

Checklist for September

NEU/GMB/UNISON/Unite
commentary and checklist

Coronavirus crisis
Workplace checklist



How to use this checklist

The DfE has asked schools to prepare for all pupils to return full-time from the start of the autumn term. This is an enormously challenging task.

While the DfE emphasises that schools must continue to conduct risk assessments and put in place control measures, it is not for example advising schools to adopt the same kind of physical distancing measures which apply across the rest of society.

This joint commentary and checklist is based on the [current DfE advice](#) for schools and follows its structure. It aims to help those who work in and lead schools to understand the DfE advice and the joint unions' concerns and prepare for a safe return to school. It proposes questions for union reps to ask about different aspects of plans for reopening with the overall aim of making them as safe as they can be. Risk assessment is at the very centre of our approach

- this checklist is intended to assist with a thorough and wide-ranging risk assessment, not replace or substitute for one.

Union reps should seek meetings with school leaders in order to discuss plans for full opening. School leaders' difficult responsibility will be assisted by comprehensive union input. Consultation must start as soon as possible and allow for improvements to be made to those plans. If unfortunately there is either a failure to consult, or members' concerns are not being addressed, then this should be escalated.

Union reps should share this checklist (and their school's existing and proposed risk assessments if available) with members and invite them to comment formally and informally via zoom meetings or other means. Members should be updated on progress and remain fully involved.

The risk assessment process

(refer to [DFE Advice](#) Section 1 “Public Health Advice to Minimise COVID-19 Risks” and Annex A)

The DFE advice notes that schools must review and update their risk assessments to include the additional control measures needed for a return to full opening and put arrangements in place for monitoring and updating arrangements from September. Annex A of the DFE advice gives more detailed advice on the process.

Main question:

Has your school met its legal requirement to update its risk assessments to include additional/revised control measures needed for a return to full opening in September?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Will there be full consultation with union reps and staff on the revised risk assessments for full opening in September?	Staff have been and will continue to be consulted.
† Will parents/carers and pupils be informed of planned measures to protect them and others?	Parents have been written to. All risk assessments etc available via our website
† Has it been agreed that the risk assessments will be reviewed before reopening when circumstances may be different and periodically thereafter?	Risk assessment has been re-visited and updated where necessary
† Has the process included risk assessments for individual staff at greater risk for example pregnant women, new mothers, older staff, disabled staff and Black staff?	No staff have currently been identified as high risk.
† Has the process also included risk assessments for individual pupils identified as at greater risk, including users of wheelchairs and other physical aids?	No pupils currently identified as high risk
† Will the risk assessment be undertaken by a ‘competent person(s)’ as defined by the Management of Health and Safety at Work Regulations 1999?	Risk assessments will be undertaken by SLT
† Will there be satisfactory arrangements for information, instruction, training and supervision to ensure that procedures are implemented and maintained?	Briefing to take place during PD day on 1 st September and documentation shared
† Will there be a system for flagging up deficiencies in the risk assessment and ensuring that changes are introduced and do all staff know about this?	Staff have been encouraged to flag up areas of concern. This will continue to be encouraged
† Will the school have an alternative plan in case, for any reason such as a renewed local lockdown, full opening cannot take place at the beginning of September? If so, what is it?	There have been no indications that we cannot open on 2 nd September
† Has there been co-ordination between the school and any on-site contractors in the development and sharing of risk assessments?	Contractors are not permitted on-site during school hours
† Have arrangements been put in the place to ensure the findings of the school risk assessment will be shared with visiting workers and/or their employers?	Risk assessment will be made available
† Have catering and cleaning arrangements been included in the risk assessment, including in relation to shared equipment as well as social distancing?	Catering and cleaning are covered by the risk assessment
† Will the finished risk assessment be circulated to all staff and published on the school website?	Yes

Protective measures

(refer to [DFE Advice](#) Section 1 “Public Health Advice to Minimise COVID-19 Risks”)

The DfE requires schools to adopt its numbered system of control measures. Measures 1 to 4 must be in place at all times; Measure 6 applies in specific circumstances; and Measures 7 to 9 must be followed in every case where infections occur in schools. Measure 5 relates to social distancing in the school and is considered in a separate section of the checklist.

1. Minimising contact with those who are unwell

Main question:

Has your school adopted satisfactory control measures to minimise contact with those who are unwell?

