

## Decision and actions plan for re-opening Trust Colleges from 8<sup>th</sup> March 2021

Based on CST re-opening documentation.

Yellow: amendments Blue: Wingfield adopted Trust wide response

| Area              | Consideration   | Specific Actions  | Who                             | When   |
|-------------------|---|---|---------------------------------|--|
| Health and safety | Review health and safety risk assessments ensuring these are based on the Public Health System of Controls in the <a href="#">DfE guidance</a> . More information about health and safety risk assessments in set out in <a href="#">annex A</a> of the DfE guidance. Consider using <a href="#">HSE managing risks and risk templates</a> .  | <ul style="list-style-type: none"> <li>Risk assessments have been rewritten in line with health and safety guidance issues by the Dfe and PHE. Changes to be marked in yellow for easy identification.</li> <li>We have risk assessments for different categories of staff e.g. clinically vulnerable/pregnant individuals/older staff/BAME etc.</li> <li>Updated advice on face masks and use of face shields to be communicated to staff and students.</li> </ul> | CSL/<br>PDA                     | By Friday 26 February<br><br>By Friday 26 February<br><br>By 8 March |
|                   | Ensure consultation has taken place with all staff and their representatives in line with <a href="#">HSE requirements</a>  | <ul style="list-style-type: none"> <li>Risk assessment to be send to staff and unions for consultation</li> <li>Deadline for comments Wednesday 3 March</li> <li>Trust executive to review comment and make changes where necessary</li> </ul>  | CSL/<br>LW and<br>Trust<br>team | Monday 1 March<br><br>Wednesday 3 March                              |
|                   | Ensure statutory site checks are carried out, if require. If buildings are closed or have reduced occupancy, water stagnation can occur. This can increase the risk of <a href="#">Legionnaire's Disease</a> . Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a> ) | <ul style="list-style-type: none"> <li>Buildings have not be unoccupied during the lockdown. Regular checks have been taking place and water run off is performed weekly as routine.</li> </ul>   | AWS                             | Weekly   |

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|  | Commission cleaning of all sites using <a href="#">guidance on cleaning non-health care settings</a> .   | <ul style="list-style-type: none"> <li>• Cleaning has been taking place regularly during lockdown. CSL and contract cleaners have been informed of re-opening in order to arrange any cleaning before re-opening</li> </ul>  | CSL  | By Friday 26 February  |
|  | Review arrangements to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> . Refer to the <a href="#">system of controls</a> for guidance on keeping occupied spaces well ventilated. | <ul style="list-style-type: none"> <li>• Ventilation in all buildings was checked prior to reopening in September and staff regularly advised on keeping windows open etc. Included in risk assessment documentation.</li> <li>• Caretaking staff open at least two windows per room every morning before 8:00am</li> </ul>  | CSL  | By Friday 26 February  |
|  | Agree a policy and procedures should a student or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site (use DfE guidance on the <a href="#">system of controls</a> )  | <ul style="list-style-type: none"> <li>• Procedures developed and communicated to relevant staff in particular first aid staff</li> <li>• Posters for staff and students to be provided.</li> <li>• Student and staff videos explained what they should do if they fall ill on site</li> <li>• HR previously provided list of FAQs for staff</li> <li>• Covid team received additional training on using PPE etc. and supporting students who fall ill.</li> </ul> | LWO/<br>CSL                                      | Completed prior to re-opening in September and reviewed Jan 21 |
|  | Ensure there is a critical path decision making process/ contingency plan in case of a local outbreak  | <ul style="list-style-type: none"> <li>• We can easily switch back to on-line teaching should there be a further lockdown.</li> <li>• Support staff to move to working from home model as previously undertaken if they are unable to continue to come into College due to the restrictions.</li> <li>• H&amp;S Manager to monitor local area guidance on Covid-19 and keep senior management at each College informed.</li> </ul>                                 | LWO:<br>Covid-19<br>Team<br><br>Covid-19<br>Team | If local lockdown occurs<br><br>On-going                       |
|  | Assess transport-related health and safety risks and how these can be mitigated.   | <ul style="list-style-type: none"> <li>• Specific guidance was provided for students using College buses in September.</li> <li>• Liaise with Marslands travel</li> </ul>  | CSL  | Ongoing from previous advise.                                  |



