

<b>Groups and adults</b>
<u>Nursery</u> NC, SD and LA - 20
<u>RECEPTION CLASSROOMS</u> RWP – SW - 13 RL – RL - 12 RF – CF - 11 RS – RS - 11 Additional adults to allow for number fluctuations FAS/JR
<u>YEAR 1 UPSTAIRS CLASSROOMS</u> 1B – SB – 11 (DJ, LC AND EW OUT) 1PG – SP – 13 (IT out) 1L – JL – 11 (MHX and TW out) 1O – BO - 14  Additional adults to allow for number fluctuations MG/SS/AD

Covid 19 is an infectious disease recognised internationally as a pandemic, the transmission of which must be controlled. The foreseeable risk of reopening schools, is the potential transmission of Covid 19 between the school community and consequently the wider community. This risk assessment therefore focuses on actions that are reasonably practical to implement, that will reduce the risk of transmission of Covid19 as a consequence of re-opening schools to a minimum level.

This is a live document that will change over time. All staff at Swallows can and should contribute towards this risk assessment.

Step 1 - Preparing the Site		
<b>Guidelines</b>	<b>Measures at Swallows</b>	<b>Additional Measures (area specific)</b>
<b>Cleaning and Hygiene</b>  How will the school ensure that children and staff arriving can safely queue up, at 2-metre distance from each other, to access the sanitiser on arrival?	Soap and hot water available in every toilet and in some classrooms. JR to place hand sanitisers in key areas of use and SSO to replenish and check. Peddled lidded bins for infected waste. Tissues available and replenished in every classroom. SSO to check. SSO to clean toilets every hour and empty bins. 'Catch it, Bin it, Kill it' approach to be taught and applied. Teach each morning. Handwashing every 20 minutes or after changing room/activity (whichever comes first). To go to toilets in bubble groups with supervising adult. Timetable in handwashing time. Staff and children will wash their hands for at least 20 seconds with water and soap on arrival, before departure and regularly throughout the day,	Malleable materials to be removed from Early Years. No independent access of resources in Early Years. Early Years rooms to be rearranged using physical barriers as areas. Early Years to maximise the outdoor learning as it is much easier to socially distance outdoors and there is much less to clean.

	<p>including before and after every break and lunchtime, this be supervised and monitored by staff.</p> <p>RL classroom door must remain open at all times.</p> <p>Ridgecrest cleaning plan to address nightly cleaning.</p> <p>SSO to focus on surfaces touched by multiple people (photocopier, door handles, tables, light switches etc) Cleaning regime in place for shared equipment. There will be a supply of antibacterial wipes available at all photocopiers / printers and other shared equipment.</p> <p>Gloves, disinfectant spray to be provided in each classroom in case of coughs and sneezes.</p> <p>Toys used throughout the day to be left overnight in Milton (JRobson to supply 5 litre bottle).</p> <p>Plastic toys to be washed in the dishwasher.</p> <p>No wooden toys.</p> <p>Soft furnishings and wooden toys to be removed from the classroom.</p> <p>Each child to have a 'kit' which enables them to be self sufficient throughout the day (pens, whiteboard, rubber, glue etc). Zip wallets to be set up.</p> <p>Parents have been informed that reading books from school will not be sent home.</p> <p>The bringing of Birthday cakes and treats have also been stopped.</p>	
<p><b>Movement Around the School</b></p>	<p>Year 1 building – rota to be devised for use of staircase (SP).</p> <p>1L/1O classes to use changing room toilets. 1P/1B and 1G classes to use changing room toilets.</p> <p>1G to use Art room to wash hands. Consider ½ bubble using toilets at once.</p> <p>Reception classes to use sinks in classroom for handwashing (remaining in bubble).</p> <p>Furniture to be removed from corridors.</p> <p>Toilet use at break time – only 1 child per time. Rule to be taught to children in bubbles.</p> <p>Art Room/Butterfly Room and Year 2 classrooms are available for extra bubbles.</p> <p>Carousel activities in Nursery and Reception where children must wash hands prior to use of each resource.</p> <p>Not to use RL/RWP pegs. Coats to be kept inside.</p> <p>Cloakroom closed in Nursery – use pegs in bubbles.</p>	

Step 2 – Reviewing Staff for Availability		
Guidelines	Measures at Swallows	Additional Measures (area specific)
	<p>Paediatric First Aider on site at all times.  DSL or Deputy DSL on site at all times.  Caretaker on site at all times.  If any 'key staff' are not available to work, a revised plan will be made reassessing school opening.  Children to stay with their 'bubble' and supporting adult for as much as the day as possible. There is enough staff available to support this.  HLTAs and TA's to be unfurloughed to support 'bubbles' of children.  Vulnerable staff to be refurloughed.  Possibility of staff to work from home and support remote learning (dependent on parent questionnaire and numbers).  Cleaning staff to thoroughly clean each evening.  Once numbers confirmed, information to be supplied to staff and parents regarding Covid 19 symptoms and self isolation (using DFE guidance model)  Pregnant staff not in school.  Staff work from home? To be considered once numbers have been confirmed.  Parents to be advised that social distancing will not be guaranteed due to age of children.  Catering staff made aware of packed lunch provision.</p>	

Step 3 – Familiarise yourself with the safest possible group size		
Guidelines	Measures at Swallows	Additional Measures (area specific)
2 metre social distancing.	<p>Social distancing of 'bubbles' as 2 metre social distancing between all adults and children in N. YR and Year 1 is impossible. Evidence from the Key Worker provision highlights this.  Staggered drop off times and 2 metre social distancing rules to be sent to parents.  No parents or visitors on site – drop off at gates (different gates for different groups).  At playtime, children to play in designated area with their bubble.  PPE equipment to be available in front office. Any child who develops symptoms (temperature, cough and/or loss of smell/taste) will be taken to Front Office and wear PPE equipment. Adult also to also stay and wear PPE equipment available. Sarah C to arrange.  JR to source PPE  Staff can wear PPE if they choose to do so.</p>	Year 1 to use Butterfly Room and Art Room and possibly Year 2 classrooms dependent on parent survey results.

