

## COVID-19 Management Planning Checklist

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The health, safety and well-being of all staff and pupils is of utmost importance to us. This management planning checklist has been provided to support senior managers to ensure they have identified and implemented all of the control measures identified in the compliance code and risk assessment along with providing the guidance from the government relating to community transmission.

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools

For ease of reference, changes that are made to this document are detailed below:

<b>Date of change</b>	<b>Section, Page and Change</b>
20/10/2020	New Document



<b>Setting/Premises:</b>	Woodland View Junior School		
<b>Location:</b>	Ivy Road, Spixworth NR10 3PY		
<b>Date:</b>	March 2021	<b>Review Date:</b>	
<b>Checklist completed by:</b>	H. Jordan		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

### Management Planning

#### Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> <li>The number of contacts that pupils and staff have during the school day are minimised</li> <li>The distance between people in the setting is maximised as much as possible,</li> <li>Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying</li> <li>Enhanced cleaning arrangements are in place</li> <li>There is a plan in place to manage the first day back to reduce the risk of groups gathering together</li> <li>The whole setting community are engaged with and support the national effort to reduce the spread of the virus</li> </ul>	Y	<p>Bubbles for staff and children Visitors by appointment only One way systems in place, designated toilet blocks, tables facing front where possible Enhanced cleaning in place – MSAs clean desks, light switches, door handles and other frequently touches areas. 2 x MSA undertake daily cleaning of toilet blocks after lunch duties. Staggered entry/exit times and separate waiting areas for each bubble Infant school cleaning team to support with additional cleaning alongside member of WVJS cleaning team to cover staff member who is shielding. Teachers and TA to help keep an eye on cleaning stock levels in your room and</p>	March 21



	<p>The risk assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).</p>		<p>phone the office when stocks run low to request top up. If gloves are needed please ask the office for supplies – if you use gloves please ensure they are removed in the correct manner otherwise you increase the risk of transmission. Staff to organise any additional cleaning they need of light switches etc. their rooms – as and when needed. Antibacterial wipes for the class telephone have been placed in each room so it can be cleaned after use. Supplies of staff toilet wipes have been stocked up. Parents reminded to wear face masks on site One way system on place for collection of pupils at the end of the school day; top playground open for parents to wait on so they can socially distance. Parents reminded to wear face masks (in newsletter) if they feel they cannot socially distance. Pupils wait on middle playground for teacher to have sight of adult collecting them at the end of the day. Staff required to wear face masks in public areas and at specific times when social distancing is not possible i.e. speech and language groups Curriculum enhanced for SEMH and hygiene learning</p>	
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			Staff consulted with throughout	
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Y	All complete in line with schedule	March 21
	HSW information provided on Infospace or Norfolk School is followed and communicated	Y	Shared and available	March 21
	Staff information, instruction and training arrangements including refreshers have been put in place for all staff and pupils.	Y	Shared and available	March 21
	Senior colleagues will be present at the site in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Y	HoS/EHT HoS daily gate duty except for Friday when member of Senior Staff is available.	March 21
	COVID-19 Case Management Guidance is implemented.	Y	Shared and available	March 21
	COVID-19 Cleaning and Disinfection supplementary information for Educational Settings is completed and implemented	Y	Shared and available	March 21
	COVID-19 Autumn Exams Checklist is complete and implemented	N/A		March 21
	COVID-19 Educational Settings Risk assessment is completed and controls implemented	Y	Shared and available	March 21
	COVID Secure Commitments is signed and displayed	Y	Next to reception hatch	March 21
	Arrangements have been put in place to undertake a regular review of the assessments in place taking feedback, suggestions, concerns and updates to NCC guidance into account.	Y	Regular agenda item Half termly review	March 21
Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Y	Required and requested case by case	March 21
	Contractors are aware of the schools expectations and arrangements are in place to discuss their activities in advance of making a site visit.	Y	Telephone conversation and guidance emailed in advance of any planned visit	March 21
	Where possible visits that are not essential to education and safeguarding happen out of hours.	Y		March 21
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an	Y		March 21



