

Identified Risk and Working instructions

Children

Area	Specific Item	Information	Risk Management
<p>Classrooms will have a maximum of 30 children and 2 adults in them. That will create a bubble within school. The children and the adults within it will not change. Although additional supporting adults can be added but they must wash their hands between bubbles and socially distance from the children as much as possible.</p>	<p>Desk Spacing</p>	<p>All desks must face the front but can be next to each other (as the children do not need to socially distance, although they need to be told not to touch each other, cuddle etc.) Children must not be face to face at any time.</p>	<p>Cleaned before the children arrive, before and after any food. Children's name and photos will be clearly displayed on each desk so that they know where they should sit. Desks will be cleaned at the end of the day by the cleaners using anti-virus cleaner.</p>
		<p>Move around the room in small groups</p>	<p>Children told they must not move from the desk until told to do so by an adult.</p>
		<p>Resource packs labelled and handed out by an adult in EYFS or kept in the children's trays overnight.</p>	<p>Resource pack should only be handled by the child only and then wiped at the end of the day or put into their trays by them and collected by them the following day.</p>
		<p>Reading books on desk each day</p>	<p>Wiped or left for 72 hours before changing over with others.</p>
		<p>Water bottles on desk with child</p>	<p>Water bottles will remain in school and be emptied and washed by an adult from the bubble. This will be done in the big school kitchen. They will then be refilled by the adult</p>
		<p>Horse shoe tables</p>	<p>Can be used for teacher intervention with 4 children sat on their own chairs, which they bring from their tables. The teacher will sit away from the table but be able to teach a group at a time.</p>
		<p>Perspex screens</p>	<p>These can be used for 1:1 and interventions with children in every class by adults outside of the class bubble.</p>
<p>Soft Furnishings</p>	<p>All must be removed from any area before children use it.</p>	<p>These will be stored in labelled black bags in another classroom.</p>	

			These will be rolled and stored out of the bubble classrooms.
Bug Rugs	These will be removed from KS1 classrooms		The children will sit on their chairs at desks.
	These will be returned to EYFS classrooms		The children will only sit on one spot on the carpet. Danny will clean these with the wet and dry Hoover at the end of each week.
Doors	Blocked open using a hook or door stop. COVID guidance supersedes FIRE Reg.		Blocked open doors stop the need to touch them. In the event of a fire or at the end of the day the stops should be removed.
Windows	At least one window in the classroom or room being used will be opened.		This will ensure that the classroom is ventilated.
Handles	Anti bac spray and blue towels used to wipe at least daily		This needs to be done when they have been touched, which should be rare as the door will be open
Equipment	Children supplied with own resource pack.		Resources will be labelled by the children and they must return everything to the wallet after use.
	Manipulatives etc. should be handed out by an adult		If used they must be washed in hot soapy water before being used by another child. Adult should ensure they have washed their hands before handing them, out.
	Only wipe able resources to be used		Anything else need to be used for learning must be able to be wiped clean.
EYFS equipment	Children can share equipment that can be cleaned.		This equipment will need to be washed or cleaned at the end of each day. While the children are part time the equipment will need to be washed between the sessions.
Desk Cleaning	This needs to be done at several intervals throughout the day.		T/TA will clean on entering the classroom, before and after any food. Cleaners will clean after school as well as wiping chairs.

	Planned Work	This will be planned as normal, specifically targeted to identify and fill gaps and include as much connected curriculum as can be timetabled.	Resources required will need to be available the day before so that they can be photocopied for the whole year group to stop too many adults and trips to the photocopier. All ensuring everyone stays in the classroom as much as possible.
	Online learning	Online plans will need to be created from the above plans and one person will take responsibility for posting these if they are needed.	To ensure that if children are sent home or a bubble is isolating they are still able and expected to undertake the work set.
	RWI	This will be assessed on children's arrival back in school.	RWI will have to be taught within the classroom bubble using differentiation with adults and timetabling.
	Reading books in class	These will be selected for each child and will be kept in the child's pack for the week or in their tray.	This will be managed by the class adults.
	Reading books for home	Packs of 3 books per child in their level will be packed in plastic wallets on a Monday. The children will take these home and leave them there until Friday when they will be returned and left in a collection box until the following Monday when they can be swapped and changed again by an adult who will then wash their hands.	This will be managed by the class adults. Wallets will only be taken back on a Friday and the family will keep those not brought in for another week. This will ensure there is no cross contamination.
	Home learning and Spellings	Spellings will be printed onto card and added to the reading wallet to go home each Monday. The result for the previous weeks test will be on the bottom of the sheet sent out to the parents.	If parents do not add the work to DOJO they will phoned by the teacher and the process re explained if necessary.

