


Risk factors and Protective factors due to COVID on staff 2020-21

Risk factors to wellbeing	Protective factors put into place by school	SLT discussion	Actions – further protective actions	When
<p>Parents not following 2 m distance and coming into staff space</p> <p>Parents not following timings</p> <p>Those classes dismissed from the playground</p>	<p>Staggered starts</p> <p>1 way system</p> <p>Have PPE</p> <p>Advice for parents wearing PPE</p> <p>Messages to parents on Dojo about how to contact parents</p> <p>SLT modelling the 'lets carry on this conversation over the phone' where staff have asked</p> <p>Governors twitter about masks</p>	<p>Discussion about timings and any measures we can put into place.</p> <p>Impact is on social distancing with other parents- staggered start to remain as risk minimal</p>	<p>Script for staff emailed- staff to feel empowered to find a different way to have the conversation.</p> <p>Ask Academy Council to send a letter to parents</p>	<p>ASAP- EN</p> <p>ASAP- ZS</p>
<p>Families mixing inside homes with other families – people not following rules.</p> <p>Opinions of others on mixing.</p>	<p>Email guidance to staff</p> <p>Assembly to all staff to share guidance</p> <p>Dojo messages from P to parents</p> <p>Message on newsletter</p>	<p>Understand the concern.</p> <p>Discussion about not knowing the rules and some misunderstanding of pupils and staff that live in different areas.</p>	<p>Zoe to share Leicester LAW again and provide a script for staff about is member of staff has done the wrong thing.</p> <p>What happens to your family if you are isolated.</p> <p>Discussion about Leicestershire and Oadby/Wigston rules</p>	<p>ASAP- ZS</p> <p>ASAP- ZS</p> <p>ASAP- ZS</p>
<p>SEN and vulnerable children – distance</p> <p>Staff covering in Reception classes Younger children and not understanding bubbles</p> <p>Sand and water</p>	<p>SEN leader protective measures</p> <p>PPE</p> <p>Risk assessments</p> <p>Screens</p> <p>Risk assessments around play equipment</p>	<p>PPE and Inclusion leader advice</p> <p>Discussion around safety and reducing risk</p> <p>Follow up conversations about safety of play equipment from EH</p>	<p>Natalie continue support on this</p> <p>Emma to clarify any questions about sand and water</p>	<p>Ongoing</p>
<p>Parents and Dojo</p>	<p>Handbook states the expectations on this</p> <p>Zoe has sent a Dojo message about this to parents</p>	<p>Simple quick fix- done before SLT</p>	<p>Quiet time email sent to parents</p> <p>Staff shown how to turn off notifications between 6pm and 7am.</p>	<p>DONE - ZS</p>

Marking safely and outside of the lesson	Advice about using PPA differently + extended PPA given Expectations of amounts of marking decreased Lengthened the day on Tues, Weds, Thurs – in early response to this School is open early in the morning to assist this	When big writes fall? Flexible working – books home reduced English policy change has impacted on marking time PPA doesn't always fall at the right time.	Adjustment to the RA to incorporate safety measures around taking books home following a BIG write. Once in a 10 day cycle.	Adjusted in the RA by PD ASAP
Shorter lunches for teachers meaning less time to be responsive in the school day to arising issues Phase leaders not being able to complete restorative conversations or phase check ins Short afternoons- finding it hard to fit in learning	30 minutes reflected in directed hours to show teachers that they are not being over directed An attempt to keep lunches with others to facilitate connection with others	Can we get 45mins? this would be sufficient as limited access to classroom in this time. It took over 1 hour to figure this out with staffing and cover and MDS. Additional costs of MDS measured against this request. MDS budget cost to be taken from resources as this is correct this year.	Lunches now 45 minutes for teachers and 1 hour for leaders to respond to phase issues. When teacher returns to class – learning begins. This adds 15 minutes learning time back into the afternoon. TAs lunches 30 minutes.	Start after half term Ellie and Dan will share this document for their buildings when complete and brief MDS about changes
Toilet breaks		Infants have adults mainly so junior issue.	Junior – be creative with TA and other year group adults to cover from the corridor, we understand this will happen. Ring Dan or Ellie if no body else to corridor hover!	ASAP