Yes
 No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

†	Will everyone in the school community be informed and reminded not to come into school if they have COVID-19 symptoms or have tested positive in the last 7 days and to self-isolate for at least 7 days and arrange to be tested if they develop symptoms?	There will be periodic reminders to all members of the school community not to attend if they have symptoms or have tested positive in the last 7 days. We will encourage testing and have a supply of some testing kits if needed
†	Will a system be adopted and publicised for anyone who develops COVID-19 symptoms to be sent home or collected asap by parents/carers and for all staff and students to be reminded to wash or sanitise their hands if they have come into contact with them?	Written protocol for dealing with anyone who develops symptoms during the day is in place
†	Will arrangements be in place for children awaiting collection to be kept isolated in a room with closed doors and open window and separate bathroom available (including when more than one child is awaiting collection)?	System in place – contained in written protocol
†	Will these areas be cleaned afterwards to reduce the risk of infection to others, and has it been agreed by whom?	If cleaning can be left until the following morning, it will be undertaken by cleaning staff.
†	Will PPE always be available for members of staff tasked with supporting children in these circumstances and will they be trained in its safe use and disposal?	† Yes

2. Cleaning hands

Main question:

Has your school adopted satisfactory control measures to clean hands more often than usual?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

Are measures in place with sufficient time allocated for pupils and staff to clean their hands (with soap & warm running water or sanitiser) when they arrive at school, return from breaks, change rooms and before and after eating	Hand sanitiser is available at entry and in all classrooms
Will mid-session breaks be long enough to allow hand washing for all students and staff?	Yes
† Will lunch breaks be long enough to allow hand washing as well as eating and drinking?	Yes
† How many additional hand washing or sanitising locations will be needed?	Hand sanitising locations are available in all rooms
† Will soap, warm water and sanitiser be available at all times?	Yes
† Are satisfactory arrangements proposed to avoid over-crowding particularly when pupils are gathering to wash or sanitise their hands?	Only one pupil will be allowed in a toilet at any one time. There will be no more than 8 pupils in any classroom at any one time
† How will the school ensure that young pupils and those with complex needs can be assisted and that sanitiser isn't ingested or misused in other ways?	Pupils will be supervised on a 1:4 basis

3. Ensuring good respiratory hygiene

Main question:

Has your school adopted satisfactory control measures to ensure good respiratory hygiene?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Will pupils be regularly reminded to catch their coughs and sneezes with a tissue or elbow?	Yes – tissues will be available in every room
† Will the 'catch it, bin it, kill it' approach work with Early Years children? (If not, alternative measures will need to be in place - see section on PPE)	N/A
† Will windows be kept open at all possible times to aid ventilation?	Yes – all staff will be encouraged to have windows open where possible
† Will doors be kept open where possible to aid ventilation?	Yes – all doors will be propped open
† Will air conditioning only be used when it is deemed safe to do so?	No air conditioning in the main body of school
† Will any mechanical ventilation systems be run continuously, with any air recirculation switched off or set to as low a level as possible <u>REHVA guidance</u> ? NB. Not including LEV systems in secondary school workshops and specialist rooms, which are used to remove dust and other particles from the air as part of practical making and finishing processes?	† N/A

†	What arrangements are in place to keep every classroom and other work area supplied with tissues at all times?	Caretaker will check rooms every day. Tissues are available from the Business Manager if required during the day
†	Will lidded bins with double bagging be available in every classroom and work area?	Yes
†	Will arrangements be made for emptying and sanitising bins regularly and for keeping bin contents in a secure area prior to collection?	Yes
†	Will there be different processes for dealing with waste from those suspected to be infected?	Yes
†	Will paper towels and bins be provided in every toilet/washroom area and hot air hand dryers disconnected?	† Yes

4. Introducing enhanced cleaning

Main question:

Has your school adopted satisfactory control measures to introduce enhanced cleaning including for frequently touched surfaces?



Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Will cleaning arrangements be extended to cope with the increased numbers of staff and pupils in attendance in September?	Yes.
† Is there capacity amongst the cleaning staff to meet these increased requirements? If not, will additional cleaners be engaged?	
† Will advice to pupils emphasise the need to adhere to the same standards of hygiene and behaviour throughout all areas of the school?	Yes
† Will all areas be thoroughly cleaned on a daily basis, with particular focus on frequently handled surfaces such as door handles, light switches, table/counter tops, handrails and bannisters, chairs, computers including mouse and keyboard, photocopiers, telephones, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps and other areas touched regularly, with additional cleaning during the day as necessary? Has it been agreed who will undertake this work?	Daily cleaning will concentrate on frequently handled surfaces.
† Will dedicated space be available for any breastfeeding women to express milk, and will the space be cleaned thoroughly after each use? Has it been agreed who will undertake this work?	Not currently applicable
† Will each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment or furniture?	Yes
† Will adequate arrangements be in place for cleaning of shared items which cannot be left unused for 72 hours between use?	Yes
† Will arrangements be in place to limit the extent to which pupil belongings and school items are brought into school or taken home and store belongings safely when in school?	Pupils will continue to bring only limited items in from home
† Will arrangements be in place for limiting the handling of pupil work by staff, including amended arrangements for submitting work online in preference to physical paper and books, with subsequent changes in arrangements for marking?	School will have only 32 pupils in total.
† What additional cleaning arrangements will be made for communal areas in boarding schools such as shared lounges, bedrooms and bathrooms?	N/A
† What additional measures will be taken for laundry provision in boarding schools?	N/A

5. Minimising contact and maintaining social distancing between individuals

See separate section of checklist below.

