

Coronavirus (COVID-19) Risk Assessment Summary of Actions for Parents / Carers

Date of latest review	9 December 2020
What is this?	An extract from the school's COVID-19 Risk Assessment, containing the relevant and most up-to-date points of information and action for parents. This document will be updated every half term or as required, and kept up to date in line with the main Risk Assessment.

Coronavirus Symptoms

A new consistent or continuous cough
A high temperature (above 37.5 degrees)
A loss/change of taste and/or smell

Area of Concern	Measures in place to limit risk
Social distancing: Busy school site with crowds at start / end of day	<ul style="list-style-type: none"> ● Staggered drop off and pick up times and locations: latest timetable ● One way system in place around school; single entry & exit point to site ● Social distancing signs around site to show parents where to wait and line up ● DO NOT wait around after drop off or pick up; leave the site quickly ● All parents/staff/visitors to wear face masks/visors in and around school ● Parents/visitors exempt from wearing face masks must identify themselves, sending in a letter to the office with brief details and circumstances ● No scooters/bikes used / left on school site; parents must carry scooters once inside school gates ● Parents can contact the office via email/phone; avoid coming into office ● No school trips
Transmission from person to person: People with symptoms of COVID-19 / developing symptoms whilst at school	<ul style="list-style-type: none"> ● DO NOT enter school grounds if you or any member of your household has symptoms ● DO NOT give your child Calpol if they have a high temperature and then bring them in to school ● Classroom doors and windows are kept sufficiently open for fresh air flow ● Staff to wear PPE when administering personal care and/or first aid and area cleaned down afterwards ● Any child developing symptoms whilst at school will be sent home immediately and testing is required straight away; bubble does not close and other children / staff continue to attend as normal; child's test results must be shared with school immediately. ● <i>If test is positive:</i> all staff and children in that bubble are sent home and advised to follow 'stay at home' guidance ● <i>If test is negative:</i> bubble stays open; child returns only when well enough and no longer experiencing symptoms Booking a test

Classrooms and bubbles	<ul style="list-style-type: none"> ● On arriving at school, all children wash hands or use hand sanitiser ● As of January 2021, classroom seating will be re-organised into groups; if a child tests positive then the whole bubble closes ● Children are kept together in separate 'bubbles' during lesson time and in year group bubbles for break times and Acorns ● The same teaching staff are assigned to each bubble, and as far as possible kept consistent day to day ● Children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day/session ● Children to bring in own pencil cases/resources where possible ● PE lessons to take place outside wherever possible; only takes place inside if in large well ventilated hall and with no high impact activities ● Singing limited to outside (where possible) or inside (limited to one song per lesson, in well ventilated room and children all facing forward) ● Nursery and Reception: indoor / outdoor resources cleaned as far as practical at the end of each morning and afternoon session
Contaminated surfaces: Use of shared equipment, e.g. toys, pens, books	<ul style="list-style-type: none"> ● All children are reminded to wash their hands regularly during the day, especially before eating, and drinking and to avoid touching their nose, mouth or eyes ● Keyboards and mice in ICT room are cleaned after each use / session ● Play equipment and resources (including PE equipment and musical instruments) are used, ensuring it is appropriately cleaned between different groups of children, and that multiple groups do not use it simultaneously ● Only 'easy-to-clean' toys should be used; no soft toys/dressing up toys ● Each playground zone / equipment set is used by only one class per week (Monday - Thursday, allowing a 3-day quarantine before next class' use); multiple groups do not use it simultaneously ● Toilets cleaned 3x during school day ● Other high-use surfaces (handles, taps etc.) cleaned 2-3x per day
Lunchtime	<ul style="list-style-type: none"> ● Children to be seated facing one direction only ● All adults wear face masks and gloves in halls during lunchtime ● One way system for children to enter / exit hall ● Toilets / sinks cleaned after each sitting / year group ● Each class has its own cutlery tray, water jugs, salad tray
Local lockdown or outbreak in the school	<ul style="list-style-type: none"> ● School will follow the advice provided by Public Health England and RBK (Local Authority) in these situations ● School regularly checks latest Government advice
Clinically vulnerable: Some pupils may be more vulnerable to complications associated with COVID-19	<ul style="list-style-type: none"> ● Read the current advice on shielding (updated on the 02/12/2020) ● If required, individual risk assessments to be put in place for children falling under the category of clinically extremely vulnerable
Lack of knowledge / awareness amongst school community: Communication	<ul style="list-style-type: none"> ● Parents informed of any changes, updates and reminders to COVID procedures through Friday e-newsletters, emails from the School office and the School website ● School regularly checks latest Government advice