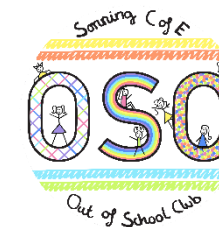




## SONNING CE PRIMARY SCHOOL OUT OF SCHOOL HOURS CLUB RE-OPENING / MITIGATION OF RISK PLAN- Effective 1<sup>st</sup> September 2020



This document has been developed in response to DfE published guidance to enable senior leaders and governors to plan for the re-opening of Sonning CE Primary School. It has been prepared following discussions with the Key's Academy Trust, local Headteachers' and Wokingham Local Authority.

**The document outlines how the Club will work alongside the school and will implement measures to manage risks associated with COVID19.**

**This advice seeks to support staff working in our Club/school to deliver this approach in the safest way possible, focusing on measures they can put in place to help limit risk of the virus spreading within education and childcare settings.**

- **Health and Hygiene**
- **Social distancing**
- **Restricting contact between and children**

**\* Whilst providing the best possible quality of education & safeguarding pupils wellbeing**

### ONGOING GOVERNMENT GUIDANCE

**The implementation of the plan below will be implemented in partnership with the below Government guidance which is regularly updated.**

#### **Childcare setting**

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe> (June 20)

#### **School Guidance that the Club will follow**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> (July 2020)

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

### SAFEGUARDING & HEALTH AND SAFETY

***The planning outlined in this document does not supersede current Safeguarding / H&S arrangements or process which remain in place for all staff and children***

#### **BROAD AREAS FOR CONSIDERATION**

- ***Social distancing and hygiene measures***
- ***School operations, including attendance, workforce, estates, catering***
- ***Curriculum, behaviour and pastoral support***
- ***Assessment and accountability, including plans for inspection***

- Contingency planning in case of self-isolation of multiple pupils or staff or local outbreaks

## Summary of Club Organisation

### Club Structure and Organisation

| Split Key Stage Groups (in line with school) | Location | Staff |
|--|----------|-------|
| Key Stage 1 Group                            | Hall     |       |
| Key Stage 2 Group                            | Library  |       |

|                     | Location        | Time        |
|---------------------|-----------------|-------------|
| Key Stage 1 Pick Up | Pedestrian Gate | 4:30/6:00pm |
| Key Stage 2 Pick Up | Pedestrian Gate | 4:30/6:00pm |

### 1. Public Health advice to minimise coronavirus COVID-19 risks

| Area of Risk     | Who Might be harmed                 | Actions/Measures in place   |
|------------------|-------------------------------------|---|
| Monitoring       | Staff<br>Pupils<br>School Community | Checks to the premises will be done to ensure the school is up to H&S standards prior to opening in September 2020.<br>The site will be checked daily by the site controller and club supervisor<br>A competent governor will monitor regularly on site   |
| Fire & First Aid | Staff<br>Pupils<br>School Community | Fire, first aid and emergency procedures have been reviewed to ensure the spread of infection is kept to a minimum  |
| Reducing Contact | Staff<br>Pupils<br>School Community | -Two Bubbles- Key stage 1 and Key Stage 2<br>- Staff to remain within their Key stage bubble at all times<br>- Staff to maintain distance from pupils and much as possible (particularly face to face within 1m)  |
| Test & Trace     | Staff<br>Pupils<br>School community | <ul style="list-style-type: none"> <li>School/OSC to actively engage in NHS 'Test and Trace' system.</li> <li>If pupils and staff have symptoms they are to be sent home.</li> <li>Form produced that will be provided to parents if symptoms are evident</li> <li>Communication to staff regarding processes to follow</li> <li>School to actively engage with local Public Health advice and support</li> </ul> |