6. Wearing personal protective equipment (PPE) where appropriate

It is essential that school leaders are familiar with legal requirements regarding the [provision of PPE](#), rather than focusing solely on the DfE guidance.

Main question:

Has your school adopted satisfactory control measures for wearing PPE?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† As part of the risk assessment will appropriate PPE be provided for staff at significant risk, due to necessary close personal contact with pupils who can't control behaviour such as spitting, coughing or sneezing or whose behaviour or learning needs to be physically managed, including in Early Years and SEND settings but also cleaning and laundry staff, house parents and medical staff in boarding schools?	PPE will be made available to all staff at all times
† For these staff will each staff member be risk assessed to ensure that the most appropriate PPE for their individual needs and nature of work (eg changing students/working with risk of regular spitting), is sourced for their use in the workplace? (eg hearing aid users cannot wear ties around the ears, BSL users or those who need children to see their mouth will need clear masks etc)?	Yes -
† Will appropriate PPE also be provided for staff previously deemed to be extremely clinically vulnerable, clinically vulnerable (including pregnant women) or otherwise at higher risk, or who have vulnerable family members, who are returning to work in school?	PPE will be made available to all staff at all times
† Will all staff or pupils who choose to wear a face covering, whether a face mask/face visor or both, for purposes of personal reassurance be permitted to do so? (The HSE says that if staff choose to wear face coverings this should be supported by employers.)	Staff and pupils are permitted to wear a face covering if they choose

7. Engaging with the NHS Test & Trace process

Main question:

Has your school adopted satisfactory control measures to engage with the NHS Test & Trace process?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Will arrangements for compliance with the NHS Test and Trace system to be communicated to all staff, students, visitors and parents?	Pupils and staff will be periodically reminded to engage with the track and trace system.
† Will these arrangements provide that children sent home with symptoms do not return to school until either the isolation period has passed or a negative test result is provided?	† Yes. Parents will be required to provide this information

8. Managing confirmed COVID-19 cases in the school community

Main question:

Has your school adopted satisfactory control measures to manage confirmed COVID-19 cases in the school community?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Will the school undertake to follow DFE advice on sending home anyone who have been in close contact with confirmed cases and advising them to self-isolate for 14 days?	School will follow DFE guidance at all times
† Will these arrangements provide that children sent home with symptoms do not return to school until either the isolation period has passed or a negative test result is provided?	Parents will be advised that these criteria need to be met before a pupil can return
† Will specific staff members be appointed to liaise with the local health protection team as necessary and identify close contacts in the event of any confirmed cases?	SLT will liaise with the health protection team to help in identifying close contacts
† Will the school seek the advice of the local health protection team on sharing information about the identity of confirmed cases?	School will be guided by the health protection team on all matters
† Where this impracticable, such as potentially for overseas pupils in boarding schools, has special provision been made for self-isolation?	N/A

9. Containing outbreaks

Main question:

Has your school adopted satisfactory control measures to contain any outbreak by following local health protection team advice?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

†

Will an assurance be given that staff will be told whenever a child or staff member goes home with COVID-19 symptoms?	Staff will be kept fully informed
† Will an assurance be given that trade union reps will be involved including in liaison with the local health protection team?	There are currently no identified union reps – should reps be identified, they will of course be included
† Can an assurance be given that all necessary information about potential outbreaks will be treated as urgent and shared with staff at an early stage?	† Staff will be informed as soon as is practicable

Social distancing

(refer to [DFE Advice](#) Section 1 “Public Health Advice to Minimise COVID-19 Risks”)

The arrangements adopted by schools for minimising contact and maintaining social distancing between individuals are of vital importance for staff and student safety. The DFE advice assumes a continuing decrease in the prevalence of COVID-19 into the autumn term. The DFE’s overarching principle is to reduce the number of contacts by keeping groups separate (the ‘bubble’ approach) and maintain social distance between individuals where possible. The DFE proposes that bubbles can increase in size, potentially to encompass entire year groups, and that teachers and other staff can move between classes and year groups as necessary. For secondary schools, the DFE advises staff to maintain distance from pupils and other staff, ideally at a 2-metre distance.

a. Grouping children

Main question:

