



**Identified Risk and Working Instructions: Children**



**January 2021**

Area	Specific Item	Information	Risk Management
Classrooms will have a maximum of 30 children and 1 TA, in addition 1 key worker with SEN pupils. That will create a bubble within school. Additional Key workers can be added for SEND children as required, a maximum of 2 per class.	Desk Spacing	All desks must face the front or in a horseshoe formation. Children must not be face to face at any time.	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 ready for the next day. CT/TA will clean desks before and after any food.
		Move around the room in small groups	Children told they must not move from the desk until told to do so by an adult.
		KS1- Baskets with frequently used equipment such as pencils, pens, glue sticks will be kept on each child's desk for their use only.	Resources in the basket should only be handled by the child only and then wiped with anti bac wipe at the end of the day.
		Reading books	Wiped or left for 72 hours before changing over with others.
		Water bottles on desk with child	Adults will wear gloves/ sanitise hands if refilling water bottles and then dispose of them and wash hands. Children will take the water bottles home each day to be washed and refilled.
	Soft Furnishings	All must be removed from any area before children use it.	These will be put in labelled black bags and kept in a cupboard around the school or stored at home.  These will be rolled and stored out of the bubble classrooms.
	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 an individual mat on the carpet. These will be wiped with antibacterial wipe at the end of the day.
	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.
	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	KS1 children supplied with own resource pack which will be kept in a basket for each individual child.	The children must return everything to the basket containing their resources after use. These resources will be cleaned daily using anti bac..	

		Manipulatives etc. should be handed out by an adult Children can share equipment that can be cleaned.	If used, they must be washed in hot soapy water/steriliser before being used by another child. Adult should ensure they have washed their hands before handing them, out.
		Only wipeable resources to be used	Anything else needed 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. The children will have their own basket containing pens for their use.
	Desk Cleaning	This needs to be done at several intervals throughout the day.	CT/T/MDS to clean tables 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 support wellbeing.	Resources required will need to be available the day before so that they can be photocopied for the critical worker group to prevent too many adults and trips to the photocopier. All ensuring everyone stays in the classroom as much as possible.
	Remote learning	Online lessons will be created from the daily planning and uploaded on to the school website and distributed by Parent Mail. Lessons will be recorded on zoom for pupil viewing. There will be 2 English, 2 Maths and 3 Phonics recorded each week.	To ensure that children at home during lockdown have access to at least 3 hours of remote education per day.  Staff will follow the remote learning policy and videoing protocol will be followed when recording lessons.
	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 Wednesday. The children will take these home and leave them there until Monday when they will be returned and left in a collection box until the following Wednesday 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.
	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.
Outside areas	Equipment	Needs to be able to be cleaned	Each Year group will have their own set of equipment. This equipment needs to be cleaned used anti bac wipes after use by an adult from the bubble. They must wash their hands after cleaning,

Can only be used by one bubble at a time and this will need to be timetabled.			
Work books/Marking	KS1	Children will have an English Book, a maths book in Year 1 and a lockdown book in Year 2.	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.
	EYFS	Photographs will be put in the child's diary and annotated as a record of achievement.	Teachers and TAs will be responsible for recording progress in the diary.
Communication with home		This will be done via Parent Mail and Facebook	Paper copies will only be sent out if parents do not have access to Parent Mail and Facebook.
Behaviour		COVID revised policy in place	As stated in revised behaviour policy, everyone to read.
Arrival and Home time	No of parents/children Maximum 30 per year group	All critical worker groups to arrive at 8.50am and finish at 3pm.	<p><b>Arrival</b>  <b>EYFS</b> Parents will enter from the gate nearest to Kennington Junior School, walk around the outside of the playground and school building and round a one-way system to the main reception gate to exit. To alleviate queuing on the outside pavement parent will be able to queue of the pathway around the school.  <b>Year 1</b> parents will enter from the middle gate and go down the ramp to the Year 1 classrooms doors. They will continue on and exit via the Year 1 area silver gate and out through the main reception gate.  <b>Year 2</b> Parents will enter from the gate nearest to Kennington Junior School. Parents will walk around the outside of the playground drop their children off at Snow Leopard class external door, turn right down the ramp and continue round the outside of the school following the one-way system to the main reception exit.  A member of staff will be monitoring the movement of parents around the playground and at the bottom of the central steps to ensure distancing is maintained and bottle necks to not occur.</p> <p><b>End of the Day</b>  <b>EYFS</b>  Parents will form a socially distanced queue outside Bee classroom and leave the premises immediately with their child following the one-way system around the school exiting via the main reception gate.  <b>Year 1</b>  Parents will form a socially distanced queue outside Dolphin classroom and leave the premises immediately with their child following the one-way system.</p>

