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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. Ensure that they follow the sector-specific measures to minimise the risks of transmission. | Staff have been signposted as detailed in RA and accompanying newsletters sent Jan 2021.  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.  Clinically vulnerable staff with pre-existing conditions must follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the ‘prevention’ section of DfE guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Undertake risk assessment with staff if they will need to work within 2 metres of others. |  |  |  |

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| **School Name: Finstall First** | **Returned by: Stuart Evans** | **Date: 08/01/2021** |

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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 Extremely Vulnerable? | Government guidance in respect of those Extremely Clinically Vulnerable (known as Shielding)  <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. |  |  |  |
| 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? | Ensure that they follow the sector-specific measures to minimise the risks of transmission. | Staff who live with someone who is Extremely Clinically Vulnerable, must follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the ‘prevention’ section of DfE guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Undertake risk assessment with staff if they will need to work within 2 metres of others. |  |  |  |
| What is the capacity of staff:   * To be in school? * If not able to be in school, capacity to work from home? | Refer to latest guidance – Restricting attendance during the national lockdown: Schools – Guidance for all Schools in England (January 2021) | Capacity of staff has been assessed, keeping in mind the need to provide high quality remote learning to all children not attending School. |  |  |  |
| 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. |  |  |  |
| What minimum staffing will you require daily with the model of pupil re-entry you have chosen? |  | 2 staff / class of 9 to ensure sustainability. 7 classes of 9 - No more than 63 pupils on site at any one time. |  |  |  |
| 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. Some staff will work from home to maintain effective remote learning. |  |  |  |
| 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? |  | Due to closure on 5th January, we had 24 hours to come up with a plan, whilst also gathering information related to parents who were critical workers who wanted a place at School for their children. This was discussed with staff on 5th Jan. Due to very large numbers of critical worker parents who wanted to send their children to School, it was felt that accepting all of these children would not enable us to provide a safe working environment for staff or pupils. On 5th Jan, SLT met with governors to agree “safe numbers / reopening plan” and to prioritise different jobs undertaken by Critical workers. No guidance to work from until this was provided late on 7th Jan. SLT (DHT) also communicated with parents regarding their individual needs with a view to providing at least some support in School, wherever possible. |  |  |  |
| 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 | Day 1 – 6th Jan – School only open to parents who were from emergency services or who were front-line, key NHS staff. On 6th Jan, we continue to assess the remaining applications – related to 140 / 300 pupils. |  |  |  |
| 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 reassured that group sizes would not go over the sizes experienced during the wider re-opening in June 2020. |  |  |  |
| 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. | No staff qualify as extremely clinically vulnerable. |  |  |  |
| Is there a clear system of support and guidance through the bereavement policy that ensures staff know about the support and systems in place? |  | We have two trained bereavement counsellors on the staff. |  |  |  |
| **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> | | |  |  |  |