



COVID19: Cippenham Nursery School SPRING 2021 Risk Assessment and Action Plan

DATE of planned return after the Christmas break : 04.01.2021 CNS staff will attend a socially distanced INSET Training Day on 04.01.2021, with the children returning to the Nursery on 05.01.2021. The site has shared areas with St Andrews Way graduated Children's Centre, also due to reopen on 04.01.2021.

DATE of SPRING 2021 term opening: 04.01.2021 (Children's Centre due to open 05.01.2021)

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the start of the SPRING 2021 term at CNS and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Planned Return on 04.01.2021 Preparation:



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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p>Preparing Buildings and Facilities including shared areas</p>	<p>The school has been open quite regularly. Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Fire alarm testing • Repairs • Grass cutting • PAT testing due in Summer holiday • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections. School audit completed by School Business Manager May 2020. • CV completed the Slough Schools Capacity & Risk Evaluation form in September 2020. • Insurance covers reopening arrangements 	<p>School Business Manager not able to work. Source alternative suitably trained person.</p> <p>Internet via CP School.</p>	H	DE has suitable training (Vice-chair of Governors) SBM's from SNSN could also advise.	27.05.20	M
			M	Fire alarm checked	28.05.20	L
				Kitchen fridges cleaned	18.12.20	
				Boiler serviced March '20 and checked in half term.	28.05.20	
				Carry out a final, pre-opening premises inspection.	04.01.21	

	Limit number of office-based staff to work safely.	<p>Office does not allow for adequate space between more than two staff members. Children's Centre Staff to work from the Olive Room office.</p> <p>Risk of office staff testing positive for Covid-19. KLi/BD to deep clean office during Christmas break.</p>	M	Admin officer able to work from home, unless access to the common server is essential.	20.05.20	L
			H	Staff to immediately self-isolate from the onset of first symptoms (for 10 days) and then after taking a test. Office to be deep cleaned, removing any potential traces of infection.	31.12.20	M
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	<p>2-meter markers re-positioned on floors.</p> <p>One-way system in place to enter and exit the school. Signage in place.</p> <p>KLi/BD in place at entrance points to monitor social distancing and PPE requirements during drop off/collection.</p>	<p>04.01.21</p> <p>20.05.20</p> <p>initially from 04.01.21</p>	L

	Consideration given to the arrangements for any deliveries.	Lack of social distancing	M	Not expected to sign for deliveries. Depending on weight/size, parcels left by the gate for us to collect. All delivery personnel if entering the school building must wear a mask sanitise hands and remain in the lobby area.		L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i> Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.	Current evacuation routes would cause multiple bubbles to come into contact. More appropriate alternatives are possible.	M	Blue Room Fire exit used by Bubble B-meet by CIS gates. Bubble A exit through shelter area and meet under pergola. Autumn opening Bubbles A&B to swap ends Those on field/Wildlife Area, stay there. SAWCC- will evacuate to shelter by main entrance/gate to field. Staff not allocated to work directly with the children are free to assist.	01.09.20 w/b 15.06.20	L

		Fire and Lockdown drills to take place in Spring Term 2021.		Fire drill	TBC	
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	Hand dryers spread germs. Paper towels help remove them.	M	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand-dryers de-commissioned.</p> <p>Paper towels and hand wash are to be checked and replaced as needed by CG.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Disinfecting wipes and waste paper bins with lids are provided for staff to use throughout the day.</p>	Ongoing	L

	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Not able to clean until nursery empty.	M	Shorter sessions/15hr sessions Mon-Thurs only no 15hr pm sessions. Staff freed to assist with cleaning in their own bubble. 30hrs -Bubble A and 15hrs, AM &PM-Bubble B, Mon-Fri	01.09.20	L
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.	M	Hand sanitiser available at the school entrance. Lidded foot-pedal bins in nursery, wildlife area and staff-rooms. Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Stock check and ordering schedule reviewed and order made.	01.06.20	L
	Sufficient time is available for the enhanced cleaning regime to take place.	Not enough time after school	M	Cleaning can start in 15hr bubble after 11.30 (no pm group) No 15hr Bubble on Friday	07.09.20	L

