**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?