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|                  |  | <ul style="list-style-type: none"> <li>Consent form for testing to be reissued to students/parents: DEADLINE 8<sup>TH</sup> FEB</li> </ul>   |   |  |
|                  | Ensure appropriate support and arrangements are in place for pupils with EHC plans.  | <ul style="list-style-type: none"> <li>Study support closely monitor students with EHC plans and develop TSPs for those students who need an increased level of support</li> <li>Study support have develop contingency plans for how they will continue to support their students if academy goes into local lockdown again.</li> <li>Training has been provided for any staff supporting personal care needs.</li> </ul>   | LMC   | Ongoing<br><br>Ongoing<br><br>Completed in September   |
|                  | Ensure that pupils most at risk of disengagement/most in need of additional support are identified and support is in place.  | <ul style="list-style-type: none"> <li>Academy has developed a Covid-19 Action plan to support students who are disengaged or need additional support putting in place this has been operational during the current lockdown and working effectively.</li> <li>Any student who was disengaged or in need of additional support has been invited to attend college during Jan/Feb</li> <li>All students who are considered vulnerable/disadvantaged have been offered laptops for home use to support their learning</li> </ul>   | LMC<br><br>LHI                                      | Completed<br><br>During Jan/Feb<br><br>During Jan/feb  |
| Workforce and HR | <ul style="list-style-type: none"> <li>Review your trust's workforce audit. Some people on this list will remain under the care of their doctor or specialist, who are 'extremely clinically vulnerable' and may be advised not to return to the workplace/ school. Assess how many staff remain in this much smaller group and the impact on the workforce. Guidance on shielding and protecting people who are extremely clinically vulnerable is <a href="#">here</a>.</li> </ul> | <ul style="list-style-type: none"> <li>Risk assessment have been revised for different categories of staff and possible risks (e.g., clinically extremely vulnerable, clinically vulnerable etc.) in light of new guidance</li> <li>Email to staff to ask them to inform HR if their has been a change in their shielding status.</li> <li>We will determine where individual staff risk assessments/adjustments are required and action these.</li> <li>Where staff have childcare issues, as a result of school wrap around care or private nurseries remaining closed, HR will discuss on an individual basis.</li> </ul> | LW/HR<br><br>LW<br><br>LW/HR<br><br>HR<br><br>LW/JB | From 1 March<br><br>By 5 March<br>Ongoing<br><br>As required<br><br>Completed by start of term |

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|  |  | <ul style="list-style-type: none"> <li>Update equality impact assessment to determine any negative impact and appropriate actions due to protected characteristics and put risk assessment in place as appropriate.</li> </ul>                               | LW     |                            |
|  | <ul style="list-style-type: none"> <li>You will need to follow the specific <a href="#">guidance for pregnant employees</a> because pregnant individuals are considered CV. In some cases pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</li> </ul>  | <ul style="list-style-type: none"> <li>Risk assessment for pregnant individuals have been revised and HR have consulted with relevant staff.</li> </ul>  | HR/PDA | Before return on 8 March   |
|  | <ul style="list-style-type: none"> <li>Assess how many staff may be at increased risk due to protected characteristics and disparities in outcomes. Consider using an Equalities Impact Assessment. Please note that as the employer, you must continue to meet your equalities duties. See the <a href="#">Equality Act 2010 advice for schools</a> for more information.</li> <li>In light of this assessment, scrutinise how staff will be deployed.</li> </ul> | <ul style="list-style-type: none"> <li>Equality quality impact assessments were conducted in September to determine any negative impact and appropriate actions due to protected characteristics and put risk assessment in place as appropriate.</li> </ul> | HR/PDA | Completed                  |
|  | <ul style="list-style-type: none"> <li>If necessary and applicable in your circumstances, consider using longer assignments with supply teachers and agree a minimum number of hours across the rest of the academic year.</li> </ul>  | <ul style="list-style-type: none"> <li>We do not use many agency staff in the Colleges but this will be considered if relevant</li> </ul>  | ADR    | Ongoing as relevant        |
|  | <ul style="list-style-type: none"> <li>Determine whether staff training is required prior to the full return of pupils in March</li> </ul>   | <ul style="list-style-type: none"> <li>Staff will be briefed by PDA Friday 5<sup>th</sup> March.</li> </ul>  | PDA    | 5 <sup>th</sup> March 2021 |
|  | <ul style="list-style-type: none"> <li>Consider what arrangements might be put in place for staff wellbeing. All employers have a duty of care to their employees, and this extends to their mental health. <a href="#">Education Support</a></li> </ul>   | <ul style="list-style-type: none"> <li>See section above on mental health</li> <li>Staff were surveyed during recent lockdown results were very positive.</li> </ul>   | HR     | Feb 2021                   |

