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| Staff Communication, Capacity, Health & Wellbeing | | |  |  |  |
| **Consider:** | **Suggestions /consideration** | **Issues & actions to manage risk** | **R** | **A** | **G** |
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| Are staff, parents and pupils aware of the key COVID-19 prevention control measures:   * avoiding contact with anyone with symptoms * frequent hand cleaning and good respiratory hygiene practices * regular cleaning of settings   minimising contact and mixing (social distancing) | Ensure staff have been signposted to government guidance on coronavirus symptoms and protection measures in schools to prevent transmission and obtain confirmation that has been read.  Share government key messages, information, guidance and resources (posters, social media, website links) with parents and pupils.  Share school local policy or procedures with staff and parents  Identify shielded and extremely clinically vulnerable pupils and staff and ensure they do not attend school  Identify other clinically vulnerable staff with pre-existing conditions. Arrange home working activities or activities on-site, staying 2 metres away from others where possible. Undertake risk assessment with staff if they will need to work within 2 metres of others. | Staff have been signposted as detailed in RA and accompanying paperwork sent on 26/05/2020. If you require confirmation that this has been read by all staff, this will have to wait until next week.  Gov’t messages have been shared with parents and pupils and have been displayed around School.  Policies and procedures have been shared with staff and parents.  Shielded and extremely clinically vulnerable pupils and staff not to attend school.  Some staff who were vulnerable but not extremely clinically vulnerable have expressed a desire to return to School and are willing to sign the RA to say they are happy with the level of risk, they will do their utmost to stay 2 metres away from others and they are following medical advice. |  |  |  |

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| **School Name: Finstall First** | **Returned by: Stuart Evans** | **Date: 28/05/2020** |

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| **Consider:** | **Suggestions / consideration** | **Issues & actions to manage risk** | **R** | **A** | **G** |
| Please confirm that you have assessed all staff against guidance on Shielding and Clinically Vulnerable? | Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding) and those Clinically Vulnerable.  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> | Staff have been assessed against guidance.  Shielded and extremely clinically vulnerable pupils and staff not to attend school.  Some staff who were vulnerable but not extremely clinically vulnerable have expressed a desire to return to School and are willing to sign the RA to say they are happy with the level of risk, they will do their utmost to stay 2 metres away from others and they are following medical advice. |  |  |  |
| Please confirm that all Extremely Clinically Vulnerable staff are remaining at home and being supported to work at home? |  | All Extremely Clinically Vulnerable staff are remaining at home and being supported to work at home? |  |  |  |
| Please confirm that in respect of any staff who lives with someone who is Extremely Clinically Vulnerable, who is attending on-site, that stringent social distancing can be adhered to? |  | Some staff who live with someone who is Extremely Clinically Vulnerable, who is attending on-site, have expressed a desire to return to School and are willing to sign the RA to say they are happy with the level of risk, they will do their utmost to stay 2 metres away from others and they are following medical advice. |  |  |  |
| What is the capacity of staff:   * To be in school? * If not able to be in school, capacity to work from home? | Refer to DfE Planning Guide, section 2 | Capacity of staff has been assessed. |  |  |  |
| Are all staff clear on the absence reporting system linked to COVID-19? How do leaders know? |  | All staff have been made aware of the absence reporting system linked to COVID-19. If you require confirmation that this has been understood by all staff, this will have to wait until next week. |  |  |  |
| What minimum staffing will you require daily with the model of pupil re-entry you have chosen? |  | Initially, 2 staff / class of 9 but this may reduce to 1 ½ staff / class once children have settled into new routines. |  |  |  |
| How will staff working arrangements be different and how will you involve them in this process? |  | Some staff will be working with children they are unfamiliar with. They have had time to get information from C Teachers and will be provided with relevant planning. |  |  |  |
| When looking at staffing and/or volunteers and the changes being made, are there staff that could potentially be redeployed to support the school working effectively? |  | Where required, staff have been re-deployed to support the School working effectively. |  |  |  |
| How are leaders going to communicate and consult over the re-opening plan for their school? |  | Re-opening plans have already been communicated to staff and parents, they follow DfE guidance. |  |  |  |
| To have a clear ‘day one’ plan in place that is well understood by all. Communication with staff pre and post reopening | Leaders to carefully map day one activities to support pupils as they return | This has been completed in preparation for Day 1. |  |  |  |
| How will leaders evaluate the well-being and personal and emotional needs of staff, especially those who are dealing with anxiety, loss, fear and upset | Ensure staff are aware of resources the school already links to.  Signpost staff to [Education Support](https://www.educationsupport.org.uk/) (free, 24hr service for education workers)  Write and issue staff with guidance on protecting and maintaining good mental health.  Ensure that staff have a clear forum in school for raising practical or emotional concerns that they may have about returning.  Identify ‘mental health’ first aiders for staff and ensure that all staff know who these are and how to contact them. | HT has contacted all staff who have expressed concerns around anxiety and discussed concerns with them. Staff to receive follow up letter with links to mental health support as suggested. |  |  |  |
| How are leaders ensuring there is a communication link with staff who are shielding so they are supported, and their situation is monitored to ensure their well-being? | Staff who are shielding receive regular communication from other staff to check on their well-being. |  |  |  |  |
| Is there a clear system of support and guidance through the bereavement policy that ensures staff know about the support and systems in place? | This is not in place but could be addressed on our return to School. |  |  |  |  |
| **Additional considerations:** | | |  |  |  |
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| **Worcestershire supporting tools and resources:**   * CV28 HR guidance for maintained schools on staff who have a vulnerable health condition <http://www.worcestershire.gov.uk/downloads/file/12499/education_and_early_help_bulletin_covid-19_update_28_-_1_may_2020> * CV27 HR guidance on working from home <http://www.worcestershire.gov.uk/downloads/file/12498/education_and_early_help_bulletin_covid-19_update_27_-_30_april_2020> * Coronavirus COVID-19 frequently asked questions for schools - HR guidance for schools on Coronavirus (COVID-19) issues <http://www.worcestershire.gov.uk/info/20775/coronavirus_covid-19_frequently_asked_questions_for_schools/2196/coronavirus_covid-19_frequently_asked_questions_for_schools/7>  Update: CV36 HR Updated guidance for school leaders: <http://www.worcestershire.gov.uk/downloads/file/12539/education_and_early_help_bulletin_covid-19_update_36_-_18_may_2020> | | |  |  |  |
| **DfE guidance:**   * Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance> * Data protection: <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools> * NQT advice: <https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers> * Critical workers who can access schools or educational settings: <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision> | | |  |  |  |