		Home learning will be sent out via class DOJO and parents will be expected to add to their individual child's portfolio to show the outcome of the home learning.	
	Computers and lap tops	Can be used by 1 child at a time.	Computers or laptops need to be wiped down before another child can use them. Adults should wash their hands after doing this.
	Singing	Can be done within the class bubble.	Children should all sing facing the same direction and NOT facing each other. Children should be encouraged to sing quietly and not shout.
Outside areas Can only be used by one bubble at a time and this will need to be timetabled.	Equipment	Needs to be able to be cleaned	Would need to be cleaned after use by an adult from the bubble. They must wash their hands after cleaning,
	Areas by the classrooms	Can only be used by one bubble at a time	Children will be made aware of equipment that they can use in these areas and this will need to be cleaned before the next bubble can use it.
Work books/Marking	KS1	Children will have a Connected Curriculum Book, A maths book, A RWI book and a Spelling book	These will need to be kept in the child's wallet or separately in their trays. They can be touched by the teacher to be marked as much as possible while the child is working in it. If touched by the teacher they should wash their hands. Books must not be piled up for marking. These books will need to have covers on them which will enable them to be wiped. Purple polishing pens to be added to the backs to ensure that the Marking policy is able to be completed in full by the children and the teachers.
	EYFS	Children will have a plan page book which they will use instead of writing on separate pieces of paper.	Children will need to keep these in their resource wallet or the teacher will keep them separately and bring them out for the children to use when needed. These books will need to have covers on them which will enable them to be wiped. Other WOW moments will be recorded on Tapestry.

Communication with home		This will be done via class DOJO	<p>We will use this instead of a contact book, parents will be able to message if their child is being collected etc by someone else, had a bad night etc. We will also be able to use it to communicate first aid incidences and also if children are upset coming in we can send them a quick message. More training will follow about using this.</p> <p>Do Jo is quickly establishing in classrooms as a good communication tool and will enable teachers to set home learning and then for parents to share work done via individual accounts for the teachers to further track engagement.</p>																														
Behaviour		<p>COVID revised policy in place</p> <p>Policy needing revision to reinstate small traffic light faces for each adult as well as large faces on the wall in the classroom to ensure high expectations of behaviour within school are re embedded and upheld.</p>	<p>As stated in policy, everyone to read.</p> <p>Small faces are to be worn on a retractable keyring which can be worn on clothing and is fully wipe able.</p>																														
Arrival and Home time	No of parents/children Maximum 90 children at 15 minute intervals	<table border="1"> <thead> <tr> <th>Class:</th> <th>Arrival:</th> <th>Collection:</th> </tr> </thead> <tbody> <tr> <td>Owls</td> <td>8.45am</td> <td>14.45</td> </tr> <tr> <td>Robins</td> <td>8.50am</td> <td>14.50</td> </tr> <tr> <td>Woodpeckers</td> <td>8.55am</td> <td>14.55</td> </tr> <tr> <td>Foxes</td> <td>9.00am</td> <td>15.00</td> </tr> <tr> <td>Hedgehogs</td> <td>9.05am</td> <td>15.05</td> </tr> <tr> <td>Squirrels</td> <td>9.10am</td> <td>15.10</td> </tr> <tr> <td>Bees</td> <td>9.15am</td> <td>15.15</td> </tr> <tr> <td>Caterpillars</td> <td>9.20am</td> <td>15.20</td> </tr> <tr> <td>Ladybirds</td> <td>9.25am</td> <td>15.25</td> </tr> </tbody> </table>	Class:	Arrival:	Collection:	Owls	8.45am	14.45	Robins	8.50am	14.50	Woodpeckers	8.55am	14.55	Foxes	9.00am	15.00	Hedgehogs	9.05am	15.05	Squirrels	9.10am	15.10	Bees	9.15am	15.15	Caterpillars	9.20am	15.20	Ladybirds	9.25am	15.25	<p>Parents will enter from the double gate and this will be marked with 2 meter spacing they will send their child to the line with their class teacher and walk out of the other gate. They will not have any contact with the adults in school.</p> <p>At the end of the day parents will have to queue to collect, teachers must be prompt at arriving in the playground with the children and do not engage with parents.</p> <p>Parents must only arrive at allotted times and observe social distancing while outside of school gates on the pavement.</p>
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					During wet weather adults in school will be positioned in various places to ensure that children can safely go straight in to class
	Siblings	Arrival times are that of the youngest.			Siblings will be brought to school at the same time as the youngest sibling and will delivered to their classroom via the back door of the room by a member of staff on the playground they will be asked to wash their hands. They will be met at the door by their class teacher or teaching assistant.
	Reluctant tearful children	Children will stand aside in the first instances with their parent who will try and calm them.			Children will be encouraged verbally and taken by the hand if necessary. If very reluctant then children will be scooped by adult under the arms and not picked up to ensure no face to face contact with each other. Guidance states that no PPE is required for this but obviously hands of both the adult and the child should be washed as soon as is safely possible. Face coverings will be worn by the teacher/teaching assistant who collects the child until they are over the cone line and away from the child's parent or carer.
	Route	One way in from the bottom gate out through the top gate.			Provide signage and information before hand to explain all of this. This will be supported by adults not in bubbles.
	Signage	Clear signs on the gate with in and out, please adhere to 2 meter distancing.			Sign to be checked regularly
	Communication	Clear information will be sent out to parents to explain the procedures for dropping off and picking up.			This will be done by parent mail
From Home	Nothing will be brought from home by the children except their water bottle on the first	Lunch boxes.			Lunch boxes will need to be wiped by a bubble adult on arrival and then stored away until lunchtime. The lunch boxes need to be wipe able plastic and now cotton bags. Their hands should be washed afterwards.