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|                            | provides a free helpline for school staff and targeted support for mental health and wellbeing.   |  |             |                             |
|                            | <ul style="list-style-type: none"> <li>Ensure designated safeguarding leads (and deputies) are provided with more time, especially in the first few weeks of after 8<sup>th</sup> March, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children social care and other agencies where these are appropriate</li> </ul> | <ul style="list-style-type: none"> <li>Workloads of Safeguarding leads will be closely monitored by Trust Safeguarding lead and appropriate changes to workload put in place if felt necessary.</li> </ul>   | JH          | From 8 March 2021           |
| Curriculum and timetabling | Scrutinise the plans for identifying the most important missed knowledge and how this will be covered, within a broad curriculum in all subjects  | <ul style="list-style-type: none"> <li>Individual actions plans were developed in September for addressing gaps in knowledge these are ongoing.</li> </ul>   | KWE         | All in place from September |
|                            | Ensure the curriculum remains broad and ambitious and that all students continue to be taught a wide range of subjects  | <ul style="list-style-type: none"> <li>Each College is running a timetable and curriculum model specifically designed to support its students.</li> </ul>  | KWE         | All in place from September |
|                            | Ensure that there is a staffing plan and timetable for each college, including any special arrangements where necessary and practicable e.g. staggered starting and ending times of the college day, drop off and collection and/or break and lunch arrangements  | <ul style="list-style-type: none"> <li>Each College's plan were fully detailed in the earlier action plan.</li> <li>Arrangements are in place with catering provider to support staggered lunch and different break periods.</li> <li>Additional supervision of common areas during break and lunch will be provided.</li> </ul>             | PDA/<br>LHI | All in place from September |
|                            | Scrutinise the plan for spending the Trust's allocation of tuition funding and ensure curriculum alignment and relevant training is in place (Education Endowment Foundation guidance can be found <a href="#">here</a> )   | <ul style="list-style-type: none"> <li>Each College has developed plans for supporting students with the funds received from the 11-16 CATCH UP tuition fund. These plans are outlined on each College's website and have been running since the Autumn term. These will be re-commenced now that the student are back in aCADEMY</li> </ul> | KWE/<br>PDA | From Autumn term            |