				11.45-12.30-member of staff available to assist with cleaning in Bubble B. Cleaning in Bubble A can start when 2.30 departure finished and Yellow Room closed.		
	Waste disposal process in place for potentially contaminated waste.	Accidental exposure	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Ongoing	L
Classrooms	The number of staff and children that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 per group. Autumn – Full amount of new children to start. 39x30hr and 39 am/39pm	Lack of space to social distance	M	Measure classrooms and other available rooms to assess capacity for staff and pupils: Bubble A: 13x 30hrs Bubble B: 8x15hrs am Mon-Thurs	22.05.20 01.09.20	L

				Yellow Room to be included as part of classroom for Bubble A instead of 2 nd staff-room.		
	Classroom areas have been re/arranged to allow as much space between individuals as practical.	Lack of space to social distance	M	Unnecessary furniture and resources removed.	22.05.20	L
	Classroom entry and exit routes have been determined and appropriate signage in place.	Parents would find it difficult to pass safely		One-way system in place. One drop-off/collect area under the shelter. Map e-mailed to parents. Letter sent to parents, reminding them of Covid-19 safety protocols at CNS before Spring 2021 term begins.	05.06.20 03.09.20 04.01.21	L
	Bubble A- Blue and Yellow area. Bubble B- Red and Green area. Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be	Possibility of contamination	L	All soft furnishings and toys removed. Limited chairs. Appropriate resources in sets to allow for cleaning rotation.	22.05.20	L

	<p>prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>		<p>M</p> <p>M</p>	<p>Sets of books to allow 72hr rotation</p> <p>Pencils in sponge with cleaning solution.</p> <p>New COVID19 information posters currently in place.</p>	<p>22.05.20</p>	<p>L</p> <p>L</p>
	<p>All classrooms to be deep cleaned after the confirmation of a positive test.</p>	<p>Possibility of contamination.</p> <p>Possibility of re-infection.</p>	<p>H</p>	<p>Cleaning checklists in place for Housekeeping staff to follow.</p> <p>Housekeeping staff have access to appropriate PPE and cleaning equipment.</p>	<p>28.01.2021</p> <p>28.01.2021</p>	<p>M</p>

				SLT to check effected area after deep clean and prior to Bubble returning	04.01.2021	
Staffing	<p>Staffing numbers required have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Site Member • Office Staff Member 	<p>Almost all staff who work with children are Paediatric First aiders</p> <p>DSL/SENDCO, DDSL and past DSL all able to work</p> <p>School Business Manager and Admin Officer both able to work</p>	<p>M</p> <p>L</p>	<p>Staff audits re available to work on-site from 1st June when hub children return and 8th June for wider reopening.</p>	25.05.20	<p>L</p> <p>L</p>
	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups). Communication arrangements are in place with those staff and their</p>	<p>Staff not being kept up to date.</p>	<p>M</p>	<p>Online training in place.</p> <p>Extremely clinically vulnerable guidance adhered to and arrangements have been made re: cover</p>	<p>Shielding extended to 21.02.21</p> <p>currently until at least 31.03.2021</p>	L

	<p>role in continuing to support the working of the school is clear.</p> <p>Plans in place to cover staff advised not to return</p>			<p>for Staff Member and work expectations.</p> <p>Staff WhatsApp/ group e-mails SLT calls</p> <p>Remote conversations with staff to provide cover</p>	<p>Ongoing</p> <p>27.09.20</p>	
	<p>Plans to respond to increased sickness levels are in place.</p> <p>Cover arrangements determined (including leaders and safeguarding designated leads)</p>	<p>May not have enough staff for reopening.</p>	M-H	<p>Only places allocated for a low number of children.</p> <p>Smaller key-worker groups.</p>	<p>On going</p>	L-M
	<p>Approaches for meetings and staff training in place.</p>	<p>Social distancing may be compromised.</p>	H	<p>Online staff meetings or meetings in smaller groups outside, weather permitting.</p> <p>Paid for Kym Scott on-line training for CPD 2020-21</p>	<p>15.05.20 09.09.20</p> <p>04.01.2021 then ongoing</p>	L
	<p>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.</p>	<p>Remote provision may lose momentum.</p>	M	<p>DH (KLi) to continue sending home learning to children not in school.</p>	<p>Ongoing</p>	L