	day and a packed lunch if they choose to bring their own.		
		Water bottles	Will be brought on the child first day and then remain in the bubble apart from washing and refilling which will be done at the end of the day by one of the bubble adults in the main kitchen where 3 people can be washing up at the same time. They can be refilled using kitchen jugs in the morning and then the jug washed and returned.
	Coats and PE Kits	PE kits will stay in school for each half term like normal. Coats will be hung on the child's named peg.	Children should not go to peg area without adult to oversee to ensure they are not touching other children's coats etc. This may mean children need to sit in their coat until this can be done.
	PE Kit	All children will bring these into school on the week beginning the 2.11.2020	PE kits will be kept in school for the whole term Children will be supported to change in a organised style so that clothing is only put on their chair and does not stray onto others.
	Christmas Cards	Children can bring Christmas cards to school for the children and adults in their class bubble from the 30 th November to Friday 11 th December 2020. Any brought after this date will not be accepted. Children should not bring gifts into school to exchange with other children.	Each class will have a box for children to place their Christmas cards in, this box will not be emptied by the adults and sorted until Tuesday 15 th December. Card will be handed out to the children to go home in one bundle by Thursday 17 th December 2020.
	Junk Modelling	Junk modelling items can brought to school at designated points when asked for by the class teacher via DOJO. These items will be placed directly into black sacks on arrival. Staff members	Junk modelling items should be kept in quarantine for 72 hours from the time of their arrival. For the children to be able to access the junk they must be supported by an adult. Both the child and the adult must wash their hands before touching the junk. The child should try and select anything they may need for their planned project

		will also be asked if they have items they can supply.	before touching. Whenever possible the adult will touch the junk and not the child until they have chosen what they need. If a child needs to go back from something else the RISK routine should be repeated. The model should go straight home on the day it is made.
Food	Lunch	Children will be able to bring their own lunch box from home or can choose to have a hot dinner.	<p>Home packed lunches will need to be stored in one place and wiped down by an adult in the bubble and then they must wash their hands.</p> <p>Lunches will be staggered</p> <p>11.30 Ladybirds 11.40 Bees 11.50 Caterpillars 12.00-12.10 cleaning time 12.10 Foxes 12.20 Hedgehogs 12.30 Squirrels 12.50-13.00 Cleaning time 13.00 Robins 13.10 Woodpeckers 13.20 Owls</p> <p>These times will be per class and will be staggered between outside play and possibly sometime in the classroom. MMS staff will return and support the children in the hall and on the playground but can only interact with the children in their own class.</p> <p>Children will need to use the classroom toilet, T and TA will stagger their own lunch to ensure low staff room usage as well as an ability to support children to use the toilet when outside or in the hall.</p>