Has your school adopted satisfactory control measures for social distancing when grouping students?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Have decisions been made to keep the size of bubbles as small as possible?	Pupils will be kept in year groups for tutor time. Teaching groups will be no more than 8
† In primary schools, does the school plan to restrict the size of bubbles to no larger than one class?	Yes
† Given that Early Years children cannot socially distance will sufficiently small groups/ bubbles be maintained at all times?	N/A
† In secondary schools, does the school plan to restrict the size of bubbles for KS3 students to no larger than one class?	Teaching groups will be no more than 8
† In secondary schools, does the school plan to restrict the size of bubbles for KS4 students to no more than half of an entire year group?	Teaching groups will be no more than 8
† Will teachers working with students in a particular bubble remain separate from students in other bubbles at all times?	There will be a maximum of 32 pupils in school at any one time
† If no, will steps be taken to minimise the extent to which teachers move between bubbles?	School has minimised movement between bubbles as far is possible
† Will support staff working with students in a particular bubble remain separate from students in other bubbles at all times?	School has minimised movement between bubbles as far is possible
† If no, will steps be taken to minimise the extent to which support staff move between bubbles?	
Will an assurance be given that classroom support staff will not be expected to teach whole classes as a result of these arrangements?	Support staff will not be expected to undertake additional responsibilities as a result of these arrangements
† Will arrangements ensure that pupils with special needs receive consistent support from the same key workers where possible?	† No pupils currently have key workers

†	Have arrangements been made to ensure that IT Technicians are able to avoid the crossing of “bubbles” and maintain social distancing with pupils and colleagues?	Due to low pupil numbers, this should not be an issue, but ICT work will be undertaken when pupils are not in the classroom where possible. Staff should not enter the ICT office.
†	In boarding schools, will students in a particular house bubble remain separate from other house bubbles at all times?	N/A
†	Will staff working with students in boarding house bubbles remain separate from staff delivering the curriculum during the day?	N/A
†	Are arrangements in place for pupils to safely access quiet spaces, sensory rooms during the school day, taking into account the need to maintain bubbles and clean between users?	† N/A

†

b. Measures within the classroom

Main question:

Has your school adopted satisfactory control measures for social distancing within the classroom?

Yes
 No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

†	Will the lay out of classrooms be adapted and furniture removed in order to increase distance between staff and pupils and between staff and other staff?	Classrooms have been laid out with all pupils facing forwards with 2m distance between pupils and staff
†	Will the school's arrangements ensure that staff maintain a 2 metre distance from other staff and students at all times?	Arrangements mean that it is possible for staff to maintain 2m distance
†	In secondary schools, will the school's arrangements ensure that students maintain a 2 metre distance from other students at all times?	Arrangements mean that it is possible for students to maintain a 2m distance
†	Will pupils who are old enough to maintain distancing from staff and their peers be expected and supported to do so?	Yes
†	Will other measures be adopted in the classroom to offer protection to staff in cases where children cannot be expected to maintain social distancing, eg SEND/Early Years pupils?	N/A

c. Measures elsewhere

Main question:

Has your school adopted satisfactory control measures for social distancing elsewhere in the school?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

†	Will the school avoid large gatherings on site, eg assemblies with more than one year group?	Assemblies will be by Key stage only
†	Have arrangements been made to ensure that the integrity of “bubbles” and social distancing arrangements can be maintained in the school library?	† N/A

† Will arrangements for lesson changeover and pupils needing time out ensure that overcrowding in corridors is prevented?	Corridors are wide enough to allow for distancing
† Will there be a one-way system with appropriate floor markings and single file walking if necessary?	Yes – one way system in place
† Will there be arrangements for safe movement on staircases and in lifts?	N/A
† Will there be arrangements for pupils who need additional assistance with movement around the school?	Not currently applicable
† Will lunch breaks be staggered? If so, how many separate lunchbreaks will this require, allowing time for cleaning of surfaces between sessions?	Lunches will be eaten in classrooms to maintain bubbles
† Has provision been made for cleaning staff to clean between sittings?	N/A
† If lunch breaks are to be staggered, is there capacity amongst the catering staff to meet the increased hours? If not, will additional staff be engaged?	N/A
† Will arrangements for access to pupil toilets ensure that overcrowding is prevented and that dignity/privacy can be maintained for pupils with SEND and for very young pupils??	Only one pupil will be permitted in the toilet at any time
† Will arrangements be in place for staff to be on duty at all times monitoring safe movement around the site?	Staff are timetabled to be available
† Will the school adopt other arrangements to keep movement around the school site and overcrowding to a minimum?	N/A
† Has space been identified for pupils who need to be withdrawn from the classroom for whatever reasons?	Pastoral office and Cube are available for this purpose
† Will there be arrangements to allow staff to take their breaks away from pupils and in a safe environment?	Yes
† Has the school adopted suitable arrangements (in line with their subject association COVID-19 guidance and the <i>Back to School</i> guidance from CLEAPSS) by reorganising teaching resources in those classes in specialist practical subjects, where pupils normally access equipment and materials as needs dictate during practical activities?	CLEAPSS guidance will be followed in all practical classrooms
† Has the school adopted suitable arrangements in those classes in specialist practical subjects, to enable the safe storage of work-books and/or practical work in progress?	
† Has the school conducted a review of HACCP procedures to consider and reflect any impact from these changes on food safety. Of help will be the FSA guidance for food businesses on adapting and reopening due to COVID-19?	
† Will communications on social distancing arrangements take place regularly to reinforce key messages with translation into the preferred language of employees for whom English is not the first language?	Not currently applicable
† If lifts are used are they cleaned during the day?	† N/A

d. Measures for arriving at and leaving school

Main question:

