



## Risk Assessment for the full opening of Fairchildes Primary School

August 2020

Updated November 2020

Updated January 2021

These are the steps that the staff at Fairchildes Primary will take in order to keep our staff, pupils and their families as safe as possible during the Covid -19 pandemic.

*This framework should be read alongside DfE and PHE Guidance.*

Theme	Planning for Staff	Planning for Pupils and Parents.	Notes.
Buildings/ Facilities	<ul style="list-style-type: none"><li>• Whole school to have deep clean during the summer holidays.</li><li>• Dining room to have new flooring.</li><li>• Kitchen to be deep cleaned.</li><li>• New hand sanitizer dispensers to be placed at exterior doors.</li><li>• Staff given direction for setting out classrooms, facing the front etc and which resources can be used.</li></ul>	<p>In July parents sent a letter to explain expectations for September in terms of gates to use, entries into the building, cleaning schedule.</p> <p>Barriers placed in the upper school playground to keep year group pods apart.</p>	<p>Facebook/ website and emails to be sent out in week beginning 31/7/20 to encourage attendance and explain new/ different procedures.</p>

	<ul style="list-style-type: none"> <li>• Arrangements made for physical set up of staff meetings to ensure social distancing.</li> <li>• Second staff room set up and staggered breaks/lunchtimes will ensure that large groups of staff do not meet.</li> <li>• Social distancing reminders at photocopiers.</li> </ul>	<p><b>Fencing outside Nursery to make a lunchtime playground for Year 1.</b></p> <p>Social distancing reminders of the floor in the dining room.</p> <p>Social distancing posters displayed around school.</p>	
<p><b>First Aid and infection control.</b></p>	<ul style="list-style-type: none"> <li>• First aid arrangements in place and staff are aware of what they should do should a child show any symptoms of Covid -19.</li> <li>• Thermometers have been bought for each class to allow for a regime of temperature testing on entry to the classroom each morning.</li> <li>• Gloves, face masks new thermometers and aprons have been bought</li> <li>• Should there be an incident of symptomatic or confirmed Covid-19, the school will call Croydon LA immediately in order to engage with the local public health department.</li> <li>• We will then follow the clear guidelines provided by the LA and the Academy Trust. See separate document: London Borough of</li> </ul>	<ul style="list-style-type: none"> <li>• First aid requirements met for any pupils who will be in school.</li> <li>• All teaching assistants and most teachers are first aiders.</li> <li>• Each pod to have a first aid kit.</li> <li>• 1<sup>st</sup> Aid coordinator to contact all parents of children with a health care plan.</li> <li>• Asthma care plan in place.</li> <li>• Usual procedures for contacting parents when first aid is given will resume. A green slip will be given to the child and all head injuries require a call home.</li> </ul>	<p>New steam cleaner bought.</p>

	<p>Croydon Response to Suspected and Confirmed Cases and Outbreaks of COVID-19 in Educational Settings (Schools, colleges and early years) which includes setting the track and trace system in motion.</p> <ul style="list-style-type: none"> <li>• Government guidelines to be followed re arrangements for accessing testing, if and when necessary. ( School should receive some home testing kits)</li> </ul>	<ul style="list-style-type: none"> <li>• If a child should have Covid-19 symptoms, plans have been made including where to send a child if they need to wait to be collect/ toilet for that child to use etc.</li> <li>• Symptomatic staff members to go home immediately</li> <li>• A booklet detailing what to do if your child is ill and what the school will do if we think a child has symptoms of Covid-19/ or if there is a case of Covid-19 in the school, to be sent out to all parents on 4<sup>th</sup> September.</li> <li>• Catch it, Kill it , Bin it! Posters displayed around school.</li> <li>• Parents will be notified if there is a case of Covid-19 in the school.</li> <li>• If due to lieu days/sickness, there is no first aider in a year group and one is needed a chat message should be sent to DD who will send one of the 1<sup>st</sup> Aiders who is able to cross a pod.</li> </ul>	
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<b>PPE requirements</b>	<ul style="list-style-type: none"> <li>Staff are not required to wear PPE equipment unless handling a specific medical emergency or helping a child with an intimate care programme.</li> <li>Staff are aware that they may wear a facemask during a meeting with a parent or a colleague from an outside agency. Staff can also wear a facemask at the gates at the end of the day when they are meeting with parents.</li> <li>Staff in the 360 will wear visors.</li> <li>All classrooms have bins with swing lids.</li> <li>All classrooms have hand sanitizer</li> <li>All classrooms have wipes to clean their shared equipment.</li> <li>All staff have visors that they may wear if they are working closely with a child for a prolonged period. This is the choice of the member of staff.</li> </ul>	<ul style="list-style-type: none"> <li>Most children will not wear PPE equipment at school.</li> <li>Children who are travelling by public transport to school without an adult, and who are wearing a mask to do so will be met at the school gates by a member of staff to ensure that the mask is removed safely, placed in a plastic bag and the child instructed to wash their hands immediately.</li> <li>Children in the 360 centre will continue to wear visors.</li> <li>All staff on gate duty must wear masks.</li> <li>All cooks must wear a visor/mask</li> <li>Any staff spending a prolonged amount of time in the dining</li> </ul>	<p>School has a supply of visors which can be used for activities such as choir, when this is given the go ahead.</p>