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|                         | <p>Scrutinise plans for how remote education will be offered where a class, group or small number of students need to self-isolate, or where there is a local lockdown (online learning resources <a href="#">here</a>, Oak National Academy <a href="#">here</a>, technology support <a href="#">here</a>, guidance for parents on supporting home learning <a href="#">here</a>, guidance for parents of students with SEND to support home learning <a href="#">here</a> and EEF best evidence in remote learning can be found <a href="#">here</a> - there is also a <a href="#">summary</a> of findings and a <a href="#">toolkit</a> to support home learning. DfE has also published case studies using various methods to <a href="#">adapt the curriculum for remote education</a> to best meet the needs of students and <a href="#">adapt teaching practice for remote education</a> and <a href="#">keep students engaged</a></p> | <ul style="list-style-type: none"> <li>• Each College has developed plans to address gaps in learning these are ongoing.</li> <li>• Should any College go into local lockdown again then all lessons will be taught remotely.</li> <li>• Where students have to isolate they can access lessons online and support as we were operating in the Autumn term</li> <li>• Where staff have to isolate but are physically well they will continue to provide on-line learning to their students who are in College via Teams as in the Autumn term.</li> <li>• Support staff will revert to working from home as before if there is no access to Colleges</li> </ul> | CWI         | <p>All in place from September</p> <p>All in place from September</p> |
|                         | <p>Review the approach to physical activity within the school day, ensuring students remain in consistent groups where possible, sports equipment is thoroughly cleaned between each use, contact sports are avoided and outdoor sports are prioritised where possible, and large indoor spaces used where not, maximising distancing between students and paying attention to cleaning and hygiene.</p>  | <ul style="list-style-type: none"> <li>• Each College will review its enrichment sport opportunities and restart these in line with DfE advice.</li> <li>• Each individual sport follows the code of conduct from their Governing Body.</li> </ul>  | LHI/<br>PDA | From 8 March  |
| Policies and procedures | <p>Review at least the following policies and procedures and if you have addendums to policies consider whether these need to be amended or removed:</p> <ul style="list-style-type: none"> <li>- Health and safety</li> <li>- Child protection and safeguarding (safeguarding and remote education <a href="#">here</a>)</li> <li>- Attendance</li> <li>- Behaviour</li> <li>- Exclusions</li> <li>- Pastoral/Welfare</li> </ul>   | <ul style="list-style-type: none"> <li>• The following policies have been amended to reflect COVID-19 LWO/ CSL</li> <li>• Health and safety ASW</li> <li>• Child protection LWO</li> <li>• Behaviour and Attendance LHI</li> <li>• COVID-19 Policy LWO</li> <li>• Recruitment and Selection PDA/ LWA</li> <li>• Admissions policy PDA</li> </ul>  | SLT         |   |
|                         | <p>Consider whether enhanced safeguarding and welfare provision needs to be put in place – plan for the potential increase in disclosures and welfare needs including mental health</p>   | <ul style="list-style-type: none"> <li>• We are confident that our existing pastoral teams of PLs will be able to support any increase in safeguarding or welfare provision needed.</li> </ul>  | LHI         | Ongoing   |

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|                                       |  | <ul style="list-style-type: none"> <li>All our staff are sufficiently trained.</li> <li>Counsellor (LRO) are looking at additional support through enrichment activities for students.</li> <li>We have secured additional funding to offer hypnotherapy support which has been successful in the past.</li> <li>Support will be covered in tutorials and assemblies.</li> </ul>   | LWO   |                |
|                                       | Amend procedures for fire drills   | <ul style="list-style-type: none"> <li>Fire procedures at each College have been reviewed and amended.</li> <li>Staff and students have had information during tutorials and lessons regarding the procedure for fire drills and lockdown this will be reinforced again this term.</li> <li>Evacuation information is displayed on screens at each college.</li> </ul>   | ASW   | September 2020 |
|                                       | Consider whether any delegations in your scheme of delegation need to be amended or stood down   | <ul style="list-style-type: none"> <li>Scheme of delegation has been reviewed recently and remains fits for purpose.</li> </ul>  | RF/JV | Completed      |
| Catering, Supply chains and contracts | Liaise with schools meal service to review plans to reopen school kitchen and compliance with the <a href="#">guidance for food businesses</a> on COVID-19 | <ul style="list-style-type: none"> <li>Regular contact has been maintained with all key staff from catering and, cleaning contracts etc.</li> <li>We are in regular contact with our cleaning contractors and have reviewed hygiene arrangements for March reopening – regular Covid-19 cleaning during the day will continue and additional cleaning has been employed for the two weeks of mass Covid-19 testing.</li> <li>FSM was arranged during the recent lockdown through Edenred vouchers, We will revert to normal FSM arrangements from 8 March</li> </ul> | CSL   | Ongoing        |
|                                       | Reactivate and amend catering and/or cleaning contracts, including bringing staff out of furlough where necessary if this has not already been done        |  | CSL   | Ongoing        |
|                                       | Ensure there is free school meals provision (see DfE's summer food programme)  |  | AOW   | Completed      |
|                                       | Agree approach to any scheduled or ongoing building works in relation to safety  |  | ASW   | Ongoing        |