Has your school adopted satisfactory control measures for social distancing on arrival and departure?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Will there be staggered start and finish times to reduce contact between pupils?	Start and finish times are able to be successfully managed.
† Will there be arrangements in place to prevent overcrowding at the school gate and any other potential areas of overcrowding?	N/A
† Will sufficient staff be on duty to monitor safe arrival and departure for each group of pupils, including to support pupils who need it (those with SEND/anxiety etc)?	Staff have been timetabled to manage these times
† Will arrangements be in place throughout the day to ensure that unauthorised visitors are not admitted and authorised visitors allowed in?	Main entrance will be staffed throughout the day
† Will parents/carers be instructed that they may not come onto the premises unless they have an appointment or it is an emergency situation?	N/A
† Will confirmation be given that there will be no blanket ban on the wearing of face coverings in school/college?	† There will be no blanket ban

The school workforce

(refer to [DFE Advice](#) Section 2 “School Operations”)

a. Staff who are vulnerable or otherwise at increased risk

Main question:

Has your school made satisfactory plans to address vulnerable and higher risk individuals?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Has the school agreed to carry out individual risk assessments for each employee taking account of their personal and household circumstances and local circumstances with regard to COVID-19?	If staff are identified as being vulnerable or higher risk, individual risk assessments will be undertaken
† Has the school in particular agreed to individual risk assessments for staff who are clinically extremely vulnerable, clinically vulnerable (including pregnant employees) or at increased risk (in particular older staff, disabled staff and Black staff) or who live with such people?	If staff are identified as being in any of these groups, individual risk assessments will be undertaken
† Has the school agreed that these risk assessments will be reviewed as at the start of September term taking account of any changes to personal or local circumstances?	If required
† Has the school agreed that all employees who are clinically extremely vulnerable (CEV) or live with CEV people will be permitted to work at home in September if they wish to do so?	No such staff members identified
† Has the school agreed to consider appropriate measures for employees who are clinically vulnerable or at increased risk, such as working at home, working in amended roles at home or amended roles in school where it is possible to maintain social distancing, or wearing PPE where desired?	No such staff members identified
† Has the school agreed to plan for September on the basis that not all members of staff will necessarily be able to attend school then?	School are not aware of staff unable to return in September

b. Supporting staff – workload and wellbeing

Main question:

Has your school made satisfactory plans to address well-being and workload?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

†	Will formal confirmation be given to staff that the overall working day will not be longer for any members of staff as a result of these changes and that for hourly paid staff any additional hours required will be on a voluntary basis, agreed with individual staff members and will be paid?	The overall length of the working day will not be extended due to these changes
†	Will the school agree to conduct a workload impact assessment which addresses the level of staff workload and working time demands in the light of proposed working arrangements from September?	†

† Will the school consult formally on directed time arrangements for teachers and publish an overall school calendar and individual directed time calendars?	Overall school calendar has been published, and timetables issued. Staff continue to be given 20% PPA time
† Will the school allocate additional planning & preparation time to staff for the autumn term?	Staff have 20% PPA routinely
† Will the school review and identify additional support for newly and recently qualified staff, staff new to the school, and any staff anxious about returning or continuing to work at home?	All staff will be offered additional support should it be identified as being required
† Will INSET days be used in a way which best supports staff in relation to wider opening?	PD day on 1 st September will concentrate on re-opening
† Will there be other arrangements to support staff wellbeing such as stress and workload surveys and provision of individual support for staff experiencing anxiety or effects of trauma?	All staff will be offered additional support should it be identified as being required
† Will the school continue with online meetings and keep to a minimum physical meetings in order to reduce transmission and time spent in the school building?	The size of the staff body and the physical size of the school means that physical meetings can be socially distanced, but we will limit the amount of time spent in the school building to a minimum wherever possible
† Will the school consider PPA and directed time outside pupil hours being spent working from home?	† Timetabling doesn't currently allow for PPA to be spent working from home, but all reasonable requests will be considered

c. Support staff and visiting specialist staff; supply staff; and staff taking leave

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Is the expectation that support staff will carry out their normal role as per their job description?	Yes – the expectation is that staff will carry out their normal roles
† Will any additional work and hours be agreed with the member of staff and paid accordingly?	There is currently no anticipation that additional work will be required
† If teaching assistants are to be asked to lead groups or cover lessons will they be the right grade (eg HLTAs, Cover supervisors) and will they have the support, training, skills and experience needed?	Staff will continue to be paid at the correct grade.
† Will the school consider alternative arrangements for external agencies which minimise the need for physical visits, in-person observations and face to face assessments?	External visits will be kept to an absolute minimum
† Will the school adopt a policy for continued employment for peripatetic and supply staff as necessary in order to ensure such staff are able to continue to support the school as needed?	N/A
† Will arrangements be in place to ensure that supply and peripatetic staff are informed about and supported with regard to safety measures when in school?	N/A
† Has the school agreed that any staff required to quarantine in September as a result of holidays booked prior to the Government's quarantine announcement will be able to work at home or be allowed paid leave of absence?	We are not aware of any staff members currently required to quarantine
† Are there arrangements in place to ensure only essential visitors are allowed on site?	External visitors are being kept to a minimum and outside of school hours where possible

