

COVID-19 Risk Assessment for Parents/Carers November 2020



Pupils arriving by school buses will be divided into two groups;
Group 1 'Out of Catchment' transport plus Year 10, and
Group 2 'In Catchment' transport plus Year 11.

Travelling to School

- Children should be seated in year group blocks to allow for contact tracing.
- Social distancing should be implemented on the buses wherever possible.
- Fresh air should be maximised during the journey to and from school; windows opened
- All pupils **MUST** wear a facing covering on dedicated school transport, except for those that are medically exempt.

When wearing a face covering you should:

- *wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on*
- *avoid wearing on your neck or forehead*
- *avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus*
- *change the face covering if it becomes damp or if you've touched it*
- *avoid taking it off and putting it back on a lot in quick succession*

When removing a face covering:

- *wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing*
- *only handle the straps, ties or clips*
- *do not give it to someone else to use*
- *if single-use, dispose of it carefully in a residual waste bin and do not recycle*
- *if reusable, children must put the face covering in a plastic bag when removed.*
- *Reusable coverings should be washed in line with manufacturer's instructions at the highest temperature appropriate for the fabric*
- *wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed*

Parents/carers MUST not allow their child to board the buses if they, or a member of their household has COVID-19 symptoms, has been advised to have a COVID-19 test or has tested positive.

1. If a child develops symptoms whilst at school they will be sent home. They must not travel on home to school transport. The school will contact the parent/carer to make arrangement for their child to be collected.
2. Children and drivers who have been in contact with someone who has developed symptoms whilst at school or on home to school transport do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test). Or, the symptomatic person subsequently tests positive and they have been identified as having been in close contact within 48 hours of them first displaying symptoms, or if they have been requested to do so by NHS Test and Trace.
3. Dedicated school transport, will be cleaned between each journey, with normal household disinfectant, to reduce the risk of passing any infection on to other people.
4. Children and drivers must clean/sanitise their hands before boarding transport and again on disembarking.
5. Drivers and passenger assistants should use alcohol hand rub or sanitiser at intervals throughout the journey, and should always do so after performing tasks such as helping a child into the vehicle or handling a child's belongings.

6. Children should maintain social distancing when disembarking the bus at school, at the assigned 'Drop Off' point.
7. All children will be temperature checked on arrival at school.
8. Staff on bus duty must wear a face covering – if you do not have your own in school the school will provide a disposable one. (to help save the planet a re-usable cloth face covering is preferable)
9. Buses must only allow children to disembark at the 'Drop Off' point near the round planter at the bottom of the path leading to Reception.
10. In Catchment buses arriving early, during the Out of Catchment time slot, will be asked to exit the school and re-enter the entrance again (or move forward to clear the pupil drop off point).
11. Bus companies are aware of all these points.

In School

1. All desks and chairs have been moved to face the front of the classroom.
2. Pupils will remain for the most part of the day in their assigned classroom to reduce movement around the school and should not mix with bubbles in the other group.
3. Year 10's and Year 11's will move classrooms for their GCSE Choices.
4. Seating plans are in place and children must keep to their assigned desk when in the room.
5. Children should not leave the classroom to use the toilets when the bubbles in the other group are on a break.
6. Staff to socially distance from pupils and remain behind the 2 metre line marked out at the front of the classroom.
7. Hand sanitiser to be used on entry and exit.
8. If a classroom is to be used by another class then all touch points must be sanitised before and after use; desk, chair, computer, etc.
9. All control measures to be re-visited and modelled many times a day and linked to school behaviour system –praise for adherence and sanctions for non-compliance
10. Children isolated if cannot adhere to charter and spoken to re the need for social distancing
11. Lessons planned for individual work (not pairings or group work)
12. Feedback – using whiteboard (interactive if available) and visualizer not close interaction
13. Teachers should not handle or mark directly into pupils books
14. Teachers to move from lesson to lesson not pupils, and must sanitise on entry and exit at the change of each lesson.
15. LSA's will sit with their assigned pupil for the school day and wear face covering.
16. Bags, coats and lunchboxes kept under children's tables – the use of lockers is prohibited.

