**School Recovery Checklist**

The priority is to maintain the health, safety and wellbeing of children, young people and staff. Supporting vulnerable children and encouraging their attendance at school and maintaining provision for children of key workers is paramount alongside planning to best meet the needs of other cohorts of children. Plans are made in accordance with the DfE non-statutory guidance whilst taking account of the context of the school/setting. Arrangements are consistently under review and plans will be adapted in response to changing needs.

**School:**

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| Area | Action | Guidance | Date Completed & Notes |
| 1. Premises | 1.1 Catering contractors, or schools own catering staff, have plans in place for restoring services and are able to meet reopening on 1 June | Caterlink guidance on reopening is documented in the FAQs which accompany this checklist (Q4) |  |
|  | 1.2 Cleaning contractors, or schools own cleaning staff, understand the cleaning protocols required on reopening and have sufficient staffing in place | Cleaning in non healthcare settings  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> |  |
|  | 1.3 Protocols for social distancing of staff, students and parents are in place and required equipment and signage is available e.g. barriers tape | Information on how to access/purchase signage bundles to be issued shortly |  |
|  | 1.4 Protocols for infection prevention & control are understood by all staff | Public Health & Government guidance to follow |  |
| 1. Attendance | 2.1 Students who should not be returning to school have been identified and parents informed & given details of continuing arrangements for online support | <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version> |  |
|  | 2.2 Parents of all children who should be returning to school have been informed of return dates and arrangements |  |  |
|  | 2.3 Attendance staff have been briefed on the new coding for the post-COVID-19 period and systems have been updated for the new codes | <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020#key-issues>  Inclusion team guidance to follow |  |
|  | 2.4 Transport contractors have confirmed changes to routes/service in light of parental feedback on use during summer term and school timetable adjusted in response | ITU guidance to follow |  |
|  | 2.5 Safeguarding arrangements for students not attending school are in place |  |  |
| 1. Staffing | 3.1 Staff who should not be returning to work have been identified and notified. Members of staff not returning understand their duties whilst working from home. | <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#reviewing-your-staff-for-availability-in-school>  HR FAQs to follow |  |
|  | 3.2 Staff expected to return to work have been notified and are clear on the return date and arrangements. Staff have been fully briefed on their roles and responsibilities on returning to work including supporting those students who will remain at home. | <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#creating-and-staffing-your-temporary-teaching-groups>  HR FAQs to follow |  |
|  | 3.2 Term dates and holidays have been confirmed for the summer and next academic year. |  |  |
| 1. Wellbeing of staff & students | 4.1 The curriculum gives students’ time for reintegration and readjustment back into school life. Resources are in place to support staff through the reintegration process | Resources to help school leaders plan for the next phase of coming back together as a school community  [www.restoreourschools.com](http://www.restoreourschools.com)  GHLL & GSEP resource pack to follow |  |
|  | 4.2 Pastoral staff are familiar with resources and support available for students who have suffered/are continuing to suffer trauma during the COVID-19 period | GHLL & GSEP resource pack to follow |  |
|  | 4.3 Support is in place for staff who have suffered trauma/are continuing to suffer trauma during the COVID-19 period | HR FAQs to follow |  |
| 1. Transition | 5.1 Feeder schools & settings have been contacted and dates & details agreed for transfer of information on new cohorts |  |  |
|  | 5.2 Information to be transferred for leavers has been identified and dates agreed for transfer |  |  |
|  | 5.3 Year 11s identified as at risk of NEET have been flagged to the LA. |  |  |
|  | 5.4 Transition events have been adapted to comply with social distancing and gatherings guidance |  |  |
| 1. *Curriculum* | 6.1 Remote learning has been planned for those cohorts & students who will continue to be home schooled. | <https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19> |  |
|  | 6.2 The curriculum addresses learning about personal hygiene and how to prevent the spread of infection | <https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus> |  |
|  | 6.3 Assess where pupils are in their learning, and agree what adjustments may be needed to the school curriculum over the summer term |  |  |
|  | 6.4 Identify and plan how best to support the education of high needs groups, including disadvantaged pupils, and SEND and vulnerable pupils |  |  |
| *7. Other* | 7.1 Areas of concern specific to the school site, including those raised by the SHE risk assessment, have been identified and assessed. An action plan has been implemented to address these issues. |  |  |

Links to government & DfE guidance:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020#key-issues>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Useful contacts:

Gloucestershire Safeguarding in Education Partnership [gsep@gloucestershire.gov.uk](mailto:gsep@gloucestershire.gov.uk)

GHLL [ghll@gloucestershire.gov.uk](mailto:ghll@gloucestershire.gov.uk)

Gloucestershire Inclusion Service [inclusionteamed@gloucestershire.gov.uk](mailto:inclusionteamed@gloucestershire.gov.uk)

MASH referrals [childrenshelpdesk@gloucestershire.gov.uk](mailto:childrenshelpdesk@gloucestershire.gov.uk)

Mental Health and Wellbeing queries (Staff) [ohu@gloucestershire.gov.uk](mailto:ohu@gloucestershire.gov.uk) [www.healthassured.org](http://www.healthassured.org)

Queries regarding COVID and school recovery [COVIDSchoolenquiries@gloucestershire.gov.uk](mailto:COVIDSchoolenquiries@gloucestershire.gov.uk)

SHE team [she@gloucestershire.gov.uk](mailto:she@gloucestershire.gov.uk)

Early Help: advice guidance and support in your locality

[cheltenhamearlyhelp@gloucestershire.gov.uk](mailto:cheltenhamearlyhelp@gloucestershire.gov.uk)

[cotswoldsearlyhelp@gloucestershire.gov.uk](mailto:cotswoldsearlyhelp@gloucestershire.gov.uk)

[forestofdeanearlyhelp@gloucestershire.gov.uk](mailto:forestofdeanearlyhelp@gloucestershire.gov.uk)

[gloucesterearlyhelp@gloucestershire.gov.uk](mailto:gloucesterearlyhelp@gloucestershire.gov.uk)

[stroudearlyhelp@gloucestershire.gov.uk](mailto:stroudearlyhelp@gloucestershire.gov.uk)

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