† Are there arrangements in place to ensure that visiting staff are considered during any test and trace process and can be contacted if necessary?	Track and trace details will be taken from any and all visitors and will be shared with health protection agency as required
† Do the staff working for contractors in schools have access to full contractual sick pay and is the real living wage paid as a minimum?	Yes

School operations

(refer to [DFE Advice](#) Section 2 “School Operations”)

1. Dedicated school transport

Main question:

Has your school made satisfactory plans for dedicated school transport including statutory provision?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

†	Has the risk assessment of the school’s transport provider been seen and the school been consulted on it?	N/A
†	Will satisfactory arrangements be made for distancing in seating plans (and in particular will it be possible to group pupils on transport according to their groups when in school)?	N/A
†	Will additional staff be needed to drive and supervise extra school buses, if this is deemed necessary to maintain social distancing? If so, will additional staff be engaged?	N/A
†	Will satisfactory arrangements be made for supervision of boarding & disembarking including using sanitiser when boarding & disembarking and for complying with seating plans?	N/A
†	Will arrangements be made for additional cleaning of vehicles?	Minibuses will be cleaned after every use
†	What does ‘additional cleaning’ of vehicles involve and how often will cleaning take place?	Surfaces will be wiped with spray containing bleach
†	Will pupils aged 11 and above be required to wear face coverings on dedicated school transport as well as on public transport?	Yes – outlined in protocols
†	Will protocols be put in place for drivers/escorts to report to a member of staff any child who they deem to be unwell on the journey to school?	N/A
†	Will this include isolation of other students on that transport and the driver and escort?	N/A
†	Will drivers and escorts be instructed not to pick up students displaying symptoms?	† N/A

2. Wider public transport

Main question:

Has your school made satisfactory plans for wider public transport?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Has the school ascertained how many pupils currently travel to school using public transport and begun discussions with the local authority and/or Local PHE Health Protection Team on alternatives?	N/A
† Will alternatives be promoted which, where possible, avoid a significant increase in car journeys?	† N/A

3. Student attendance

Main question:

Has your school made satisfactory plans for student attendance?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Will a flexible approach to mandatory attendance be adopted based on “working towards full attendance” and recognising the differing circumstances of families and pupils?	School will continue to encourage all students to fully attend
† Will arrangements be in place to support families of Black students, students with SEND and others who may have increased concerns about resuming full attendance, particularly in areas where deaths from Covid have been high?	Additional support is available for any and all pupils if required
† Will arrangements remain in place for remote education for students who cannot attend schools?	On line education will remain available
† Will the school ensure that its workload impact assessment includes remote education for students unable to return to school?	† Yes

4. Educational visits

Main question:

Has your school made satisfactory plans for educational visits?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Does the school intend to resume domestic educational visits not involving an overnight stay?	† Currently under review
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† Will staff be fully consulted on the resumption of a programme of educational visits and on individual proposed visits?	Yes
Will additional support be available from the Educational Visits Co-ordinator or other senior member of staff when planning any visit so that assurances can be given that venues are covid-secure?	Yes

5. School uniform

Main question:

Has your school made satisfactory plans for school uniform policy in order to make it easier for everyone to wear clean clothes?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Will a relaxed uniform policy be in place?	Pupils will be expected to wear the new uniform. Rules around the wearing of trainers has been relaxed.
† Will this also apply to staff dress codes?	† Dress code is already relaxed.

6. Extra-curricular provision

Main question:

Has your school made satisfactory plans for extra-curricular provision?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Does the school intend to resume any breakfast and after-school provision?	Breakfast club will resume with revised procedures. Currently no after school provision
† If so, will this be done without increasing contact and mixing and without increasing staff workload?	† Yes

Education provision

(refer to [DFE Advice](#) Section 3 “Curriculum, Behaviour and Pastoral Support” and Section 4 “Assessment and Accountability”)

1. Curriculum expectations

Main question:

Has your school made satisfactory plans to address curriculum expectations?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Have staff been consulted on changes to the curriculum aimed at ‘recovery’ that is relevant and responsive to children and communities, that uses approaches and content from the previous year’s curriculum?	
† Has additional time been provided for staff to ensure new activities and remote learning can be thoroughly and collaboratively planned?	Staff already have 20% PPA time allocated
† Does your timetable give each year group access to all curriculum subjects and is there a good balance between core and foundation subjects?	Timetable is for a broad and balanced curriculum
† Does the timetable include sufficient creative subjects, and space for dialogue and sustained thinking?	
† Has the school agreed not to ‘set’ pupils in Y7 in order to better maintain consistent bubbles?	No setting currently undertaken in Y7
† Will staff be consulted about spending catch-up funding and about the best ways to plan small group work for students to enable consolidation??	† Yes

