starts / end times and communicate but maintain normal length of school day for all			Re-Opening Plan needed			
Agree online offer for children who cant attend (shielding in very serious cases)			High quality online work			
Implement any staff training related to policy update, sites changes etc			School to plan / COVID Update			
Wellbeing measures in place for staff, inc leaders etc			School to plan / Talk to LG			
Read and refresh on DfE guidance on implementing protective measures			HT / SLT to Read			
<b>Protective Measures</b>	<b>RAG</b>	<b>RAG</b>				
<b>Decide on physical and organisational structures needed to limit risks and limit movements around buildings :</b>						
Classroom layout - forward facing desks		Entry / Exit to building				
COVID Case RA / Deep Clean Schedule Aug/Sept		Staggered lunch / breaks	COVID Case RA / Deep Clean Schedule Aug/Sept			
Breaktime/Lunchtime rotas		Staff communal areas				
Cloakrooms - adequate spacing		No sharing of equipment / stationary				
Remove small items from classes/store away		Fire Evac Plan - Shared & Rehearsed				
LA Re-Opening Risk Assessment- Complete and shared with staff Aug / Sept Update			LA Re-Opening Risk Assessment- Complete and shared			
Enhanced cleaning schedule in place / displayed from Trust / Initialed by staff			COVID Tool Kit Prem & Facilities Aug/Sept			
Enhanced hygiene schedule in place (hand sanitizers, signage etc)			Ring AM if support needed			
Plan for school level response if someone fails ill -shared and discussed with all staff			BEP Academy Re-Opening Plan Aug / Sept Update			
No assemblies or gatherings						
Ensure very small numbers of PPE kit is available at each site (intimate care use)			Update needed - AM is collecting quantities			
<b>Pupil Wellbeing</b>	<b>RAG</b>					
Plan for mental health and wellbeing support for returning children		E.g. Bereavement support	Email EPIC support materials to HT			
<b>Learning</b>						
Agree what is appropriate (offline / online)			Classes not in school = Online learning			
Work with LA / Trust and families to identify what provision can be reasonably provided for in line with edu, health & care (EHCP), inc LA EHCP RA fortnightly return.			LA EHCP return by school - fortnightly			
Timetable for assessments / gap analysis to occur by end of week 3 (End of w.c 07.09.20)						
<b>Other Considerations</b>	<b>RAG</b>					
Agree other school based provision			School to decide			
Agree approach to any scheduled building work			Discuss with AM prior to commencing			
Plan arrangement with suppliers/check they are following appropriate social distancing and hygiene rules			SBM / Office Manager to ensure			
Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability.			Discuss with LG			
Building Compliance - Review trackers and safety of building for re-opening			Discuss with AM as needed			
Amend any local policies			School to review and amend			
Adequate signage to navigate building / expectations for pupils, staff, parents			School to implement			
<b>Safeguarding</b>	<b>RAG</b>					
Ensure vulnerable groups who are NOT attending : PLEASE CHECK / FOLLOW UP URGENTLY & LOG						
C.P			Constant monitoring - School staff / CPOMS / DC			
C.I.N			Constant monitoring - School staff / CPOMS / DC			
Social Worker Supported			Constant monitoring - School staff /CPOMS / DC			
Other vulnerable children , all of them are encouraged to attend.			Constant monitoring - School staff / CPOMS / DC			
If not in attendance, monitor daily, log and follow up swiftly.			School to implement			
Ensure DSL & First Aider on site daily			School to implement			
<b>Further Questions</b>	<b>RAG</b>					
Have new pupils / vulnerable pupils had additional visits / arrangements / logged CPOMS if needed						
Child care / after / before school arrangements - Using Trust RA / documents if opening.						
Attendance expectations updated and clarified with all staff / parents						
Drafted COVID recovery plan (educational elements)						
Opening arrangements - Communicate details with parents, staff prior to opening.		How we you inform parents? Clear planning and your approach to using the site.				
<b>Additional RAs Needed</b>						
Local Authority COVID Re-Opening Risk Assessment 24.08.20	<b>RAG</b>	COVID Tool Kit - Prem & Facilities 24.08.20	Academy Deep Cleaning Schedule 24.08.20	<b>RAG</b>		
BEP Academy Re Opening Plan 24.08.20		Deep Cleaning Risk Assessment 24.08.20	BAME Risk Assessment 24.08.20			



BRADGATE  
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