				Key-workers use non-contact time to update and respond to their parent contributions on the Tapestry Online Learning Journal .		
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place, staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>If there is high staff illness and not enough teachers or NVQ 3's, TA's would be required to lead a group.</p>	L	<p>Key group numbers kept lower than normal.</p> <p>Unlikely to happen whilst numbers so low.</p>	22.05.20	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p>Staff and children may have low levels of well-being.</p> <p>Staff could be unaware of family situations.</p>	H	<p>Parents asked, by e-mail to inform Family Support Worker if:</p> <p>a) Their family has been affected by bereavement, or</p> <p>b) Their children have expressed worries or show signs of low well-being.</p> <p>FSW to inform Key staff.</p>	<p>04.06.20</p> <p>Ongoing</p>	M

				Staff can meet with either of our two Mental Health First Aiders. Mindfulness approaches to be introduced to support with their own well-being.	from 01.2021	
Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Possible delay with testing. Confusion re new procedures.	M	Guidance in place for staff . Guidance shared with schools re: Covid-19 Testing Training, to be disseminated to staff.	08.06.20 to begin from 01.2021		L
The approach for inducting new starters has been reviewed and updated in line with current situation.	Procedures may not be followed-increased risk of Covid19.	H	SLT to update Induction Checklist.	by 10.07.20 new starter due 20.07.20		L
Return to school procedures are clear for all staff.	Procedures may not be followed-increased risk of Covid19.	M	Head & Deputy agree procedures to share with staff during online staff meeting (including updated Covid-19 Risk Assessment and Letter to Parents.) Paper copy given on first days	04.06.20 w/b 08.06.20 04.01.21		L

				Updated procedures for full-autumn reopening	w/b 01.09.2020	
				Updated Covid-19 Risk Assessment and Letter to Parents emailed to all staff, with copies in both staff rooms.	04.01.21	
Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Staff contracts may not be legal.	M	New teacher contract issued for start on 20.07.20. New Headteacher (BD) to start on 01.01.21	May 2020 January 2021		L
Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Possible risk of Covid19.	M	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	Ongoing		L
Arrangements in place for any externally employed adults delivering learning in school.	Unlikely Soccer Tots will resume. Due to finish end of Summer 2020 term.		Share amended procedures, obtain their assessments outlining controls, e.g.			0

	Protocols and expectations shared.			only offering limited activities which maintain distancing, all equipment stringently cleaned.		
	All staff to maintain social distancing expectations when arriving and leaving school premises.	Staff members become close contacts.	M	Unless staff are in the same support bubble, staff must not car share or offer lifts. Staff using public transport must follow national social distancing and protective guidance.	from 28.01.2021	L
Group Sizes	Class groups have been determined on the basis of small, consistent groups of children, that can remain separate from other people and groups. NB: Up to 15 pupils in any one group. Autumn opening- Full numbers in usual key-groups of 13	Whole school would have to close instead of just the group affected Bubble A or B would close only if advised.	H	2 "bubbles" finalised. A) 30hr- 12 children approx. B) 15hr am 6 children approx. Bubble A-39x 30hr Bubble B-39x am/39xpm We will continue to work as above and in accordance with T4 restrictions and as advised.	03.06.20 07.09.20 Ongoing	L
	Vulnerable and critical worker group sizes determined.	Risk of too many staff having to work during lockdown.	M	9 children requiring places-unexpectedly low.	Group decided w/b 16.03.20	L

	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.	Too few children in each of 5 nursery schools to warrant all being open. Wider reopening	M	Chalvey Hub at first. Return of hub children 1 st June 2 consistent teams formed for reopening All CNS children will return to CNS for the start of Spring 2021 term.	Hub opened- 30.03.20 Closed 22.05.20 08.06.20 05.01.21	L
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place. <p>Autumn re-opening</p>	Risk of parents/carers, staff and social “Bubbles” not keeping social distance or allocated timings.	H	<p>Arrangements sent to parents, with an agreement to complete and “sign” by e-mail. Copies also sent to staff for their information.</p> <p>Agreement sent to new starters</p> <p>Parents re-issued with an agreement to</p>	<p>04.06.20</p> <p>28.07.20</p> <p>04.01.21</p>	L

				complete and “sign” by e-mail, alongside T4 restrictions pictogram. Copies also sent to staff for their information.		
	Encourage parents to walk and avoid public transport as much as possible.	No families using public transport,			Ongoing	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Possible spread of Covid-19.	M	Handwashing and cleaning (if needed.) Conversations with parents.		L
	Social distancing plans communicated with parents.	Possible spread of Covid-19.	M	Parent Agreement	05.06.20 28.07.20 04.01.21	L
	Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Autumn opening	Cross contamination between bubbles.	H	Playground divided into 2. Use of field/wildlife area as much as possible. Staff from each area to clean own parts/resources. Climbing frame/sandpit and mud areas to remain closed. Expandable dividers added to the garden	05.06.20 01.09.20	L