2. Behaviour and pastoral issues

Main question:

Has your school reviewed its behaviour policy and pastoral systems to make them relevant and appropriate for the Coronavirus period?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

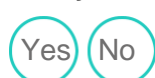
Does the timetable include sufficient/increased time or additional arrangements for social and emotional support for students?	† Yes
Have pastoral systems been reviewed to support students to make healthy transitions and continue to engage with their learning?	† N/A

†	Has sufficient time been allocated to outdoor learning for all pupils, especially in EYFS?	Outdoor learning will be encouraged wherever possible
†	How will learning, transitions and extra support for pupils with SEND be planned?	N/A
†	Has the behaviour policy been reviewed to acknowledge the increased level of trauma and anxiety experienced by students and the impacts on engagement, self-esteem and behaviours?	† Behaviour policy has been reviewed

3. Assessment and accountability

Main question:

Has your school made satisfactory plans to address assessment and accountability?



Supplementary questions to ask in deciding whether arrangements are satisfactory:

†	Has additional time been allocated within teaching time for ongoing assessment of pupils' baseline assessments and transitions from their previous class?	
†	Will staff be consulted on what meaningful assessment will look like following the period of closure and remote learning?	New assessment system is currently being developed with staff from all settings
†	[Primary] Has the school agreed that it will not carry out the government's baseline assessment in the autumn term and will not be an early adopter of the new EYFS curriculum?	N/A
†	[Secondary] Will the school maintain all GCSE subjects for pupils in Y10 and Y11?	Yes
†	[Secondary] Does the timetable enable pupils taking GCSE and other equivalent qualifications, to sustain study in those subjects where they are considering progression to further courses and possible career paths?	Yes
†	[Secondary] Has the school considered how to manage pupils' entry to the Autumn series of exams fairly, including for pupils who have left the school, and how to manage pupils' sitting the exams safely and with appropriate invigilation?	N/A
†	Will staff be consulted on new, innovative ways of working to build on lessons learnt and use of technology during the lockdown, eg use of technology and outdoor learning?	Yes
†	Has the school agreed not to link pay progression to pupil progress in 2020-2021?	†

Contingency planning

(refer to [DFE Advice](#) Section 5 “Contingency Planning for Outbreaks”)

Main question:

Has your school made satisfactory contingency plans for responding to Covid-19 outbreaks?

Yes No

Supplementary questions to ask in deciding whether arrangements are satisfactory:

† Will the school put a plan in place for students' remote education in the event of the school needing to close?	SLT are constructing a plan to deliver remote education in the event of closure
† Will the school ensure that its workload impact assessment includes possible remote education for all students in the event of the school needing to close?	
† Will the school ensure that staff and students have full access to Government schemes around the provision of IT equipment?	Yes
† Will there be full consultation with trade union reps on contingency plans?	† School currently has no union reps but will consult with staff widely

Appendix 1:

Additional Checklist for Special Schools

This additional checklist is based on the specific DfE advice for special schools, recognising their specific challenges and also recognising that in special schools a phased, more flexible approach to a full return may be necessary.

The risk assessment process

The DfE advises that whether or not risk assessments are carried out for each child or young person with an EHC plan, schools should work collaboratively with parents/carers to plan for their return to school in September. Our advice is that it would be most appropriate to conduct risk assessments for all such children.

Supplementary questions:

† Is the school considering the need for additional preparation time for SEND students to be ready for a full return and therefore planning for a phased, more flexible return of students (eg during the first half of the autumn term)?	Staggered return in place. Phased return in place for some pupils
† Will parents, carers and pupils be consulted on planned measures to protect them and others?	
† Has the process included risk assessments for individual pupils identified as at greater risk, including users of wheelchairs and other physical aids?	N/A
Is there a plan in place to assess risk for every child with an EHC plan (most children in a special school setting)? Which staff will be involved in this process?	All pupils have been individually risk assessed
† Have staff, parents and pupils (if over 16 and appropriate) been consulted about plans for September?	
† Have 'bubbles', equipment use, transport, personal care needs etc been taken into account in the risk assessment?	N/A
† Has the risk assessment of the school's transport provider been seen and the school been consulted on it?	† Yes

The DfE says that it will not be issuing further national notices to modify EHC plan duties under the Children and Families Act 2014 beyond 31 July but may have recourse to 'local flexibilities' if there are further outbreaks. The temporary changes to the law which relax local authorities' duties on EHC needs assessments and plans remain in place until 25 September.

