



<b>MEETING OF</b>	<b>Extraordinary Full Governing Body Meeting (Virtual)</b>	
<b>DATE &amp; TIME</b>	Monday 1 <sup>st</sup> June 2020, 17:15-19:15	
<b>LOCATION</b>	Virtual Meeting - Zoom	
<b>GOVERNORS PRESENT</b>	1. Jo Corbett (JC) – Vice Chair 2. Lisa Marshall (LM) – Vice Chair 3. Maddie Southern (MS) – HT 4. Louise Wilkinson (LW) 5. Niamh O’Shea (NO’S) – DHoS, PR	6. Ben Lambert (BL) 7. David Karp (DK) 8. Anne-Marie Williamson (AMW) 9. Sarah Shaw (SS) – SBM
<b>QUORUM</b>	5 (of 10) Governors (50%) needed for the meeting to be quorate. The meeting was quorate.	
<b>OTHER ATTENDEES</b>	<ul style="list-style-type: none"> <li>Lorna Cummings (LC) – Associate Member &amp; HoS HR</li> <li>Stephanie Holister (SH) – Union Rep</li> </ul>	
<b>CLERK</b>	Belle Howard (BH)	
<b>APOLOGIES</b>	Tim Pulham (TP)	
<b>STATUS</b>	Open	

**SUPPORTING DOCUMENTS**

AGENDA ITEM	SUPPORTING DOCUMENTS
<b>2. Risk Assessment</b>	<ul style="list-style-type: none"> <li>2a. Public Health England Risk Assessment - June 2020</li> <li>2b. Chairs Meeting With LA - 20th May 2020 (11am)</li> <li>2c. Hove Partnership Statement re Re-Opening</li> <li>2d. LA Statement</li> </ul>

Questions raised, red. Points agreed, blue. Confidential items, pink. Updates to supporting documents, highlighted.

#	AGENDA ITEM	ACTIONS
<b>1</b>	<p><b>INTRODUCTION</b></p> <p>1.1 MS opened the meeting at 17:41 with a warm welcome to participants. MS specifically welcomed Steph Holister, Union Representative, who has participated in a number of recent risk assessment planning meetings ahead of joining today’s Extraordinary FGB meeting.</p> <p>1.2 Apologies received and accepted from TP.</p> <p>1.3 No conflicts of interest declared.</p> <p>1.4 MS advised that the purpose of the meeting was to review the Risk Assessment document, which outlines the safety protocols that the school is putting in place in response to the Covid-19 pandemic.</p> <p>1.5 MS noted that some additional input has been received today from the Union Reps and the Risk Assessment document will be updated following today’s meeting.</p> <p>1.6 MS clarified that the primary purpose of the meeting today was to review/ approve the Risk Assessment (RA). As such, all other governance business will be deferred to the FGB meeting on 9<sup>th</sup> June 2020. <b>Governors agreed.</b></p>	