	<p>Group sizes recommended at 9 children (in Year 1) and 10 children in Year R (to be reviewed wb 1<sup>st</sup> June).</p> <p>If wet play, children remain in bubbles and non-bubble staff to cover.</p>	
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Step 4 – Creating and Staffing your Teaching Groups		
Guidelines	Measures at Swallows	Additional Measures (area specific)
	<p>Taking on board individual classroom sizes (they differ greatly at Swallows), an initial maximum of 8-10 children per bubble is going to be put in place. This may reduce when we have results from parent survey (Monday 25<sup>th</sup> May).</p> <p>In Year 1, desks will be spaced 2 metres apart.</p> <p>In Nursery and Reception, areas will be demarcated and a carousel approach will be used. We can not guarantee 2 metre social distancing.</p> <p>Carpet spaces will not be used in any classrooms.</p> <p>The Year 2 classrooms, the Butterfly Room and Art Room are also available to separate children into smaller bubbles.</p> <p>No intervention work or 1:1 work to be carried out on site.</p> <p>ACI support (Year 1) meeting with SB/CB and risk assessment to be devised.</p> <p>The timetable will differ from usual (greatly). Teachers will plan sessions and receive support from subject specialist teachers/SLT and non bubbles people.</p> <p>SLT members, Games staff to cover classes and release teachers for planning time.</p> <p>If we have a shortage of teachers, parents to be informed immediately.</p>	

Step 5 – Practical Steps to Reduce the Risk		
Guidelines	Measures at Swallows	Additional Measures (area specific)
	<p>Temperature checks only to be carried out if concerns are raised. These will be taken by a first aider.</p> <p>Drop off and pick up times will be staggered to ensure correct social distancing. <b>This will be reviewed daily.</b></p> <p>Children to go straight into their bubbles.</p> <p>Parents will be provided with guidance regarding 2 metre distancing and the correct procedures.</p> <p>No aftercare provision.</p> <p>If there is an emergency situation, parents will immediately be informed.</p> <p>No visitors allowed on site.</p> <p>Staff unfurloughed so that we have more staff available to support children returning to school with heightened anxiety.</p>	

	<p>At break times, children will stay in their bubbles (which will be marked off).</p> <p>During wet weather, children will stay in their bubbles in their classrooms. SLT to support breaks for teachers (wet play plan devised).</p> <p>Children will all bring packed lunches – no hot dinners to be served. They will eat in their bubbles either in the classrooms, or on the school field.</p> <p>SLT will cover break duties.</p> <p>Children to have water bottles and snacks in individual baskets.</p> <p>Assemblies to be carried out via video link.</p>	
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Step 6 – Support for SEND children and behaviour		
Guidelines	Measures at Swallows	Additional Measures (area specific)
Plan for external agency visitors	<p>CB and SB to devise a risk assessment for ACI and how to maintain social distance (where possible) and ensure the other guidelines detailed above are adhered to, where possible.</p> <p>Parents have been asked to supply spare clothes (kept in school) for those children who may have toileting accidents. Must remain in school (also applies to Nursery children).</p>	

Step 7 – Changes to routine for staff and pupils		
Guidelines	Measures at Swallows	Additional Measures (area specific)
Training provided	<p>There will be staff training available for all staff during week on 4<sup>th</sup> June at 9am. This will be staggered and social distancing measures adhered to.</p> <p>Furloughed staff returning will also have additional training.</p> <p>Children will have a training video from Miss Soan/Mrs Parkes to watch in their bubbles on their first morning in school.</p> <p>Clear instruction should be given re marking at school. No marking should take place and books should remain in school. Staff to wash hands after touching books.</p> <p>No interventions to currently take place.</p> <p>There will be socially distanced staff meetings daily. Time TBC</p> <p>Pupils and parents will be informed re the new drop off and collection procedures (w/b 1<sup>st</sup> June)</p> <p>Catering staff to be kept up to date.</p> <p>No minibuses will be operating.</p> <p>Staff to arrive no earlier than 7:30am and have left by 4:30pm.</p>	Nursery staff to have a separate staff training session due to some staff being away from school for a period of time.

Step 8 and 9 – Communicating with staff and communicating with parents		
Guidelines	Measures at Swallows	Additional Measures (area specific)

<p>Headteachers advised to communicate with parents to advise of how school will be a 'low risk' site for re-opening.</p>	<p>Daily meetings to be held with all staff (socially distanced) in the Dining Hall. Time TBC. This is to see what works and what needs amending to keep school as a low risk site. Also to determine how staff are feeling and are the measures too little/too much when considering our own well being.</p> <p>SLT to be available and visible throughout the day.</p> <p>TEAMS meeting planned for W/B 1<sup>st</sup> June.</p> <p>Staffroom to be used as long as social distancing rules are adhered to. The workroom can also be used as a Staffroom.</p> <p>Staff meetings to be introduced weekly to ensure cohesion between home workers and those on site.</p> <p>Depending on numbers, the online provision must be evaluated. The online learning will carry on in school so that no 'double working' is taking place. Re-evaluate weekly.</p> <p>Parent handbook to go home 2<sup>nd</sup> June 2020</p>	
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