Supplementary questions:

†	Has your school considered the implications of the temporary changes to the law on its capacity to support students?	None identified
†	Will all children be able to access any additional external support that they require to fully participate?	If possible
†	Will central support team staff, therapy staff and peripatetic teachers be able to access the school and work with students safely? Does the school have a plan for how this is to be managed? Can the school provide PPE/face coverings/masks/sanitiser to all visiting professionals who need it?	N/A
†	Will children be able to access any additional assessment required external to the school?	† Yes

Protective measures

Supplementary questions:

3. Ensuring good respiratory hygiene

†

	Is PPE being provided and worn by all staff managing tracheostomies or other tubing processes for students? Is adequate time being allowed for them to put on and remove the PPE before and after carrying out procedures?	N/A
	Has the school included the risks from the 'airborne transmission of respiratory droplets' for staff working with children who regularly spit or use saliva as a sensory stimulant?	N/A
†	Will windows be kept open at all times to aid ventilation?	Where possible
†	Will doors be kept open where possible to aid ventilation? Has this been risk assessed in terms of students for whom leaving the door (or windows) open would not be safe?	† All doors will be propped open at all times

4. Introducing enhanced cleaning

† Will arrangements be in place to limit bringing of pupil belongings into school, store such belongings safely when in school, and limit taking school items home and back into school? Will arrangements be in place for pupils to bring in items which support stimming etc safely? Will arrangements for this be discussed with parents/carers first?	Pupils bringing items into school will remain at a minimum.
† Will adequate arrangements be in place for cleaning of shared items, such as therapy or support aids, which cannot be left unused for 72 hours between use?	† Items in the Cube are subject to a cleaning regime

6. Wearing personal protective equipment (PPE) where appropriate

† Will appropriate PPE be provided for staff at significant risk, due to necessary close personal contact with pupils who can't control behaviour such as spitting, coughing or sneezing or whose behaviour or learning needs to be physically managed?	PPE will be made available to all staff at all times if and when required
† Will each staff member be risk assessed to ensure that the most appropriate mask or covering is sourced for their use? (eg hearing aid users cannot wear ties around the ears , BSL users or those who need children to see their mouth will need clear masks etc) Will all staff being entitled to more frequent breaks in order to change the PPE/face coverings eg between sessions, after working with individual children and to hydrate properly?	N/A

Social distancing

For special schools, the DfE recognises that social distancing is difficult and says it is acceptable for students not to distance within their bubble or group. In special schools many pupils will need the opportunity to leave their class and go to a quieter, or less sensory stimulating space at times during the day.

Supplementary questions:

a. Grouping children

† Has the school adopted appropriate ways of creating bubbles for the setting? (eg linked to corridor, series of rooms or other geographical arrangements, rather than by year group or just one class)	Bubbles have been created in the most logical way possible
† Are arrangements in place for pupils to safely access quiet spaces, sensory rooms during the school day? Will this be staffed, given the need to maintain bubbles? Will these areas be cleaned between users and by whom?	Cube and pastoral office are available to pupils Staff will wipe surfaces between pupils
† Will staff such as subject specialists in special schools be given the option to work across bubbles or to live stream lessons from remote rooms?	† There are only 32 pupils in school so risks are minimal from crossing bubbles

b. Measures within the classroom

† Given the number of students and staff in small classroom spaces in special schools, has a risk assessment been undertaken to judge safe numbers and the realistic possibility of any distancing?	Classrooms have been organised to allow for social distancing
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† Has the school identified quiet spaces for pupils with SEND who need them?	Yes
† Has the school identified how staff will manage pupils who need support with personal care (eg going to the toilet) in a way that maintains their dignity?	† N/A

† Has the school identified those who will support pupils with SEND in order to ensure those pupils who need them have regular consistent key workers?	N/A
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c. Measures elsewhere

† Will there be arrangements for pupils who need additional assistance with movement around the school?	† N/A
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d. Measures for arriving at and leaving school

† Will arrangements be in place for the safety of peripatetic staff, central support team staff (EPS etc) and supply staff?	N/A
† Will sufficient staff be on duty to monitor safe arrival and departure for pupils who need specific support?	N/A

Dedicated school transport

Supplementary questions:

† Will arrangements be made for additional transport in order to permit fewer students per vehicle and shorter journey times?	Pupils currently arrive by taxi – maximum 6 pupils
† Will arrangements be made for drivers and escorts to wear face coverings?	Taxi drivers are instructed to wear face coverings
† What arrangements are in place for transport and escorts if children need to return home?	N/A

The school workforce

Support staff and visiting specialist staff; supply staff; and staff taking leave

Supplementary questions:

† Will the school conduct individual risk assessments for support staff working 1:1 with SEND pupils?	N/A
† Will support staff be offered additional PPE/masks/face covering/gloves following risk assessment of the children they are working closely with students who may be less able to socially distance, may spit etc?	PPE will be available to all staff at all times if required
† Has risk assessment been undertaken regarding protocols around positive handling/ restraint of pupils?	† Staff are not currently expected to undertake positive handling/restraint of pupils