Signature *L.C. Wilkinson*

Date - 7<sup>th</sup> July 2020



<b>2</b>	<p><b>RISK ASSESSMENT</b></p> <p>2.1 MS explained that an additional section would shortly be added to the RA model template from the Local Authority (LA), which reflects the national Covid-19 picture, following recent requests from the Unions and Headteachers for this to be incorporated.</p> <p><b>2.2 Section 1 – SLT/Governors Not Up To Date With Public Health England/ Government/LA Advice</b></p> <ul style="list-style-type: none"> <li>• MS advised that twice weekly Covid-19 updates are being received from the LA and key insights are being incorporated into the RA as appropriate.</li> <li>• <b>BL asked – will the RA document be made publically available on the school website?</b> MS reflected that she had not intended to publish this document online, as school RA documents are not normally shared in this way. A more parent friendly Staff/Parent/Pupil Safety Protocols document has already been shared with parents/carers on the <a href="#">website</a>.</li> <li>• MS noted that the document is currently live and changing rapidly. LW highlighted that the NGA does recommend that schools share their Covid-19 RA document to demonstrate transparency and instil confidence.</li> <li>• <b>Governors agreed that as the document is not confidential and in the interests of transparency, the RA should be published on the school website once the latest updates have been incorporated.</b> <ul style="list-style-type: none"> <li>○ <b>Action 2.2.1 – Publish the updated RA document on the school website, following advice from Governor Support.</b></li> <li>○ <b>Action 2.2.2 – Communicate any amendments to the RA document to staff.</b></li> </ul> </li> </ul> <p><b>2.3 Section 2 – ‘Sickness At Setting’</b></p> <ul style="list-style-type: none"> <li>• <b>DK asked – should staff complete a practice drill so that they are clear on the protocols that they need to follow in the instance of a child falling ill in class? Can you outline a scenario?</b> MS reflected that this is closely linked to Section 3 of the RA on Transmission. MS explained that if a child displays symptoms, e.g. a persistent cough, they will be accompanied to the medical room by a member of staff, whilst following social distancing. Whilst in the medical room, children will be placed in separate spaces to minimise contact or transmission. The First Aid trained office staff will follow then first aid protocols and will ensure appropriate isolation.           <ul style="list-style-type: none"> <li>○ <b>Action 2.3.1 – Add a bullet to Section 3 of the RA detailing approach for managing symptoms unrelated to Covid-19.</b></li> </ul> </li> </ul>	<p>MS/BH</p> <p>MS/LC</p> <p>MS</p>
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- **BL asked – will teaching staff have immediate access to PPE resources in the event of a child displaying Covid-19 symptoms?** MS explained that there has been no guidance from the Government that teachers should wear/have access to PPE. A meeting is being scheduled for office staff to understand the PPE protocols and when these should come into effect, e.g. fluid transmission.
- DK reflected that if a member of staff was to panic in the event of a child displaying Covid-19 symptoms, this could lead of a chain of unintended events around transmission. SH reflected that it would be helpful for staff to receive some face to face training, which fully outlines the steps that they should follow in this scenario.
- LC reflected that daily staff briefings could be used as a forum to deliver staff training. MS suggested that staff would then be required to sign, confirming that they have read the RA document and Safety Protocols, as well as completed the training.
- SH reflected that the key priority should be to give staff the opportunity to ask any questions.
- **BL asked – for those staff who have not regularly been on site since the start of the pandemic, will they need more extensive training?** MS reflected that induction training will be needed on the new processes/ protocols, for those staff who have not been on site supporting the provision for key worker/vulnerable children. These staff will have an individual risk assessment in place and will be supported by either MS/LC/NO'S.
- MS also noted that the number of key worker children on site is increasing, in line with the number of parents/carers returning to work.
- **DK asked – will a named member of staff from the office team be responsible for supervising sick children?** SS explained that as staff are on a rota, this will not be feasible. However, there will be at least 2 members of office staff on site who are first aid trained. MS clarified that it is also important for the medical area to have access restricted in order to reduce the level of traffic and therefore further reduce the risk.
- MS reflected that it is important for the Office Team to receive training on first aid protocols. Most of the office staff are already First Aid trained. Class based staff will also have access to a first aid kit 'bumbag' so that they can manage minor ailments.
- **AMW asked – will children be informed about these new processes?** MS confirmed that would be – children will receive child friendly lessons on hygiene and pupil protocols will also be explained. New signage is also in place to support children's understanding also.