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|                       |  | <ul style="list-style-type: none"> <li>• Building work that is ongoing will be monitored and safety of students ensured. Most work should be completed before student return.</li> <li>• Visitors will be asked to wear a face covering in line with College protocols and they will be asked to confirm that are not suffering any symptoms or have been in contact with anyone with symptoms. Full details will be kept for track and trace.</li> </ul>  | Reception   |                          |
| <b>Communications</b> | <p>Plan and agree communications to staff, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Arrangements for keeping staff and students safe</li> <li>- Staff deployment and attendance expectations</li> <li>- Curriculum and timetabling</li> <li>- Workload and wellbeing</li> <li>- Training</li> </ul> <p>Plan and agree communications to parents/carers, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Attendance expectations</li> <li>- Uniform expectations</li> <li>- The curriculum</li> <li>- Transport</li> <li>- Dropping off and picking up</li> <li>- Parents/ carers visiting the school</li> </ul> <p>Agree the frequency of communications with parents or delegate to school-level</p> | <ul style="list-style-type: none"> <li>• Regular communications have continued throughout the lockdown closure period to both students and parents.</li> <li>• Letters and text messages have been sent to students and parents on a regular basis.</li> <li>• The website is regularly updated with messages to students and parents</li> <li>• HR in regular contact with identified staff.</li> <li>• Action plan and risk assessments shared to all staff/BOD/AG.</li> <li>• Principals have maintained regular liaison with local authorities.</li> <li>• <b>Y6 applicants have been contacted</b></li> <li>• Continue with ongoing message, briefings etc. to staff with updates and reminders, as required.</li> <li>• Consultation of key stake holders (BoD, Advisors, staff, unions, parents) - All paperwork to be sent for consultation, comment etc. <b>on 1 March</b></li> <li>• Deadline for consultation – <b>Wednesday 3 March</b> for comments to be returned to JT (swift turn-around due to time limitations)</li> </ul> | <p>PDA</p> <p>PDA</p> <p>PDA/ACO</p> <p>CSL</p> <p>CSL</p> <p>PDA</p> <p>KWE</p> <p>PDA</p> <p>PDA</p> <p>PDA/LWA</p> | Ongoing or as specified. |

## Decisions and actions to manage the financial and educational impacts and regulatory and accountability environments

|                   |  |  |                                |                               |
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| Financial impacts | Ensure additional cost pressures due to COVID-19 have been identified and an end-of-year forecast which factors them in has been produced for the board  | <ul style="list-style-type: none"> <li>Budgets have been set for 2020-21 which reflect some of the additional expenditure expected as a result of Covid-19. E.g. we have factored in additional cleaning costs and loss of catering income into our budgets etc.</li> </ul>  | ASW/ PDA/ DHU                  | Ongoing                       |
|                   | Assess whether schools in the trust are eligible for financial support (DFE has published <a href="#">guidance</a> on the financial support schools and trusts will receive to reimburse them for exceptional costs incurred during COVID-19. These relate to increased premises-related costs; support for free school meals for eligible children who are not attending school and where those costs are not covered by the FSM national voucher scheme and additional cleaning costs) | <ul style="list-style-type: none"> <li>We continue to monitoring the guidance in respect of any additional funding which may be available for which we are eligible.</li> <li>Additional funding for the Covid testing is expected based on the number of tests performed.</li> <li>FSM will continue to be available for students on their student ID cards in March weekly as before.</li> </ul> | DH/ ASW<br>DH/ ASW<br>AOW/ ASW | Ongoing<br>Ongoing<br>Ongoing |
|                   | Assess impact on reserves and review reserves policy   | <ul style="list-style-type: none"> <li>Budgets have been set which reflect our expectations of likely costs at this moment in time we do not expect this to impact negatively on reserves</li> </ul>   | JV/DH/ PDA                     | Ongoing                       |
|                   | Assess impact on three-year financial strategy   | <ul style="list-style-type: none"> <li>Three year budgets are being compiled</li> </ul>  | JV/DH/ PDA                     | Ongoing                       |
|                   | Explore additional sources of income   | <ul style="list-style-type: none"> <li>We continue to monitoring government guidance regarding any additional funding which may be available</li> </ul>  | JV/DH                          | Ongoing                       |
|                   | Review policy and procedures related to fraud (see <a href="#">Fraud Control in Emergency Management: COVID-19 UK government guide</a> )   | <ul style="list-style-type: none"> <li>We have reviewed the policy and our systems are fit for purpose.</li> </ul>   | JV/DH                          | Ongoing                       |