<p>Emails and increased communication due to COVID and less face to face chances to talk.</p>	<p>Handbook – don't expect a reply straight away. Someone will speak to you face to face if it is urgent. Phase leaders email reminding to turn off emails in the day whilst teaching. Handbook – expectations on timings of email- not late night Email about how to delay an email so it doesn't land late at night.</p> <p>COVID and RA emails are more frequent and this is different and cannot change.</p>	<p>It is reality – less face to face time and more 'responsive' messages required about RA and Covid. Some find the communication a protective factor and appreciate this.</p> <p>ZS time to compile emails not realistic- adds pressure trying to pull them together for a business meeting. This would temporarily replace BM.</p>	<p>If you have a group/allstaff email to send – it goes to Eden by Thursday midday not sent out mid week. On a Friday, by midday, Eden to send newsletter and a weekly collation of all emails as a weekly overview.</p> <p>Responsive emails from leaders will still have to occur.</p> <p>School will be open until 4.30pm on a Monday to digest this, if you want to stay to do this.</p> <p>TAs to liaise with the teachers on Friday afternoon to take 30 minutes to read and respond to emails.</p> <p>HLTA/CS to use the 'business meeting time' to check emails out of school and not in class time.</p>	<p>Guidance to staff – start after half term.</p> <p>After half term.</p>
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<p>Meetings</p>	<p>Extended opening on a Monday Tuesday every week Year group time Wednesday meeting every week. Friday – leave by 3.30 Meetings also keep us connected – was recognised by some as a protective factor.</p>	<p>Parents evening been moved into school day</p> <p>Business meeting removed and replaced with weekly email bulletin from Eden on a Friday. Support staff given time to read and respond to emails. (temporary change)</p> <p>Phase meetings face to face – every other Weds</p> <ul style="list-style-type: none"> - Wear visor at all times - Window open - 2m distance - Wipe at start and end <p>CPD – remotely – ‘be more panto’ – every other Weds SLT – Tuesday working lunch and SLT focus day every 3 weeks.</p>		<p>More info coming – ZS</p> <p>After half term</p> <p>After half term</p> <p>After half term</p>
<p>Staff who friends in other bubbles/other TMET schools – no wider network and the stress of this</p> <p>Loneliness/on own/lack of connection</p>	<p>Lunches/meetings/meeting in year groups in classes with PPE/treats My assemblies Return to work wellbeing meetings Leader check ins- informal Leader check ins – formal This survey and more check ins throughout the year</p>	<p>All feeling this. Many have friends in TMET that we are missing having connections with. Feelings of unfairness. ZS talked about conversations she has had with HR to see if any allowances can be made. We all know this is hard, we don’t really agree with it as they are friends more than colleagues, but we don’t want to put the school and children at risk </p>	<p>‘Friday pub/starbucks’ in the hall. The only reason you can stay on Friday is to have a cuppa and a chat with friends!</p> <p>Bootcamp Monday/Walking and running Monday? Yoga online??</p>	<p>NR seeking to arrange Friday “connection” space from 3.30-4.45- all welcome</p> <p>EH to seek opinion on a physical wellbeing Monday club after school shuts at 4 -all welcome</p>

<p>PPA</p> <p>Year group time together</p> <p>Pressures on leaders greater than normal</p>	<p>Longer PPA – but not together</p> <p>Morning PPA longer.</p>	<p>With PPA at home, reduction in spaces needed</p> <p>Leaders and NQTs have release in school Emma- PPA room – Alisha (NQT) Amy – PPA room - Nikesha (NQT) Lauren – PPA room – Glesni (NQT) Jo – PPA room -Adam (NQT) PPA – junior 3rd space – Ellie to talk to Carl – Aisha (NQT) Natalie – own room</p> <p>Change in PPA to 1 day a fortnight for wellbeing, time management and release ‘days’ for additional sickness cover.</p>	<p>Teachers to have a day a fortnight PPA offsite and (remotely accessing CPD/year group discussions on these days – but all arranged to not fall Weds)</p> <p>Business meeting via email giving Tues after school to year group discussion time.</p> <p>Leaders a day a week onsite NQTs a day week onsite Onsite cover is from after registration until site security at the end of the day. No return to class for lunch cover.</p>	<p>EN/IA to relook at PPA room furniture and layout to get 3 safe work spaces</p> <p>EN to discuss changes with HLTA/CS before sharing the timetable</p>
<p>Staffroom</p> <p>Microwaves</p> <p>Children’s centre drab</p>	<p>Safe space provided for all – 2m/well ventatilsed/ cleaning equipment for your space Clear communication of RA</p>	<p>Ch centre is drab – possible knocked about from Oct half term, so different plan anyway. Microwave/kettle/teaspoon discussion Junior staffroom discussion</p>	<p>Junior staffroom reintroduced but cupboards taped off and furniture moved– Ellie to work with Ian to reintroduce ready for after half term Infant staffroom moved to DT room. DT room cleaned after Breakfast Club. Chairs socially distanced and clear amount of people allowed on the kitchen area sign– Dan to work with Carl Both have access to microwave. Both MUST have doors and windows open</p>	<p>EN/IA</p> <p>DH/CD</p> <p>CD/IA movement and tidying of spaces.</p> <p>CC can come off cleaning rota after half term.</p>