	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	Cross contamination between bubbles	H	Snack and lunch in own bubble areas, outdoors in good weather.	01.06.20	L
	Arrangements for food deliveries in place	Lack of delivery slots	M	Sainsbury's deliveries	08.06.20	L
	Staff to ensure that children are prepared for home time (E.g. coats already on and all belongings to hand) to avoid large groups of parents waiting for children to get ready. Parents to be encourage to support children to take off coats on arrival and hold bags to avoid waiting.	Lack of social distancing, causing further infections. Possible spread of Covid-19.	M	Drop off and collection times are continually moving to avoid situations where social distancing is compromised.	01.03.2021	L
PPE	PPE requirements understood and appropriate supplies in place. Long-term approach to obtaining adequate PPE supplies in place.	Lack of PPE	H	Use usual supply chain for aprons/gloves/masks. If not possible SBC able to support. Staff have also obtained material masks and visors	Ongoing	L

				SLT to direct them back home before entering school premises.		
<p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p>	List of all critical worker parents up to date, including those who have not yet taken up the offer of provision.	Parents/Carers miss out on a place.	L	Questionnaire. Family Support Worker checks by phone.	Ongoing last on 03.06.20	0
	Changes to the school day shared with parents.	Parents become anxious.	M	Details e-mailed.	03.06.20	L
	Water fountains not in use.	Risk of infection.	M	Water fountains taped up with plastic.	27.05.20	0
	Approach to preparing children for a return to new social situations is developed and shared by all teaching staff.	Children become anxious.	M	“Returning to School In a Bubble” story sent home for parents to share with their children. Social distancing stories for staff to share with key-groups Review previous experiences and expectations with children through Key Group time on return.	05.06.20 08.06.20 from 05.01.21	L
	Approach to supporting wellbeing, mental health	Low well-being.	M	Key-workers to continue to use the	Ongoing	L

	and resilience, including bereavement support is in place.			Leuven scales to monitor their children's levels of WB & I. Family Support Worker to work with parents. Introduce a simple Mindfulness session (preferably outdoors) to support both children's and staff well-being.	from January 2021	
	Support for transition to Reception Class is developed.	Children become anxious.	M-H	DH (KLi) working with Early Years Leads.	Ongoing	L-M
	Consideration of the impact of COVID-19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Food vouchers • Referrals to social care and other support • Vulnerable groups 	Vulnerable families slip through the net.	M	Family Support Worker makes contact.	Ongoing	L
Partial Re-opening and/or Return for Spring 2021 Term	Children have access to technology and remote learning offer. Blended approach between physical and remote learning	Parents lack confidence, without support and ideas.	M-H	Deputy continues sending ideas for home learning. Key workers maintain communication through Tapestry	Ongoing	L-M

	developed, including support for those children who are shielding/ clinically vulnerable.			Online Learning Journal.		
	Intelligence around critical worker parents – numbers intending to take up provision is known.		L	Critical worker/vulnerable numbers low, so able to offer to parents returning to work.	08.06.20	0
	All children returning for the start of Spring 2021 term.	Increased numbers of critical worker children – means fewer children can return. Unidentified cases of COVID-19 present, forcing closure of bubble(s). Potential (national) lockdown.	M-H	COVID-19 expectations letter sent out to parents prior to starting term, ensuring all parents understand and follow protocols and expectations once on CNS premises (including Government Parents Guidance link) T4 pictogram displayed at prominent points on CNS premises (E.g. Gates, Office Lobby, x2 Staff Rooms, Website, Drop off points) CNS SLT (BD/KLi) present initially at drop	04.01.21 w/b 04.01.21	L-M L

