

- 1 Trust to prepare a "New Schooling" Statement & letter - our intention re learning and full / part time / remote assessments. To state how we will work in partnership with key organisations to benefit the offer for young people.
- 2 Prepare draft risk assessment framework for consultation and distribute to key groups for comment.
- 3 Meet with partners including unions to establish a partnership approach and agree our principles document. To agree risk assessment framework and the way forward for risk assessing individual service users.
- 4 Identify individual pupil agency input to ensure collaborative involvement in the risk assessment process.
- 5 School staff to complete the risk assessment, using the agreed template. Discuss "new schooling" and agree with pupils and parents the safest outcome, recording their views.
- 6 All stakeholders need to agree (without prejudice) which children are accessing the various elements of "new schooling offer" – using the revised risk assessments. Mitigating actions are agreed. Decision is recorded as a draft by Head of Site using guidelines from the Government.
- 7 School complete staffing assessment with support of their HR advisor. This will identify staff at risk, those in receipt of shielding letters, in isolation etc.
- 8 Discuss with LA transport departments which young people that have been identified for on site learning require the service. Enter result on risk assessment.
- 9 The full risk assessment for all children whose status is red or amber should be sent for quality assurance. Quality assurance takes place with a Trust panel.
- 10 Timetable / provision / offer to be completed with regards to regulations and agreed pupil provision. This will include those in school and those educated at home and be based on staff availability. New schooling offer is written up and distributed on websites.
- 11 The final outcome is shared with partners including the process for notifying parents
- 12 The final outcome is shared with parents and their views recorded on the spreadsheet, including discussion on any changes to the EHCP provision.
- 13 Trust appeal process to include Trustees.
- 14 What if scenario published and distributed along with testing and tracking expectations.. Families informed of this intended plan to Summer 2020.
- 15 Premises assessment to be completed re COVID 19 requirements and agreed strategies put in place. This will include spaces - how and when used, supplies and stocks of H&S equipment etc..
- 16 Training for all staff planned and carried out. This training will be in particular reference to COVID 19 requirements - temporary fire assessments, how to use PPE, social distancing etc. Training records kept including noting refusals from staff to undertake the training.