	<p><b>2.4 Section 3 – Transmission of the Virus</b></p> <ul style="list-style-type: none"> <li>• <b>BL asked – will the ‘track &amp; trace’ protocol feature in this section?</b> MS is awaiting further information on this from the LA, however this feature will be incorporated into the RA.</li> <li>• SH considered the risk of cross-contamination between ‘bubbles’ when the main Year 6 teachers move between bubbles. MS confirmed that protocols for managing this has now been included in the RA.</li> </ul> <p><b>2.5 Section 4 – Children Absence From School For A Prolonged Period Of Time Due To Self-Isolating Or School Closure – Missed Learning</b></p> <ul style="list-style-type: none"> <li>• <b>DK asked – should the impact of missed learning be rated as ‘1’?</b> MS clarified that following advice from the LA, the home learning provision provided by the school ensures that there adequate controls in place to mitigate the impact of this risk being higher. <ul style="list-style-type: none"> <li>○ <b>Action 2.5.1 – Take advice from other schools in the Hove Partnership to clarify their approach for rating the impact of the missed learning.</b></li> </ul> </li> <li>• DK considered that given the RA will be published and the impact of missed learning has been rated as ‘1’, this could unintentionally create the perception that missed learning is of reduced significance to the school.</li> <li>• MS reflected that this section of the RA could be amended to more clearly represent the impact of missed learning ‘after the school has more widely reopened’. Further detail could therefore be included to outline the mitigation strategies to address this, e.g. identification of impacted vulnerable children and provision of social/emotional support from the Inclusion Team. <ul style="list-style-type: none"> <li>○ <b>Action 2.5.2 – Amend Section 4 of the RA to reflect risk/impact/ mitigation for missed learning after the school has more widely reopened.</b></li> </ul> </li> </ul> <p><b>2.6 Section 5 – Physical Distancing &amp; Grouping</b></p> <ul style="list-style-type: none"> <li>• SH noted that during PE lessons, children within the same bubble will be sharing PE equipment, which differs from when they are in the classroom and have access to their own individual equipment.</li> <li>• LC reflected that the phrase – ‘as far as practically possible’ applies in this instance as it would not be possible for every child to have their own PE equipment. Instead, each bubble will have its own dedicated bag of outside equipment, which enables children to continue to have PE lessons once back at school.</li> </ul>	<p>MS</p> <p>MS/LC</p>
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	<ul style="list-style-type: none"> <li>• <b>SH asked – who will be responsible for cleaning this equipment?</b> Cleaning materials are available to staff on rota, who will be responsible for cleaning equipment after each session.</li> <li>• MS noted that the Sports Leads have received further guidance on PE from the LA, e.g. children to arrive at school already dressed in PE kit if they are due to have a PE lesson that day.</li> <li>• MS reflected that the approach for PE equipment bags may need to be revisited if it becomes apparent that the risks are too significant, however this would be a shame for the children.</li> <li>• <b>BL asked – will children be having packed lunches at school and will these be provided?</b> MS confirmed that in line with the current approach for key worker children, all children will eat a packed lunch in their classroom, within their bubbles. Those children who are entitled to a free school meal will receive a school packed lunch. This approach has already been communicated to parents/carers.</li> </ul> <p><b>2.7 Section 6 – Physical Distancing SEND Pupils</b></p> <ul style="list-style-type: none"> <li>• MS advised that the Inclusion Managers have completed individual risk assessments for all EHCP and vulnerable children, which have been shared with Y6 class teachers so that risks can be mitigated. <ul style="list-style-type: none"> <li>○ <b>Action 2.7.1 – Share anonymised examples of individual pupil risk assessment documents with Governors.</b></li> </ul> </li> <li>• MS advised that a range of social stories are being developed/adapted to support the understanding for SEND pupils, who will be on a learning curve as they transition to the new safety protocols at the school.</li> <li>• <b>SH asked – will PPE equipment be made available to INAs who need to work physically more closely with individual SEND/vulnerable children?</b> MS confirmed that it would be. PPE will also be available for any child with a particular medical need. <ul style="list-style-type: none"> <li>○ <b>Action 2.7.2 – Amend Section 6 of the RA to include access to PPE resources for INA staff.</b></li> </ul> </li> <li>• <b>LW asked – are you confident that you have enough PPE/cleaning resources available?</b> MS confirmed that the school has a stock of PPE/cleaning resources in place as well as a commitment from the LA that there is an adequate stock of additional resources available as needed.</li> </ul> <p><b>2.8 Section 7 – Staff/Children/Parent/Carers At Risk Of Covid-19</b></p> <ul style="list-style-type: none"> <li>• <b>AMW asked – will parents/carers need to remain outside the school gates when they drop off/collect their child?</b> MS confirmed that this would be expected whenever possible and has been communicated to parents/carers. In particular, they will not be allowed to enter buildings.</li> </ul>	<p>MS</p> <p>MS/LC</p>