			<p>off/ collection times to monitor that social distancing/ appropriate PPE safety measures are adhered to by parents and staff.</p> <p>All children are handed over at the designated drop off points outside classrooms. Staff to stay at the top of the ramps. Parents to stay at the bottom of the ramps and adhere to STOP signage.</p> <p>All children to be responsible for taking their own lunchbox and letters prior to parents arriving on site.</p> <p>No close contact between parents and staff.</p> <p>Note system in place to provide parents with information re: child as appropriate.</p> <p>Parents encouraged to telephone the school or contact a Staff Member via the office email if</p>		
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			<p>they require further discussions.</p> <p>Contact Details: Telephone: 01628 661506 (08.30 – 16.30 M-F)</p> <p>Email: office@cns.slough.sch.uk</p> <p>Arrangements in place to accommodate Key Worker and Vulnerable children to receive continuing education during lockdown period:</p> <ul style="list-style-type: none"> - Parents of eligible children informed to take up offer - Remote learning resources available to all children via CNS website - All parents informed of learning at home procedures and duration via letter (also copied to staff) <p>CNS will work in partnership with other</p>		
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				<p>local MNS nurseries to provide childcare/educational opportunities to Key Worker and Vulnerable children:</p> <ul style="list-style-type: none"> - All staff informed of procedures re: working from home, rotas etc. via remote meeting - HT/DHT to be 'on call' throughout the week for parents/staff 		
Transition into new year group	Online support for families and children around transition.	Children and parents struggle with transition.	M-H	TBC This will be remote with videos available to tell the children a social story about starting in reception class.	Awaiting offer from CIS/CPS/other settings	L-M
What will need to be different this year because of COVID-19?	<p>Plan for transition to Reception taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> • EY to Primary • Vulnerable children • Children with SEND 	<p>Children's low emotional well-being.</p> <p>Children at risk.</p>	M-H	<p>Children's transition notes shared with SENDCO and Reception lead at CIS/CPS.</p> <p>Welcome poster with photos being prepared, incl. photos of staff.</p>	Ongoing	L-M

				Possibility of small groups of children visiting R class by EOT. This will depend on social distancing guidelines & forming small 'bubbles' of children.		
Safeguarding	Individual children's risk assessments are in place and welfare checks being undertaken.	Re-opening arrangements not reflected in risk assessment.	M	DSL/DDSL- in regular phone contact. <i>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements.</i>	Ongoing	L
	Staff are prepared for supporting well-being of pupils and receiving any potential disclosures.	Some staff might need training updates.	M	Safeguarding training completed remotely during lockdown. Staff use Leuven Scales of WB & I.	from 27.03.20 and ongoing	L
	Updated Child Protection Policy in place.	Policy would not reflect changes to how the school responds to safeguarding needs during the Pandemic.	H	Adopted Temporary COVID-19 Addendum to Child Protection Policy.	For hub 03.04.20 Updated and Approved by FGB on 18.11.20	L

	Work with other agencies has been undertaken to support vulnerable children and families.	Children at risk	H	Social Care involvement.	Ongoing	M
	<p>Consideration given to the safe use of physical contact in context of managing behaviour.</p> <p>Clinically vulnerable staff and children could be at higher risk of severe illness from Coronavirus.</p> <p>Clinically vulnerable people are those who are; Under 70 with an underlying health condition, chronic long mild to moderate respiratory diseases, such as asthma etc., multiple sclerosis (MS), diabetes, a weakened immune system as the result of certain conditions or medicines taken, pregnancy.</p>	<p>Risk of infection</p> <p>Contracting Covid-19</p>	<p>M</p> <p>H</p>	<p>Minor changes to Behaviour and Physical Intervention Policies.</p> <p>Be especially careful to follow the rules and minimise contact with others (social distancing) Continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas.</p>	<p>June 2020</p> <p>Ongoing</p>	<p>L</p> <p>M</p>

Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	Children's learning not supported.	L	Staff will continue to follow children's interests and "Plan in the Moment." Plans covering opportunities for learning across all 7 areas, based on the years cycle. Free flow learning is observed throughout the day. Greater encouragement to learn outdoors.	Ongoing	L
	Each activity should be risk assessed and should not be run unless the risks can be mitigated.	Risk of Covid-19	M	No sand-pit/mud-play/climbing frame. Water if bubbles added. Book sets on 72hr rotation. Only easily washed resources.	Ongoing	L
	Whole school approach to : • Well-being curriculum • Celebrating home learning	Loss of good practice.	0	Good practice is already embedded.	Ongoing	0