	assessment of how social distancing can be maintained must be carried out and agreed in advance.			
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure and complies with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	Y	Little Norfolk Kitchen	March 21
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.	Y	Regular discussion with CoG and inclusion at FGB	March 21
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Y	Checklist complete	March 21
Supply chain	Business management teams will ensure that arrangements are in place to ensure: <ul style="list-style-type: none"> <li>continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.</li> <li>that equipment purchased is fit for purpose e.g. meets with required standards</li> </ul>	Y	Increased stock reports and ordering Stock taken to class/other rooms by office team wearing masks to minimise handling of keys etc	March 21
Premises adaption	Small adaption identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open in order to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Y	Ventilation improved through opening windows. Fire doors not altered. Hand driers in place Paper towel dispensers available in all toilet areas.	March 21

**Transport and travel**

General	Carers, parents and pupils are discouraged from social gatherings on the way to school and on school premises.	Y	Reminders and signage	March 21
Car journeys	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Y	Reminders and signage	March 21

On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Y	Reminders and signage	March 21
	Pupils and parents have been advised that they should not walk together in large groups	Y	Reminders	March 21

## Communication and Involvement

### ***Behaviour policy***

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Y	In place inc addendum	March 21
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Y	Behaviour policy has been reviewed and relaunched across the federation to parents and staff in January, deferred to March (re lockdown 3) for children.	March 21

### ***Pupil involvement and communication***

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been considered and appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	Y	All children are 'hygiene champions'	March 21
	Pupils and staff have contributed towards how these new roles will support the schools aims	Y		March 21
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Y	Regular reminders	March 21
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Y		March 21

### ***Educational tools***

	Age appropriate education is used to encourage pupils to:	Y	E.g. designing posters	March 21
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Infection control education	<ul style="list-style-type: none"> <li>become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread.</li> <li>encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses</li> </ul>			
	<p>The following resources are used where appropriate:</p> <ul style="list-style-type: none"> <li><a href="#">e-Bug</a> resources to teach pupils about hygiene.</li> <li><a href="#">the Educational Settings poster</a></li> <li>the <a href="#">Coronavirus Toolkit for Professionals</a> which contains campaign materials.</li> </ul>	Y	Staff aware and resources available	March 21
	<p>Additional information used to educate pupils is taken from trusted sources such as <a href="#">InfoSpace</a> or <a href="#">Norfolk Schools</a> (which both contain the same COVID-19 information) and <a href="#">Public Health England</a>.</p>	Y		March 21

**Planning for emergencies**

Fire evacuation	The Fire Risk Assessment has been reviewed to take account of any changes in the way of working	Y	HP/FB/CM undertaking educare training	March 21
	Fire drills have resumed as normal	Y	Logged	March 21
First aid – all settings	<p>Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting has reviewed the first aid risk assessment and arrangements and is able to:</p> <ul style="list-style-type: none"> <li>Explain why requalification hasn't been possible</li> <li>Demonstrate the steps taken to access training.</li> <li>Demonstrate that the first aid cover in place is adequate for all foreseeable needs</li> </ul>	Y	<p>Training up to date</p> <p>Class TAs ensure class first aid bags have sufficient equipment and phone the office to request additional supplies as and when needed.</p>	March 21
	Plans are in place to ensure requalification and normal cover can be resumed in line with the requirements outlined in the compliance code	Y		March 21



	Staff who require refresher training use <a href="#">Basic First Aid Skills</a> information and familiarised themselves with the relevant areas they may be required to use.	Y	Educare course available	March 21
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**Review of existing assessments**

	The setting regularly reviews their arrangements in line with compliance code updates	Y		March 21
	Review arrangements ensure that the control measures are effective and working as planned.	Y		March 21

**Any other actions that are not listed above**


<b>Signed on behalf of Senior management team: Heidi Jordan</b>
<b>Position: Executive Headteacher</b>
<b>Signature:</b>