**Headteacher Flowchart**

**Review**

* + Induction training on return to work?
  + Regular updates as appropriate?
  + Signed and dated?
  + Completed on a daily basis?
  + Signed and dated?
  + Issues escalated to SLT?

**COVID-19 Risk Assessment**

* + Two to three others involved?
  + Follows the latest guidance?
  + Regularly reviewed?
  + Unions/staff consultation?
  + On your website?
  + Consultation?

**COVID-19 Policy**

* + Communicated?
  + Regularly reviewed?
  + Signed and dated?

**Daily management/ cleaning checks undertaken**

**SLT and staff COVID-19 awareness training**

**COVID-19 communication to staff and parents**

* + Recorded?
  + Updated regularly as appropriate?