			<p><b>Year 2</b></p> <p>The Year 2 critical worker group will be brought to the playground and lined up along the fence in front of Penguin class. Parents will enter via the Kennington gate, walk across the middle of the playground and wait in a socially distanced line to collect their child. Once their child is collected they will exit via the central playground steps and follow the one-way system to the main reception gate.</p> <p>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> <p>Parents will be asked to wait in cars if they arrive early.</p> <p>Key entry and exit points will be manned by staff.</p> <p>Only 1 parent is to collect at a time- siblings may attend if there is no other childcare available to limit number of adults on site.</p>
	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 by a member of staff wearing gloves.
	Route	Three one way systems will in place: 1. From the Kennington playground gate around the back of EYFS and the hall. 2. Through the Year 1 gate and out of the main reception gate 3. Around the outside of the playground and down the central steps, across the corridor and round the school to the main reception gate.	Provide signage and information before hand to explain all of this. Parents 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	Lunch	Lunch boxes.	Lunch boxes will be placed underneath a child's desk.
	Drinks	Water bottles	Water bottle will be brought in and returned home daily to be washed and refilled. These will be kept on a child's desk.
	Coats and PE Kits	PE kits will stay in school for each half term like normal. Coats will be hung in the corridor outside the classroom allocated for critical worker group.	Children should will go to peg area in small groups to ensure distancing when collecting PE bags.

Food	Lunch	A hot meal will be provided for the children by Caterlink or they have the optional to bring a packed lunch from home.	Home packed lunches will be stored under a child's desk. Lunch times will be staggered. The children will be seated side by side with and not facing each other. 11.30 – EYFS- in dinner hall 11.30- Year 1 on the playground 12.00pm EYFS – in EYFS play area 12.00pm Year 1 –in the dinner hall 12.00pm- Year 2 on the playground 12.30pm – Year 2 in the dinner hall Children will wait in the dinner hall until it is time for them to go on the playground. TAs allocated to each year group will clean all tables when the children have finished their dinner in preparation for the next year group Entry to hall EYFS will enter via the outside door near the EYFS outdoor area Year 1 will enter via the door opposite Starfish Class Year 2 will enter via the door nearest to Wildcats This will prevent Year group bubbles going into different Year group zones.
	Packets	These might be in the home lunch boxes.	Adults may help the child with packets but must wash/sanitise their hands after opening.
	Snack	Fruit will be distributed to each class.	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.
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 the with the 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 outside bin by the hall. You must wash your hand after.
First Aid Will need to be undertaken by the adults within the bubble or on break or lunch duty.	COVID Symptoms	If a child complains of being hot or really cold and has symptoms of a temperature. 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 Wildcat room, where their parent will be called.	Child's temperature will be taken and parent will be called Their parent will collect them from the outside door of the Wildcat room. The parent will be provided with information about how to get a test. The 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. If a parent is unable to get a test a home testing kit may be provided by the school. Other children will be moved from the classroom to outside for the room to be cleaned.  Anything used with this child including PPE, tissues etc. will need to be double bagged and disposed of.
	Major Accident	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.	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.  Parents will be informed of first aid incident by phone and email sent to the office so that the incident can be recorded centrally.
	Minor Accident	First Aid will be administered by the adult in the bubble.	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 by incident sticker and by phone/parent mail.