Temperature Checks

1. Pupils temperatures will be taken on arrival each day by staff on duty, using a non-contact temperature checker.
2. Staff will collect the temperature check from reception and sanitise before and after use, with the spray and wipes available on reception.
3. Staff taking pupils temperature, must wear a visor whilst carrying out this procedure

Groups and Bubbles

1. Pupils are divided in to two groups; Group 1 'Out of Catchment' transport plus Year 10 and Group 2 'In Catchment' transport plus Year 11, with pupils that walk in to school assigned to one of the groups.
2. Each group will have a staggered start and end of school time.
3. Government advice is that class sizes can return to normal.
4. Each group will be divided in to bubbles, forming Bubbles A, B, and Year 10 in Group 1 and C, D and Year 11 in Group 2.
5. Each bubble will be divided in to Year Groups; 9, 8 and 7. These will form their teaching groups - 9A, 8A and 7A; 9B, 8B and 7B; 9C, 8C and 7C; 9D, 8D and 7D.
6. Each teaching group will be assigned to a classroom where they will have the majority of their lessons.

7. Year 10's and Year 11's will move classrooms for their GCSE Option Lessons.
8. In addition each Group will have an SEN Bubble.
9. Each Group will have staggered breaks and lunch times to the other group.
10. These groups and bubbles have been formed to reduce the mixing of each group and minimise the amount of mixing between bubbles and year groups.
11. Teachers will move around to teach in pupils assigned classrooms to teach their subject/lesson.
12. Any pupils that need to move from one bubble/group to another will need to self-isolate from their current bubble/group for 72 hours.
13. Government advice states: Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
14. This also applies to pupils moving between different bubbles.

Classrooms

1. For the first lesson of the day the classroom teacher will arrive at least 5 minutes before pupils are expected.
2. Pupils should go straight to their classroom on arrival, use hand sanitiser and sit at their named desk observing social distancing measures.
3. All desks and chairs have been moved to face the front of the classroom.
4. Pupils will remain for the most part of the day in their assigned classroom to reduce movement around the school and should not mix with bubbles in the other group.
5. Year 10's and Year 11's will move classrooms for their GCSE Choices.
6. Seating plans are in place and children must keep to their assigned desk when in the room.
7. Children should not leave the classroom to use the toilets when the bubbles in the other group are on a break.
8. Staff to socially distance from pupils and remain behind the 2 metre line marked out at the front of the classroom.
9. Hand sanitiser to be used on entry and exit.
10. If a classroom is to be used by another class then all touch points must be sanitised before and after use; desk, chair, computer, etc.
11. All control measures to be re-visited and modelled many times a day and linked to school behaviour system –praise for adherence and sanctions for non-compliance.
12. Children will be removed from the classroom if they do not adhere to social distancing measures. They will be spoken to regarding the need for social distancing.
13. Lessons planned for individual work (not pairings or group work)
14. Feedback – using whiteboard (interactive if available) and visualizer not close interaction
15. Teachers should not handle or mark directly into pupils books
16. Teachers to move from lesson to lesson not pupils, and must sanitise on entry and exit at the change of each lesson.
17. LSA's will sit with their assigned pupil for the school day and wear face covering.
18. Bags, coats and lunchboxes kept under children's tables – the use of lockers is prohibited.
19. The Behaviour Policy – COVID-19 Code of Conduct has been updated to include the requirement that pupils should not enter classrooms that they are not assigned to work in.
20. Classrooms must be thoroughly cleaned and sanitised if used by different classes.
21. Classrooms used by both Year 10 and Year 11 must be sanitised between use.
22. The incoming class should sanitise their hands on entering the classroom and collect a sanitising wipe to sanitise their work station before use:
 - i. Computer, keyboard and mouse
 - ii. Desk
 - iii. Chair
23. The outgoing class must sanitise their hands when exiting and entering the classroom and using a sanitising wipe to clean the desk and chair of the classroom they are entering.

Practical Lessons

1. Pupils in each bubble will be assigned a Science Lab, D&T classrooms and Art classroom for any practical lessons.
2. All resources used during the lesson will be sanitised before being used by the next class of pupils by the technician.
3. PE have introduced a plan to ensure social distancing measures can be observed and gradually reduced as and when the Government advise measures can be lifted.
4. Pupils should come in to school in the correct PE kit on the days they have practical PE lessons, as they will be unable to access the changing rooms in school.
5. KS3 pupils will have some IT lessons in SC5, which has been set up as an IT suite for single lesson use. Before and after their IT lesson pupils must use the sanitising wipes provided to wipe down the equipment they have used.
6. Separate Risk Assessments are required for subjects introducing practical's in their curriculum areas:
 - Science, Design & Technology, Food Technology, Art, PE and Performing Arts