	<ul style="list-style-type: none"> Capturing pupil achievements/outcomes 					
	<p>The behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>	<p>Policy would not reflect changes to how the school responds to behaviour during the Pandemic.</p>	M	<p>Minor changes to Behaviour and Physical Intervention Policies.</p>	June 2020	L
<p>Children with SEND</p>	<p>Requests for assessment.</p> <ul style="list-style-type: none"> Speech and language EHCP <p>Autumn term-EP</p>	<p>SaLT unable to assess children. Children will struggle with their communication skills.</p> <p>Delay with EHCP's being in place for start in Reception.</p>	H	<p>SaLT- notified and will contact parents.</p> <p>Applying for EHCP's- parents needing support for parental view section-SENDco scribed.</p> <p>Used phone calls or meet 1 to 1 (socially distanced)</p>	June 2020	M

		EP may be unable to assess children.		EP to speak with parents, Keyworkers and SENDco via telephone.	Sept/Oct 2020	
Attendance	<p>Approach to supporting attendance.</p> <p>All children actively encouraged back to Nursery for 08.03.2021</p>	<p>Some parents anxious as believe attendance may be forced.</p> <p>Some parents choose for their child to remain at home. Child misses out on socialisation opportunities and high quality learning.</p>	M M	<p>E-mails incl. reassurance.</p> <p>Staggered re-start available for those who prefer to wait.</p> <p>There is an expectation that children will engage with Home Learning whilst not at Nursery. Reassurance and regular contact maintained.</p>	<p>13.05.20</p> <p>Ongoing</p> <p>Ongoing</p>	L
Closure of Nursery (with the exception of Key Worker and Vulnerable Children)	<p>Learning provision in place onsite to cater for Key Worker, Vulnerable Children and those deemed vulnerable because of remote learning in current bubbles to avoid infection and cross-contamination.</p>	<p>Parents anxious to take up places as believe attendance may be forced and/or child is exposed to unnecessary risk of infection.</p>	H	<p>Daily register to be kept of all eligible attendees, followed up by telephone contact from the CNS on first day of absence and to offer reassurance.</p>	<p>When need determines instigation</p>	L

	<p>Parents informed of eligibility of attending provision during closure via telephone and return appropriate paperwork concerning the uptake of a place.</p> <p>All stakeholders to follow CNS COVID-19 procedures (shared on 04.01.21.)</p> <p>Extremely clinically vulnerable staff to work from home.</p> <p>Risk assess staff who pose a potential risk to</p>	<p>Refusal to take up place.</p> <p>Procedures not adhered to due to human error and subsequently cause infection.</p> <p>Negative affect on wellbeing due to isolation.</p>	<p>M</p> <p>H</p> <p>M</p>	<p>Procedures shared at meeting with all staff on 04.01.21. Parents to sign updated consent form from 04.01.21 agreeing to follow procedures. All Staff to issue reminders to all of appropriate observance of procedures. Procedures displayed in x2 staff rooms.</p> <p>Regular online and/or telephone contact with shielding Staff. Support provided to ease working practices.</p>		<p>L</p> <p>M</p> <p>L</p>
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	<p>vulnerable family members, and deploy accordingly.</p> <p>No or very low risk posed of contracting COVID-19 infection in both children and staff groups.</p> <p>Negative lateral flow test result upon return (where appropriate.)</p> <p>Be guided by current SAGE advice.</p> <p>Engage in work with SBC and PHE to maintain the highest standards of Health, Safety and Wellbeing of all staff and children.</p> <p>Staff informed of working on a 'rota system' to ensure appropriate isolation can take place as and when necessary.</p>	<p>Staff shortage to run onsite provision.</p> <p>Asymptomatic cases amongst Staff and children.</p> <p>Guidance ignored. High rates of infection possible.</p> <p>Infection rates remain high in the community.</p> <p>Staff shortages due to self-isolating and/or childcare requirements related to other school closures and caring duties etc.</p>	<p>H</p> <p>H</p> <p>H</p> <p>M</p>	<p>Staff to work on a 'rota' system. Rota system to remain flexible to account for staff absences.</p> <p>Roll out of national regular testing TBC.</p> <p>Keep up-to-date with guidance updates. Inform all stakeholders of information on a regular basis.</p> <p>All practices are appropriately adhered to.</p> <p>Staff aware of their work days in advance. Rota remains flexible to account for changes.</p>		<p>M</p> <p>M</p> <p>L</p> <p>L</p>
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	<p>Working in conjunction with the other 4 MNS nurseries to provide education and childcare (when and where appropriate.)</p>	<p>Parents anxious of crossing into unknown site.</p>	M	<p>Adopt previous working practices familiar to parents. Member of CNS to be present on alternative site to ensure child's well-being.</p>		L
	<p>Ensure all staff adhere to PPE and social distancing expectations whilst working onsite.</p>	<p>Lack of PPE available. Nature of work preventing social distancing opportunities.</p>	M	<p>Staff provided with appropriate PPE and more ordered in advance. Staff reminded of social distancing expectations visually and orally.</p>		L
	<p>Await and follow government published criteria judged as safe to reopen.</p>	<p>Criteria remains unpublished or published too late.</p>	H	<p>Refer to scientific guidance. Continue to monitor information and update all stakeholders via letter/email.</p>		M
	<p>Conduct a daily review (risk assessment) of the situation to enable CNS to plan for a wider reopening.</p>	<p>Staff may be unavailable to work due to e.g. self-isolating, care duties etc.</p>	H	<p>Ensure staff remain on standby in both bubbles. Ensure deep clean of nursery takes place prior to opening.</p>		L
	<p>Ensure access to remote learning is achievable for all and by all families.</p>	<p>Lack of IT equipment available.</p>	M			L