	Packets	These might be in the home lunches.	Adults may help the child with packets but must wash their hands after opening.
	Snack	This will need to be collected by an adult form outside Danny's room.	Each piece of fruit needs to be handed to the children after they have washed their hands. The children must place the rubbish in the bin bag and then children and adults need to re wash their hands.
Hall	Can be used for PE activities	Will be timetabled for each bubble and timing must be adhered to.	Any equipment used must be wiped down and cleaned in between bubbles. Zoe is working with PASS to look at planning with limited equipment
Toilet	Doors	Main doors blocked open, (COVID guidance supersedes FIRE regs) door stops will need to be moved at night and in case of fire. One toilet for each bubble boy, girl not separated.	Children will need to be accompanied to the toilet door to ensure social distancing as much as possible as well as good handwashing.
	Handles	Cubicle door handles may be used by the children, you could try to teach them to pull them with their foot.	Cubicle handles could be cleaned periodically although children will be encouraged not to touch them too much and not lock the doors.
	Toileting accidents	Children will need to change themselves.	You will need to put on an apron and gloves and pass the child a bag to put the dirty things in, they will keep the bag and you will pass them the dry clothes to put on. The child need to put the dirty clothes in another bag and this should be place outside the classroom door where possible. The child will need to wash their hands. At the end of the day this needs to be carried out by the child. If the accident requires you to help you must access and parents may need to be called. Apron and gloves should be placed in the yellow bin the disabled toilet and you must wash your hands.
First Aid or Illness	COVID Symptoms	The child will complain of being hot or really cold symptoms of a temperature.	Child's temperature will be taken and parent will be called

<p>Will need to be undertaken by the adults within their bubbles</p>		<p>The child should remain at their desk and an adult from the bubble would put on their PPE (Visor, Mask, Gloves, Apron) They will remove the child from the classroom to the sunshine room, where their parent will be called.</p>	<p>Child will wear a mask and their parent will collect them from the end of the sunshine room ramp. Parent will be provided with information about to get a test, parent will be told that they must inform school of the outcome so that school can follow guidance quickly for the other children in the class. Other children will be moved from the classroom to outside for the room to be cleaned.</p> <p>Anything used with this child including PPE, Tissues etc. will need to be double bagged, labelled and left behind Danny's room for 72 hours. The time and date should be recorded on the sticker. The dumping space should be accessed via the fire escape door by the EAL area.</p>
	<p>Major Accident</p>	<p>Child would need to be left where they were and reassured at a distance while the designated first aider is brought to the scene as much as possible first aid should be administered by the adults in the class.</p>	<p>Adult will need to use full PPE Adult will quickly assess the injury and if necessary call 999. First aid will otherwise be administered and parents informed if needed.</p> <p>Parents will be informed of first aid incident Via class DOJO and email sent to the office so that the incident can be recorded centrally.</p>
	<p>Minor Accident</p>	<p>First Aider will be administered by the adult in the bubble.</p>	<p>First aider will need visor, gloves and apron Ice pack will be taken and used if needed and wiped clean after use. Parents will be informed of first aid incident Via class DOJO and email sent to the office so that the incident can be recorded centrally.</p>
	<p>Normal illness</p>	<p>Investigated by class teacher or TA temperature might be taken however even without a temperature children may</p>	<p>T or TA should contact the office using the remote radio and ask parents to be contacted to collect the child. Be clear what the issue is. Ventilate the sunshine room and wait for the</p>

		still be unwell with a normal childhood illness and need to go home.	parent who will be told to collect from the open door of the sunshine room. Children who are unwell should not be in school, it is not nice for them or others in the class including the adults.
MMS		Any incidents dealt with by an MMS should be recorded in a class book.	Book will be checked by the class TA and messages sent to the office or parent where necessary. Book stays in the classroom and adults need to wash their hands when they have been touched.

Reviewed 16.9.2020

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