|   |  |  |
|---|--|--|
| <b>PPE procurement</b>  | <b>Staff</b>                                 | <ul style="list-style-type: none"> <li>• Visors, gloves, masks ordered for all staff – guidance on whether optional or compulsory will depend on government guidance</li> <li>• Training for staff provided with how to use appropriately if required</li> </ul>   |
| <b>Medical</b>  | <b>Staff<br/>Pupils</b>                      | <ul style="list-style-type: none"> <li>• Staff administering first aid to wear visors/gloves &amp; wash hands after helping</li> <li>• First aid kits to be in place within each group within the Club minor injuries (plaster)</li> <li>• All essential medication to be stored securely (epipens/inhalers) for children in the bubble classroom .Photo ID for these children will be in Hall and Library- for each OSC group</li> </ul>  |
| <b>Hygiene in schools</b>   | <b>Staff<br/>Pupils<br/>School Community</b> | <ul style="list-style-type: none"> <li>• Each OSC group to have a ‘caddie’ for handwashing and ant-bacterial gel</li> <li>• Children to wash hands regularly throughout their time at the club. Upon entry, before tea, when returning from outside and regularly at other times</li> <li>• Staff will wash their hands before and after handling pupil’s resources e.g. toys/books</li> <li>• Appropriate cleaning materials in place for use within the club</li> <li>• General - posters displayed for hand washing and maintain social distancing laminated and placed in each area with taps and classrooms</li> <li>• ALL internal doors (except toilet doors) to be kept open throughout the day</li> <li>• All dispensers checked daily</li> </ul> <p><b><i>*See Control of Infection Diseases- Risk assessment for all measures</i></b></p> |
| <b>School cleaning</b>  | <b>Staff<br/>Pupils<br/>School Community</b> | <ul style="list-style-type: none"> <li>• Site controller to spray and wipe all doors/door handles by 8am each day</li> <li>• School hall surfaces to be cleaned if used between different groups in the day</li> <li>• Deep cleaning to be undertaken at the end of each day as well as during the middle of the day</li> </ul>  |
| <b>External entrances to school</b>   | <b>Pupils</b>                                | <ul style="list-style-type: none"> <li>• Adventure playground equipment remains closed – signs displayed explaining closure.</li> <li>• Altered arrangements for pick up/drop off. Staff to walk children around from the library and parents to wait just inside pedestrian gate to allow social distancing.</li> <li>• Arrows to be placed on the ground signalling foot traffic direction around entrance points</li> <li>• 2m social distancing signs made and displayed in the key positions on the school building and the Club areas</li> </ul>   |
| <b>Toilets</b>  | <b>Staff<br/>Pupils</b>                      | <ul style="list-style-type: none"> <li>• Children in KS1 to share infant toilets. Cleaned regularly.</li> <li>• Children in KS2 to be allocated a toilet for each class (Year 3/4-Junior toilets/Year 5/6- Split)</li> <li>• Staff in each Bubble (KS1/KS2/Office) to be allocated toilets to use</li> <li>• Toilets to be cleaned mid-day and after-school</li> </ul>   |
| <b>Social distancing for staff</b> <ul style="list-style-type: none"> <li>• Staff rooms</li> <li>• Meetings</li> <li>• Staff movement</li> <li>• On duty</li> </ul> | <b>Staff<br/>Pupils</b>                      | <ul style="list-style-type: none"> <li>• Staff on duty to respect social distancing rule</li> <li>• Staff to remain working within their ‘phase bubble’- limited staff (3) working across the school</li> <li>• Staff to re-enforce as much as possible &amp; within reason, social distance with the children</li> </ul>  |
| <b>Social distancing for children</b>   | <b>Staff<br/>Pupils</b>                      | <ul style="list-style-type: none"> <li>• Play areas/tables to be spaced out at least 2metres where possible</li> <li>• Removal of additional furniture where possible - including soft furnishings</li> </ul>  |

|                       |                         |   |
|-----------------------|-------------------------|---|
|                       |                         | <ul style="list-style-type: none"> <li>• Posters around all key places to remind pupils of social distancing</li> <li>• Staff to monitor and encourage 'social distancing' as much as possible</li> <li>• Movement in corridors – limited as much as possible.</li> <li>• Movement around site – one-way system where possible</li> <li>• Toilets checked for cleanliness regularly and touch points regularly cleaned</li> </ul> |
| <b>Signage</b>        |                         | <ul style="list-style-type: none"> <li>• Ensure signs for social distancing, arrows, capacity in rooms, are in place</li> <li>• Posters around all key places to remind pupils, staff, visitors re handwashing etc.</li> </ul>  |
| <b>Quarantine</b>     | <b>Staff<br/>Pupils</b> | <ul style="list-style-type: none"> <li>• Green room to be kept clear as a space for quarantine</li> <li>• Club staff to provide parent/s with track and trace testing information if required</li> </ul>  |
| <b>Ongoing review</b> | <b>ALL</b>              | <ul style="list-style-type: none"> <li>• The school will monitor and review on a monthly basis the measures above. This process will be overseen by the clubs supervisor and Headteacher</li> </ul>   |

## 2. Club Operations

| Area of Risk  |  | Actions  |
|---|--|--|
| <b>Staffing</b>   | <b>Staff<br/>Pupils</b>                      | <ul style="list-style-type: none"> <li>• Staff to remain in their bubbles/key stage where possible</li> <li>• Allocation to common resources e.g. photocopiers to be allocated</li> <li>• Where staff to move across bubbles or teach across classes they will socially distance where possible</li> </ul>   |
| <b>Club Operations</b><br>- Play resources<br>- Organisation<br>- Logistics | <b>Staff<br/>Pupils<br/>School Community</b> | <ul style="list-style-type: none"> <li>• OSC open after-school only – following school arrangements (hygiene/social distancing)</li> <li>• OSC to follow government guidance for wrap around care providers</li> <li>• Contact parents regarding who would need the provision in future weeks to ensure staff/children ratio are in place</li> <li>• Club to be split into each Key stage (KS1- Hall / KS2- Library)</li> <li>• Adapted 'snack offer' to provided. Children to each in areas- individual food only. Not a buffet.</li> <li>• Staff to only work within each 'Bubble' where possible</li> <li>• Resources to be cleaned regularly and not shared between each KS bubble</li> <li>• Collection arrangements to be adapted- Staff to walk children in KS2 around from library</li> <li>• No parents or visitors allowed to enter the Club</li> <li>• Play activities for OSC to be outside as much as possible and children kept in Key stages . VThe field and playground will be used – weather dependant</li> <li>•</li> </ul> |
| <b>Staff wellbeing</b>  | <b>Staff</b>                                 | <ul style="list-style-type: none"> <li>• Reassurance for staff before start of "re-opening"</li> <li>• Advice for staff who are vulnerable or who are living with someone who is vulnerable.</li> <li>• Ensure all H &amp; S elements are in place</li> <li>• Ensure regular communication to staff and signpost to wellbeing support</li> <li>• HR document prepared on rights &amp; responsibilities on working</li> <li>• Reminders of helplines and how to access support</li> <li>• Support to be provided and staff encouraged to speak with LH if any anxiety or concerns</li> </ul>  |



Signed:

**Clare Borsberry-Lewis**  
Chair of Governors

**Luke Henderson**  
Headteacher

**Valerie Backhouse**  
Club Supervisor

### Supporting Documentation