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	<ul style="list-style-type: none"><li>• MS advised that signage has also been received from the LA. Hazard areas will also be painted on the floor at key entrance spaces.</li><li>• SS noted that some schools are currently only allowing parents/carers to come on site by prior appointment.</li><li>• MS reflected that this new approach will require a significant shift in behaviour for parents/carers. Staggered starts will be in place through 1 gate at Holland Road and 3 gates at Portland Road.</li><li>• LC reflected that parents/carers will be encouraged to adopt the approach on non-essential contact through phone/email, rather than through physically coming onto the school sites.</li><li>• LC also noted that there will be only 1 visitor in the front reception area at any one time. SS noted that the need for this protocol has been an area of concern for the office staff, they will be encouraged that this has been addressed. This approach will be communicated to parents/carers.</li><li>• MS reflected that another consideration relates to managing parents/carers wanting to bring siblings on site.</li><li>• <b>LM asked – when do cleaners typically access the school buildings?</b> MS confirmed that cleaners (from the contractor, Nviro), typically arrive on site at 2:45pm each day on both sites. Holland Road also has a single cleaner on site early in the morning as well.</li><li>• <b>LM asked – are the cleaners on site at the same time as the children?</b> MS confirmed that there are times when cleaners are on site at the same time as the children.</li><li>• MS advised that a new contract has been negotiated with Nviro for the next 6 months, which will now include cleaning of office areas (previously excluded from the contract). Classrooms have been deep cleaned again and will be deep cleaned on a weekly basis every Friday.</li><li>• SS confirmed that an extra 7.5 hours of cleaning time per week has been added to the Nviro contract, on both sites. Both sites will be thoroughly cleaned each day, which will include touch points such as door handles and light fittings. The Nviro contract will be reviewed in the Autumn Term.</li><li>• LM reflected on those individuals who are accessing the school sites, when children are in school, e.g. contractors such as caterers and cleaners. <b>LM asked – what has been communicated to the cleaners about the new safety protocols? Are they aware of the schools RA and have they adopted this new approach?</b> The Site Managers have been liaising with the cleaners to communicate requirements, whilst maintaining social distancing. The cleaners are well known to the school and solid lines of communication are in place.</li></ul>	
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	<ul style="list-style-type: none"> <li>○ <b>Action 2.8.1</b> – Share the RA document with Nviro/cleaning staff, to ensure awareness of the school’s protocols.</li> <li>○ <b>Action 2.8.2</b> – Incorporate the Nviro RA as an appendix to the RA document.</li> <li>• DK reflected that cleaning contract workers, who are typically lower paid, may be inclined to come onto the school site to work if they were concerned that their income may be impacted.</li> <li>• <b>DK asked – are the contract staff entitled to sick pay?</b> MS confirmed that Caterlink catering staff do receive sick pay. SS reflected that this needs to be confirmed for the cleaners.</li> <li>○ <b>Action 2.8.3</b> – Check whether Nviro cleaning staff receive sickness absence pay.</li> <li>• <b>SH asked – what monitoring will be put in place to ensure the safe use of toilets by pupils?</b> MS reflected the approach will need to be reviewed at each site, but it will be important for an adult to supervise these areas. Additional staff may need to be on hand during break times.</li> <li>• <b>LM asked – does the RA require that children are directed to regularly wash their hands and/or use hand sanitisers?</b> MS confirmed that this is detailed in the RA, within Section 15 (Page 14).</li> <li>• SH reflected that it is important that regular hand washing is emphasised during staff training sessions. MS confirmed that the staff training will ensure that this is explicitly communicated.</li> <li>• <b>AMW asked – who is responsible for ensuring that door handles/light switches are being regularly cleaned?</b> MS confirmed that cleaners are primarily responsible for this, however staff will be expected to top-ups as needed and anti-bacterial wipes are being provided in all classrooms. In particular, staff will need to use these wipes to clean their work spaces/PCs etc. This will be clearly communicated in the training.</li> </ul> <p><b>2.9 Section 8 - Phased return &amp; organisation: Return of Year 6 to PR site</b></p> <ul style="list-style-type: none"> <li>• <b>JC reflected on the additional costs to the school as a result of the Covid-19 pandemic and asked – have additional cleaning costs been included on the log?</b> SS confirmed that additional costs are being logged and the total costs is approximately £6K, though this excludes cleaning costs.</li> <li>○ <b>Action 2.9.1</b> – Include cleaning costs on the log for additional costs to the school as a result of Covid-19.</li> </ul>	<p>SS/MS</p> <p>MS</p> <p>SS</p> <p>SS</p>
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### **2.10 Section 9 – Reopening Of Holland Road**