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| Regulatory environment     | Review the new regulatory requirements in the <a href="#">Academies Financial Handbook</a> which comes into place in September 2020 (summarised in <b>annex B</b> below)   | <ul style="list-style-type: none"> <li>We have reviewed the regulatory changes – <b>comment shown in red</b></li> </ul>  | JV           | Completed              |
|                            | Agree a plan for internal scrutiny (CST will offer further advice on this)   | <ul style="list-style-type: none"> <li>We have an internal audit plan agreed with our internal auditors for the next year.</li> </ul>  | JV/DH        | Completed              |
|                            | Agree the arrangements for external audit and associated returns - ESFA has confirmed that the current timetable should remain   | <ul style="list-style-type: none"> <li>Our arrangements for external audit are in place and will ensure that we meet deadlines for submission of final accounts etc.</li> </ul>  | JV/DH        | Ongoing                |
|                            | Keep under review the statutory timescales for returns that have been paused or deferred - ESFA published <a href="#">guidance</a> on reducing burdens which includes a full list of returns that have been cancelled, paused or deferred  | <ul style="list-style-type: none"> <li>We are working to the new submission of budgets 2021-22</li> <li>All other returns are being provided as required to meet deadlines</li> </ul>  | JV/DH<br>JV/ | Ongoing<br>Ongoing     |
| Accountability environment | Review the arrangements for school and trust accountability and the performance management policy in the light of DfE <a href="#">guidance</a> on how school and trust external accountability will be handled this year. (Schools and trusts will not be held to account based on exams and assessment data from summer 2020 and data will not be used by others, such as Ofsted and local authorities, to hold schools and trusts to account). We await clarification on 2021. | <ul style="list-style-type: none"> <li>We have revised our performance management procedures for 2020-21 in light of exam data.</li> <li>We HAVE REMOVED the performance and outcomes sections from the APR process for teaching staff.</li> <li>We will only be assessing teachers on professional development and behaviours</li> <li>Keeping all sections for support staff as normal.</li> </ul> | PDA/ CWI     | Ongoing<br><br>Ongoing |

**Key: Staff and roles**

|               |   |                                      |
|---------------|---|--------------------------------------|
| PDA           | Phil Davis  | Headteacher Wingfield                |
| KWE / CWI     | K Wade C Wilkins  | Deputy Headteacher Wingfield         |
| COVID-19 team | Phil Davis, Lindsay Wooton, Charlotte Slater, Neila Evans, Rebecca Montgomery |                                      |
| DH            | Dave Hunt   | Finance Manager                      |
| ASW           | Andrew Winch  | Business manager Wingfield           |
| CSL           | Charlotte Slater  | HR and Premises Wingfield            |
| JB            | Jamie Baker   | Trust Health and Safety Manager      |
| JH            | Jo Holden   | AP Pontefract and Trust Safeguarding |
| LHI           | Lee Hill  | Assistant Head teacher Wingfield     |
| JV            | Jo Vickers  | COO                                  |
| LW/HR         | Lauren Walker   | HR Director                          |