	<p>Update CNS website regularly with appropriate age related learning activities to reflect all areas of learning in the EYFSC.</p> <p>Key Workers to maintain contact with key children and their families on a weekly basis (via Tapestry and/or telephone.)</p> <p>Regular updates and a minimum of weekly contact to be established with all families via Group Call to continue to provide updates and further information (HT/DHT and/or SENDCO.)</p> <p>Ensure cleaning expectations are adhered to and checked by CTs/HT and/or DHT daily.</p>	<p>Parents unwilling to support children to engage in remote learning.</p> <p>Unable to contact families.</p> <p>Messages are not picked up.</p> <p>Cleaning tasks not completed due to staff members self-isolating. Cleaning materials not available.</p>	<p>M</p> <p>M</p> <p>M</p>	<p>Provide 'real life' learning opportunities to engage children and families in developing communication skills. Encourage parents to share achievements through Tapestry.</p> <p>Families made aware that the school would maintain contact on a regular basis. Engaging in remote learning is an expectation.</p> <p>Newsletter style information sent to all parents regularly (observing GDPR/Safeguarding expectations.) Parents reminded in initial letter to check accounts regularly.</p> <p>Cleaning checklists in place for all areas in Nursery and are completed and signed off.</p>		<p>L</p> <p>L</p> <p>L</p>
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				Classes provided with anti-bacterial wipes for regular wipe downs during the day. Staff to make SH aware of materials required to be reordered. See 'Cleaning & Waste Disposal' (p6) for further details.		
Home Learning Arrangements	Children to continue receiving the highest quality of Early Years education when unable to attend Cippenham Nursery School.	Parents struggling to support children to engage in home learning due to work and/or other childcare commitments.	H	Home learning is available to access on the CNS website as follows: http://www.cippenhamnurseryschool.co.uk/Curriculum Home Learning Home Learning Policy in place. Activities are updated regularly covering all areas of learning. Simple written and pictorial instructions accompany learning activities, so all parents and children, regardless of language	to begin from 25.01.2021	M

		<p>Children spending higher levels of learning in front of a screen, thus affecting brain activity.</p>		<p>and communication levels can engage.</p> <p>Recorded sessions led by staff are included in the offer to support learning and teaching at home.</p> <p>Some home learning will require screen time involvement of no longer than 15mins.</p> <p>All learning activities are designed to be play based and engage the children in communication and language.</p> <p>There is a focus on Prime Areas, which permeate all learning activities on offer.</p> <p>An expected focus learning activity is accessible via Tapestry, to ensure all families have direct access to this provision.</p>		
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				<p>Learning activities are updated regularly and all children have regular contact with their Key Person via Tapestry.</p> <p>FSW (SB) maintains contact with our supported families.</p>		
Communication	Information shared with staff around the re-opening plan and/or returning after the Christmas break, returning to site, amendments to usual working patterns/practices and groups.	Risk of new procedures not being followed.	H	E-mails Staff WhatsApp Zoom/Teams Meetings	Ongoing	L
	Re-opening plans shared with governors.	Governors unable to challenge or agree.	L	E-mails to Chair and Vice Chair.	Ongoing	L
	<p>Communications with parents:</p> <ul style="list-style-type: none"> Plan for partial re-opening and/or returning to school after the Christmas break Social distancing plan Well-being/ pastoral support/ support and acknowledgement to parents of home learning 	Parents unable to make an informed decision or to follow guidelines if they do return.	H	E-mails, Survey, Group-call Phone calls Updated website information.	Ongoing	L