- MS advised that LC, the Year 6 Team and AHTs have conducted a review of the HR site to agree protocols for how children will move safely around the school. The Site Manager has also been conducting regular checks of the site throughout the site closure. A fire drill is also being planned relatively soon after the HR site reopens.

### **2.11 Section 10 – Arrivals & Departures (Pupils)**

- MS reflected that as a result of staggered arrivals/departures, the school has worked to mitigate risk as much as possible.
- MS reflected that protocols will need to be carefully communicated to parents/carers.

### **2.12 Section 11 – Arrivals & Departures (Visitors)**

- MS advised that there have been some contractors on site, completing essential works.
- SS indicated that guidelines for visitors on site at schools during the pandemic have been made available on the BEEM system and this has been incorporated into the RA.
- SS advised that contactors have been made aware of the school's safety protocols and they also have their own social distancing controls in place as well.

### **2.13 Section 12 – Wellbeing**

- MS noted that recent wellbeing guidance from the LA still needs to be included in the RA.
  - **Action 2.13.1 – Update Section 12 of the RA to include the latest guidance on staff wellbeing.**
- Staff have been provided with access to online training on wellbeing.
- Members of the BAME (Black, Asian and Minority Ethic) community are more vulnerable to Covid-19 and as such, impacted staff have been encouraged to complete individual risk assessments.
- **SH asked – what approach is being taken for BAME pupils/families?** MS advised that LA guidance on BAME risk assessments has focussed on staff, rather than pupils. MS reflected that further follow up is needed on this as some parents/carers may want an individual risk assessment to be completed for their child. MS also reflected on the need to ensure clear communication on this.

MS/LC





	<p><b>2.17 Section 16 – Cleaning: Inadequate Supplies Of Products/Arrangements</b></p> <ul style="list-style-type: none"> <li>• MS confirmed that deep cleaning is now regularly scheduled for Fridays on both sites. <ul style="list-style-type: none"> <li>○ <b>Action 2.17.1 – Meet with Office Managers to review the protocols outlined in Section 16 of the RA.</b></li> </ul> </li> </ul> <p><b>2.18 Section 17 – Maintenance of School Canteen</b></p> <ul style="list-style-type: none"> <li>• MS reflected that this section is not currently relevant as children will be having lunches in their classrooms and not accessing the canteen.</li> <li>• <b>SH asked – should this section be reworded to make it more explicit that the canteen will not be accessed? MS agreed.</b> <ul style="list-style-type: none"> <li>○ <b>Action 2.18.1 – Update Section 17 of the RA to clarify that the canteen will not be in use for HJS pupils.</b></li> </ul> </li> </ul> <p><b>2.19 Sections 18 &amp; 19 – Positive Covid-19 Tests</b></p> <ul style="list-style-type: none"> <li>• MS advised that these sections of the RA document are due to be updated, following further guidance from the LA related to the ‘R’ level. <ul style="list-style-type: none"> <li>○ <b>Action 2.19.1 – Replace Richard Barker’s name with his role in Sections 18 &amp; 19 of the RA.</b></li> <li>○ <b>Action 2.19.2 – Update Sections 18 &amp; 19 of the RA document to incorporate latest LA advice.</b></li> </ul> </li> </ul> <p><b>2.20 Section 20 – Staffing Arrangements</b></p> <ul style="list-style-type: none"> <li>• MS confirmed that rotas have been developed to prevent cross-site working for staff.</li> </ul> <p><b>2.21 Section 21 – School Closure: Full Or Partial</b></p> <ul style="list-style-type: none"> <li>• MS explained that there are clearly defined flow charts in place, detailing processes and procedures in the event of the school needing to be closed. MS also advised that a letter template has been shared by the LA in the event of a child being diagnosed with Covid-19.</li> </ul> <p><b>2.22 Other Discussion</b></p> <ul style="list-style-type: none"> <li>• SH reflected on the variance between Government guidance of 15 children in each bubble, compared with union guidance of approximately 10 children.</li> </ul>	<p>SS</p> <p>MS</p> <p>MS</p> <p>MS/LC</p>
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- MS noted that this was originally explored during Y6 planning discussions, when SLT initially considered class bubble sizes of a third of a class. However, it quickly became apparent that there would be insufficient staff to maintain this structure. Also, given that not all parents/carers would send their child back to school (approx. 70% pupils expected to return), this would create very small class bubbles.
- LC echoed this and explained that each bubble requires a minimum of 3 members of staff to manage breaks/lunchtime. With groups of up to 15, it may be necessary to break these into smaller groups when transporting them around the school.
- **BL asked – will the maximum class bubble size at HJS be 15 children?** MS confirmed that this was correct.
- MS noted that it can be problematic in maintaining class bubbles if a member of staff is off sick. One additional challenge is that key worker bubbles are expected to grow in size as more and more parents/carers return to work. The reopening of HR should partially mitigate this issue.
- MS concluded that if the number of pupils returning to school became unmanageable, SLT would need to explore full/partial closure.
- DK reflected that the more class bubbles that are created, the greater the risk of children mixing. MS reflected that too many bubbles would make it difficult to maintain safety.
- SH noted that it was important to reflect on the size of classrooms and whether there is adequate space for bubbles of 15.
- LW reflected on recent NGA guidance and considered whether there are any extra reassurances that Governors can give to parents/carers at this time, e.g. through a Governor letter.
- **BL asked – when will parents/carers be advised of a decision on whether the school is reopening to Year 6?** MS explained that this is expected from the LA on Wednesday 3<sup>rd</sup> June.
- **BL asked – are we obliged to wait for approval from the LA to reopen?** MS confirmed that it was important to align with the LA message. The LA are taking advice on the local/national Covid-19 picture and the school needs to be aligned with this. MS clarified that if an approval decision is not provided until Friday, reopening would need to be deferred by 1 week.
- MS advised that the Hove Partnership of schools has agreed to ensure that all schools in the group will align on message/approach regarding reopening. MS reflected that the school is well prepared to reopen, but it is important to ensure alignment and avoid uncertainty.



