



# Southwick Community Primary School

## COVID-19- September 2020





This is a risk assessment out-lining the key measures that our school is putting in place to ensure the safety and health of all of our children, staff and families for our return to school on Wednesday 2<sup>nd</sup> September 2020. This has been produced in adherence to the Department for Education's and Government guidance documents: **Guidance for full opening: Schools**

The plan is subject to change due to advice from Public Health England, (PHE), UK Government and Department for Education and any other relevant body. The plan will be continually reviewed by senior leaders and governors, and it will be amended as appropriate.

**All children will return to school on Wednesday 2<sup>nd</sup> September.**



## Please see the list of measure we have introduced to support keeping us all safe on re-opening of school.

- No child displaying symptoms of Covid-19 should be brought to school.
- Any child who displays symptoms in school will be isolated and parents will be contacted to collect their child immediately and must then follow testing procedures, please ensure we have your most up to date phone number.
- We will be operating a staggered start and end to the school day-Parents/ carers must be punctual and stick to their drop off time and collection time to ensure we have no gatherings outside.
- Year groups will be placed in their own 'bubble' and will not mix with other year groups.
- All payments must be made through the City of Sunderland; **no money** is to be handed in through the school office or New Beginnings office.
- No adults can enter the school site (other than the main reception area); children must be left at the gate where they will be greeted by a teacher
- New Beginnings children will be dropped off at the first door into New Beginnings and collected by their key worker. This is where children will also be collected from.
- When dropping off and collecting your child, please observe social distancing measures and encourage your child to do the same
- Children must wear their school uniform and must be in clean clothes each day for school.
- Children must only bring what is absolutely essential for the day.
- Water bottles should be brought to school and taken home on a night.
- All safety guidelines must be followed by all children. The school behaviour policy will address any behaviours that do not adhere to safety guidance resulting in danger to others.



The arrival and departure times are as follows. **Please be punctual to avoid overcrowding.**  
Class teachers will collect all children from the gates.

	<b>Arrival Time</b>	<b>Drop off place</b>	<b>Leaving time</b>	<b>Collection place</b>
<b>Year 6</b>	<b>9.15</b>	<b>Class 14/ 13 entrance</b>	<b>3.30</b>	<b>Class 14/ 13 entrance</b>
<b>Year 5</b>	<b>9.05</b>	<b>Service Road</b>	<b>3.20</b>	<b>Service Road</b>
<b>Year 4</b>	<b>8.55</b>	<b>Service Road</b>	<b>3.10</b>	<b>Service Road</b>
<b>Year 3</b>	<b>8.45</b>	<b>Service Road</b>	<b>3.00</b>	<b>Plaza gates</b>
<b>Year 2</b>	<b>9.15</b>	<b>Plaza gates</b>	<b>3.30</b>	<b>Plaza gates</b>
<b>Year 1</b>	<b>9.05</b>	<b>Plaza gates</b>	<b>3.20</b>	<b>Plaza gates</b>
<b>Reception</b>	<b>8.55</b>	<b>Plaza gates</b>	<b>3.10</b>	<b>Plaza gates</b>
<b>Nursery- morning</b>	<b>8.45</b>	<b>Plaza gates</b>	<b>11.45</b>	<b>Plaza gates</b>
<b>Nursery- afternoon</b>	<b>12.30</b>	<b>Plaza gates</b>	<b>3.30</b>	<b>Plaza gates</b>
<b>Nursery-all day</b>	<b>8.45</b>	<b>Plaza gates</b>	<b>3.30</b>	<b>Plaza gates</b>



Time	Potential risks	Preventative measures
From 7.00	Staff arrival at school	<ul style="list-style-type: none"><li>• Staff to enter through main school office.</li><li>• Staff to wash hands on entering the premises.</li><li>• Encourage use of hand-sanitising units.</li></ul>
8.45-9.15am	Children to enter school via allocated entrance	<ul style="list-style-type: none"><li>• Parents/ carers will not be permitted on school site (except for main reception- please adhere to social distancing)</li><li>• Children met by their designated teacher</li><li>• Children enter the building through their designated door (see letter)</li><li>• Children will be guided into school by staff by their designated teacher/teachers (see letter)</li><li>• Parents must remain outside of school gates and adhere to social distancing guidelines.</li><li>• Children wash hands/use hand sanitisers upon entrance to school- hand sanitisers are available in all areas of school.</li><li>• <b>Children to arrive promptly at their given time slot and at the specified entrance</b></li></ul>
Lesson	Children in close proximity to one another - risk of spreading virus	<ul style="list-style-type: none"><li>• Children to be taught in allocated bubbles.</li><li>• Children to be situated at desks facing the same way where classrooms and age of children permit.</li><li>• Each child to be provided with individual stationery to be kept at their designated desk.</li><li>• Children remain at desks unless instructed by the class teacher.</li><li>• Hand washing and use of hand sanitiser to be encouraged throughout the day.</li><li>• Soft-furnishings and unnecessary equipment and furniture will be stored away.</li></ul>

Time	Potential risks	Preventative measures
	Playtime	<ul style="list-style-type: none"> <li>• Access to the outside will be via the classroom exit.</li> <li>• Children are provided with a range of play equipment to be washed after each use.</li> <li>• Children to be designated individual play spaces within visibility of supervising staff.</li> <li>• Staggered playtimes</li> <li>• Staff to encourage children to adhere to social distancing guidance.</li> <li>• Children use hand sanitiser when entering the building and wash hands as directed by members of staff.</li> </ul>
	Lunch	<ul style="list-style-type: none"> <li>• Children to follow a staggered lunch timetable and will eat their lunch in the hall or sports hall following safety guidelines.</li> <li>• School will provide lunch as usual to children.</li> <li>• All children will wash their hands before and after eating.</li> <li>• Children to be designated individual play spaces within visibility of supervising staff.</li> <li>• Staff to encourage children to adhere to social distancing guidance.</li> <li>• Children use hand sanitiser when entering the building and wash hands as directed by members of staff.</li> </ul>
Staggered home times from 2.45pm- 3.15pm.	Children collection	<ul style="list-style-type: none"> <li>• Children wash hands before exiting school.</li> <li>• Children will be escorted to their exit point (see letter)</li> <li>• Those with permission to walk home will still be allowed to do so.</li> <li>• Parents collecting children should wait near their allocated point, whilst maintaining social distancing</li> <li>• Staff placed at entrance to school to supervise and ensure adherence to social distancing guidance.</li> <li>• Children to ensure that they do not take any school property home.</li> <li>• <b>Please ensure prompt collection to avoid overcrowding.</b></li> </ul>



Time	Potential risks	Preventative measures
3.30-6.00	School cleaning to prevent risk of virus spreading	<ul style="list-style-type: none"><li data-bbox="913 256 1895 284">• School to be deep cleaned daily after school hours (and also during day)</li></ul>