	<p>Communication with children around:</p> <ul style="list-style-type: none"> • Changes to routine • Learning about social distancing • Expectations when in school 	<p>Children unsure of boundaries and new rules.</p>	H	<p>Through parents at home and key-workers when they return.</p> <p>Social distancing stories.</p> <p>Modelling and through discussions by adults.</p>	Ongoing	L
	<p>On-going regular communication plans determined to ensure parents are kept well-informed.</p>	<p>Parents confused.</p>	M	<p>E-mails Survey Group-call Phone Calls Updated website information</p>	Ongoing	L
Governors/ Governance	<p>Meetings and decisions that need to be taken prioritised.</p>	<p>Could affect running of the school.</p> <p>Unable to make plans to move towards school improvement.</p>	M	<p>Telephone calls and emails.</p> <p>Meetings of up to 5 FGB Virtual meetings.</p>	<p>Finance meeting 24.06.20 FGB meeting 01.07.20 Finance meeting 02.10.20 FGB Zoom meeting 14.10.20 Finance Mtg 20.01.21 FGB Mtgs (Zoom)</p>	L

					12.02.21 24.03.21	
	<p>Governors are clear on their role in the planning and re-opening of the school, and return at the start of Spring 2021 term, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	Roles could become grey areas.	M	Chair and Vice Chair in regular contact.	Ongoing	L
School Events, including Trips	<p>Decisions made on cancelling or going ahead with events in the immediate term, including school trips.</p> <p>Autumn</p>		M-H	All cancelled	Nov 2020?	0
	Additional costs incurred due to COVID-19 are understood and clearly documented.	Unable to clean thoroughly.	M	Extra cleaning budget-will need to continue going forward.	Ongoing	L
Finance	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning.	N/A		N/A		N/A

	Any loss of income understood.	Loss £5500 for extra hrs for 30hr children and breakfast club.	L	Aim to re-start in Autumn term. Re-start	Autumn 2020	L
	Insurance claims, including visits/trips booked previously.	Risk of losing deposits.		Re-schedule Steel Pan Workshop, when it is safe to do so.	TBC	L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support 	N/A		IT/Cleaning was continuous.	Ongoing	N/A
Lateral Flow Devices	<ul style="list-style-type: none"> • BD to attend LFD training on 18/19.01.2021 • All staff have been encouraged to participate in LFD Testing 	<p>Lack of clarification and mixed message, making the procedure unclear.</p> <p>Staff do not report a positive test and therefore do not break the vector of transmission.</p>	H	<p>BD to disseminate information to all staff via Teams to all staff.</p> <p>SH identified as Administrator and is responsible for all logistics and paperwork connected to LFD Testing Kits.</p> <p>LFD Testing Kits to be administered to participating staff.</p> <p>BD encourages all staff to participate, but reminds them that it is voluntary.</p>	<p>25.01.2021</p> <p>kits arrived on: 26-01-2021</p>	M

				<p>Staff are instructed to follow national guidance if they choose not to participate.</p> <p>Staff instructed to test on Mondays and Wednesdays in the morning, before eating.</p> <p>All staff reminded to report result online and then to SH at CNS.</p>	Ongoing	
<p>Uptake of Covid-19 vaccinations</p>	<ul style="list-style-type: none"> Parents and staff encouraged to take up the vaccination when they are instructed to do so. 	<p>Safety measures not observed appropriately and raising the risk of infection.</p>	H	<p>All safety measures continue to be in place (social distancing, wearing of face covering over mouth and nose, regular hand washing) to keep all stakeholders safe.</p> <p>FAQ information relating to the vaccination on website under Coronavirus button and February 2021 Newsletter.</p>	Ongoing	M/L

Key: Autumn 2020 Update 04.01.2021 Update 28.01.2021 Update 01.03.2021 Update

What parents and carers need to know about early years providers, schools and colleges:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

FAQs – Covid-19 Vaccination:

<https://www.slough.gov.uk/downloads/file/1547/covid-vaccine-faq-page>