	<ul style="list-style-type: none"> <li>○ <b>LM expressed thanks to MS and the SLT for drafting a comprehensive RA document, as well as their collaboration with the Hove Partnership.</b></li> <li>○ <b>DK asked SH – are you comfortable with the level of Governor scrutiny in the RA?</b> SH confirmed this and reflected how important it has been to ensure that the views of staff have been represented in this forum.</li> </ul> <p><b>2.22 Risk Assessment Approval</b></p> <ul style="list-style-type: none"> <li>○ <b>Governors agreed to approve the Risk Assessment document, subject to the changes identified during the meeting being incorporated.</b></li> </ul>	
<b>3</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>3.1 The next FGB meeting is scheduled for <b>Tuesday 9<sup>th</sup> June 2020.</b></p> <p><b>3.2 The meeting closed at 19:49.</b></p>	

#### **ACTION SUMMARY**

ITEM	OWNER	ACTION	DUE DATE
2.2.1	MS/BH	Publish the updated RA document on the school website, following advice from Governor Support.	9 <sup>th</sup> June 2020
2.2.2	MS/LC	Communicate any changes to the RA document to staff.	Ongoing
2.3.1	MS	Add a bullet to Section 3 of the RA detailing approach for managing symptoms unrelated to Covid-19.	9 <sup>th</sup> June 2020
2.5.1	MS	Take advice from other schools in the Hove Partnership to clarify their approach for rating the impact of the missed learning.	9 <sup>th</sup> June 2020
2.5.2	MS/LC	Amend Section 4 of the RA to reflect risk/impact/mitigation for missed learning after the school has more widely reopened.	9 <sup>th</sup> June 2020
2.7.1	MS	Share anonymised examples of individual pupil risk assessment documents with Governors.	9 <sup>th</sup> June 2020
2.7.2	MS/LC	Amend Section 6 of the RA to include access to PPE resources for INA staff.	9 <sup>th</sup> June 2020
2.8.1	SS/MS	Share the RA document with Nviro/cleaning staff, to ensure awareness of the school's protocols.	9 <sup>th</sup> June 2020
2.8.2	MS	Incorporate the Nviro RA as an appendix to the RA document.	9 <sup>th</sup> June 2020
2.8.3	SS	Check whether Nviro cleaning staff receive sickness absence pay.	9 <sup>th</sup> June 2020
2.9.1	SS	Include cleaning costs on the log for additional costs to the school as a result of Covid-19.	9 <sup>th</sup> June 2020
2.13.1	MC/LC	Update Section 12 of the RA to include the latest guidance on staff wellbeing.	9 <sup>th</sup> June 2020
2.13.2	MS	Define the approach for supporting BAME pupils/families, particularly with regards to conducting individual pupil risk assessments.	9 <sup>th</sup> June 2020

Signature *L.C. Wilkin*

Date - 7<sup>th</sup> July 2020

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ITEM	OWNER	ACTION	DUE DATE
2.16.1	MS	Communicate to parents/carers the need for pupils to tie back long hair/avoid wearing jewellery and ensure this is clearly reflected in the pupil section of the Safety Protocols document.	9 <sup>th</sup> June 2020
2.17.1	SS	Meet with Office Managers to review the protocols outlined in Section 16 of the RA.	9 <sup>th</sup> June 2020
2.18.1	MS	Update Section 17 of the RA to clarify that the canteen will not be in use.	9 <sup>th</sup> June 2020
2.19.1	MS	Replace Richard Barker's name with his role in Sections 18 & 19 of the RA.	9 <sup>th</sup> June 2020
2.19.2	MS/LC	Update Sections 18 & 19 of the RA document to incorporate latest LA advice.	9 <sup>th</sup> June 2020

Signature *L.C. Wilkinson*

Date - 7<sup>th</sup> July 2020