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**Schools Coronavirus Planning Framework:** **checklist for partial opening**

| MEASURE TO TAKE | ✓ | RESOURCES |
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| Review updated DFE guidance and information on EGfL |  | [Restricting attendance during the national lockdown: schools](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf) |
| Update your risk assessmentIt's a legal requirement for you to revisit and update your risk assessment to:* Build on the learning to date and practices you've already developed
* Consider the additional risks and control measures that you'll need to return to full capacity in the autumn term
 |  | An updated version of the risk assessment templates can be found on [EGfL](https://www.egfl.org.uk/coronavirus) |
| A risk assessment should be completed to consider individual risks of children and young people with EHCP that are attending a Covid-19 secure school.  |  |  |
| Check your communications systems. Make sure school staff can contact parents remotely (i.e. without being logged on to a school computer). |  |  |
| Make plans for how you’ll manage medication for pupils who need it |  | Consider:• Whether you can safely store the medicines if the school is closed for short or long periods• Whether pupils have access to the medication they need at home, or whether they need to take their medicines home with them |
| Review child protection policies |  | Schools (ideally led by the designated safeguarding lead (DSL) or a deputy) should review their child protection policy so that it reflects the local restrictions and remains effective. In some cases, a coronavirus (COVID-19) annex or addendum that summarises any key local restriction related changes might be more effective than re-writing and re-issuing the whole policy. It will be important that all staff working in the school or FE provider are aware of the revised policy. |
| Designate a lead for all coronavirus enquiries. Make sure all staff know who this person is. |  | Make sure you include this information in a staff briefing. |

| MEASURE TO TAKE | ✓ | Resources |  |
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| Consider whether you can close off parts of your school that aren’t absolutely critical to allow for reduced cleaning (e.g. classrooms or floors you won’t need). |  | Schools should follow government advice on cleaning and waste disposal in non-healthcare settings. [**Cleaning of non-healthcare settings guidance**](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)Ensure all building systems are maintained [good estate management in schools](https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety#maintenancechecksandtesting) |
| Review Fire Evacuation Procedures to ensure that ‘safe distancing’ can be maintained. |  |  |
| Speak to your cleaning staff about any planned changes to your cleaning schedule as a result of closing off parts of your school. |  |  |
| Check your isolation room, for pupils or staff who develop symptoms while at school, has the necessary supplies.  |  |  |
| Review your school’s procedures for closing the school buildings, and update these if necessary. |  |  |
| If you plan to make changes to your start and finish times, communicate with parents your timings for the school day and arrangements for drop off and pick up. |  |  |
| Make sure pupils know how they can access any mental health support from your school or external organisations while they’re at home (like counselling services).Signpost all pupils, parents/carers and staff to resources to support good mental health. |  | Plan likely mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support) and discuss with your local authority what wider support services are available. See EGfL [Wellbeing and mental health support during the coronavirus outbreak](https://www.egfl.org.uk/elp-services/health-improvement-schools/wellbeing-and-mental-health-support-during-coronavirus)Work with your local authority to secure services for additional support and early help where possible (for example, around anxiety, mental health, behaviour, social care, or changes to mobility), and consider how these might apply to pupils and students who were not previously affected. |
| Remind parents of who’s included in the list of vulnerable pupils and key workers. |  | Use this list from [GOV.UK](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision). |
| Make sure parent contact information is up to date. |  |  |
| Consider arrangements for safeguarding vulnerable pupils who won’t come in while the school is partially closed, including:* Pupils for whom there are welfare concerns
* Pupils eligible for the pupil premium grant, or who rely on the school for adequate food
 |  | Updated Guidance on the provision of Free School Meals during lockdown <https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools> |
| Brief staff on:* What the school has done to prepare for partial school closure
* What will happen during partial school closure
 |  |  |
| Consider options if necessary, staffing levels can’t be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers). |  | It is expected that schools will have a trained DSL (or deputy) available on site. However, it is recognised that for some schools there may be operational challenges to this. In such cases, there are two options to consider: ● a trained DSL (or deputy) from the school can be available to be contacted via phone or online video, for example working from home ● sharing trained DSLs (or deputies) with other schools (who should be available to be contacted via phone or online video) Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for coordinating safeguarding on site.[Contingency Framework – implementation](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/949187/Contingency_framework___implementation_guidance.pdf)[guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/949187/Contingency_framework___implementation_guidance.pdf) |
| Prepare for communication between staff for partial school closure. |  | Make arrangements for regular check-ins (for instance, through calls, emails, or remote meeting platforms). |
| Agree remote working arrangements for partial school closure. |  | Consult unions represented at your school about expectations for staff. You’ll need to agree:* Expectations for staff working during self-isolation or partial shut-down
* Working hours
* Planning or teaching activities (based on your remote teaching capabilities)
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| Make sure you’ve built safeguarding into your remote learning set-up. |  |  |
| Childcare settings or early years groups in school should:* consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing
* consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously
 |  |  |
| Early years providers must continue to follow the safeguarding requirements in section three of the Early Years Foundation Stage Framework |  | [Early Years Foundation Stage framework.](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) |
| Make a contingency plan in case of a local outbreak* If a local area sees a spike in infection rates, your school may be advised to close temporarily for most pupils like before.

If this happens, you're expected to have a contingency plan in place to offer immediate remote education for all pupils at home. |  | * [**Ealing COVID-19 outbreak prevention and control plan**](https://www.ealing.gov.uk/downloads/download/5749/ealing_covid-19_outbreak_prevention_and_control_plan) (Ealing Council)
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