Break Times

1. Each Group will have staggered break and lunch times.
2. Outside benches/tables have been assigned to each Group/Bubble to allow for safe social distancing.
3. Games should be discouraged that do not allow for social distancing.
4. Staff supervision throughout – actively encouraging and insisting on social distancing.
5. Social distancing to be reinforced and modelled by staff.
6. Site staff will clean any touch points throughout the school between each of the staggered break times.
7. Pupils must not socialise out of their class bubbles during break times, i.e. 11A must not socialise with 11B, 10A, 10B, etc

Lunchtime

1. Staggered break and lunch times for pupils within their group.
2. Pupils should keep any packed lunches under their classroom table in their bags.
3. Canteen staff to wipe down any touch points between each of the staggered break times.
4. Canteen staff to wipe down serving area between each of the staggered break times.
5. Disposable plates, bowls and cutlery to be used.
6. Queue barriers will not be used to reduce risk of transmission.
7. Pupils should regularly use the sanitiser stations throughout the school to clean their hands.

Toilets

1. All pupils must use hand gel sanitiser or wash hands before and after using the toilets.
2. All pupils should observe social distancing measures when using the toilet areas with only two pupils allowed in the toilets at any time.
3. Extra Signs in toilet areas reminding pupils to wash hands
4. External toilet doors to be wedged open if not a fire door, Dorguards to be fitted.
5. Extra cleaning of the toilet areas will be carried out during the school day.

Corridors

1. Face coverings must be used by all staff and all pupils when moving around the school, unless medically exempt.
2. Pupils will be staying in their classroom for the majority of the day reducing the amount of movement in the corridors.
3. Staff should observe two meter social distancing when moving between classrooms at lesson changeover.
4. One way system around the school – see attached plan
5. When necessary for children to move around the school – children should observe 2 metre social distancing and wear a face covering unless medically exempt – staff to monitor ensuring social distancing is maintained.

Communal Areas

1. Face coverings must be used by all staff and all pupils in all communal areas around the school, unless medically exempt.
2. Main entrance doors to be switched to automatic opening to avoid using contact points.
3. COVID-19 signage to direct visitors, staff and pupils entering Reception area to enable social distancing – 2 metres apart.
4. Receptionist to sign visitors, contractors, staff and pupils in and sign out in.
5. Pupils should not enter Reception area unless absolutely necessary.
6. Face coverings should be used by pupils if they need to access first aid, the school will provide a disposable face covering for first aid access in the event a pupils does not have one.
7. COVID-19 signage displayed around the school.
8. Duty rota to supervise arrival of buses and their departure.
9. No after school clubs for the foreseeable future.
10. No student runner on reception.
11. Pupil lockers will not be in use until it is safe to do so. Any pupils requiring any personal possessions in the locker from last term should put in a request through their tutor or email admin@clere.hants.sch.uk.
12. The Behaviour Policy – COVID-19 Code of Conduct will be updated to include measures for teacher change over between lessons.

Sharing Resources

1. Pupil to bring in their own stationery.
2. Any resources not being used by the same person the next day should be washed or sanitised
3. Tables, door handles and other surfaces cleaned by the cleaners every evening.
4. Lessons planned so resources are individual and not shared – or on white board.
5. Resources on tables ready for lesson and not distributed within the lesson.
6. Plastic packets (zippy) bags used for individual resources.
7. Children encouraged to use hand gel when entering classroom and when leaving.

Hygiene and Cleaning

1. Hand gel dispensers have been installed around the school.
2. Hand sanitiser and sanitising wipes will be provided in each classroom.
3. Hand gel topped up regularly by PHS.
4. Staff and pupils encouraged to bring their own mini hand sanitiser bottles for personal use
5. Children to hand wash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze
6. Washing hands posters refreshed in all washing areas.
7. Reminders how to wash hands properly – videos and posters.
8. Procedure agreed for children to wash hands throughout the day.
9. Extra cleaning will be carried out in high contact areas.

Clinically Extremely Vulnerable Pupils

1. Risk of illness to pupils who were originally identified as clinically extremely vulnerable no longer need to follow this advice.
2. Parents should speak to their GP or specialist clinician, if they have not already done so, to understand whether their child should still be classified as clinically extremely vulnerable.
3. If confirmed they are still clinically extremely vulnerable they are advised not to attend school while the new national restrictions are in place.
4. Arrangements will be made for them to continue education at home.
5. Children who live with someone who is clinically extremely vulnerable, but are not clinically extremely vulnerable themselves should still attend school.