	<ul style="list-style-type: none"> <li>• Early years classrooms have access to steam cleaners.</li> </ul>	<p>room must wear a mask or a visor (this includes SLT and dinner supervisors.)</p> <ul style="list-style-type: none"> <li>• Dinner supervisors covering in the packed lunch halls must wear masks or a visor.</li> <li>• All staff MUST wear a face mask when they are in communal areas around the school. Including in the staff room (other than when they are eating or drinking.)</li> </ul>	
<p><b>Cleaning</b></p>	<ul style="list-style-type: none"> <li>• Enhanced Cleaning schedule has been in place since March 2020.</li> <li>• School deep cleaned during the summer holidays.</li> <li>• Additional cleaner to clean staff toilets in the middle of the day. ( As well as before and after school)</li> <li>• Cleaning response to a confirmed or suspected COVID19 case is agreed. Pod classroom/year group will be shut for cleaning and staff will self-isolate</li> <li>• Additional cleaning supplies in place and longer-term arrangement for continual supply is in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Continual supply of hand sanitizer, tissues and wipes available</li> <li>• Older children to be taught and then supervised in wiping down their own desk at the end of a session. Lunch tables to be cleaned by lunchtime staff between pods.</li> </ul>	<p><b>School has a good supply of all stock needed.</b></p>

	<ul style="list-style-type: none"> <li>• Early years staff aware that sometime is needed at the end of sessions for thorough cleaning of shared resources. ( Within TAs working hours and larger cleaning jobs to be referred to the site manager.)</li> </ul>		
<b>Social Distancing</b>	<p>Before school starts, staff to be made aware of the rules of social distancing within school. Staff will be encouraged to follow social distancing rules in the corridors, dining rooms, staffroom, at the photocopiers and other shared spaces.</p> <p>Staff are not to go into the classrooms of any year group pods other than their own with the exception of the heads, TAs who work across more than one year group and the 360 pupils and their TAs. Staff are reminded to sit with their year group / working group colleagues only, at the lunch table, in staff meetings etc.</p> <p>Where possible the teacher will teach from the front of the classroom. Where possible TAs will sit to the side of the children with whom they are working and try to limit support at close proximity to sessions no longer than 15 minutes.</p>	<p>Year groups to work in pods. Time tables for the toilets, handwashing, break and lunch time will keep children away from other year groups.</p> <p>Children will not line up in the corridor to go into class.</p> <p>Dining room split into zones.</p> <p>Barriers split upper school playground into zones.</p> <p>No contact sports at playtime or during PE lessons.</p> <p>Parents will be encouraged to drop their child at the gate and leave the area.</p> <p>Parents cannot come onto school property without an appointment.</p>	<p><b>Year 1 now laid out in groups. Cleaning regime followed as in EYFS.</b></p> <p><b>Additional table for staff in the staffroom.</b></p>

	<p>Staff must not go to the main offices unless there is an emergency. Office staff can be contacted by phone/ Chat etc.</p> <p>Social distancing posters up as a reminder.</p>	<p>Any meeting between a member of staff and a parent must happen in a well ventilated room with seats at a good distance apart, adults may wear masks if they feel they are necessary.</p> <p>Taped areas to show 1 m + distance at specific points- eg in the dining room, at the photocopiers.</p> <p>Social distancing posters up as a reminder.</p> <p>Behaviour expectations in terms of social distancing discussed with the children on return. Continuous purposeful breach of the rules will result in the child being sent home.</p> <p>Assemblies will take place in year group pods, in the halls with windows/doors open once a week.</p> <ul style="list-style-type: none"> <li>• No more than 4 member of the SLT will meet in Head's room. Larger meetings of SLT ( up to 6) will take place in CB's office.</li> <li>• Staff meetings in person will only take place if absolutely necessary.</li> </ul>	
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<p><b>Attendance</b></p>	<ul style="list-style-type: none"> <li>• All staff are due to return to work in September.</li> <li>• Sickness procedures/ contacting SLT etc will return to normal.</li> <li>• All support staff are aware that there may be a need to change hours slightly each day to accommodate the new time table.</li> <li>• The heads will do their best to accommodate any needs that staff have in terms of their own families- change of drop off times etc.</li> </ul>	<ul style="list-style-type: none"> <li>• All children will be expected to return to school from 7<sup>th</sup> September.</li> <li>• Those who do not return will be contacted by the attendance coordinator and measures put into place to help children return. ( Mentor support etc)</li> <li>• Parents to be sent booklet of what procedures to follow should their children be ill. Breakfast Club and After School Club will run, with changes to allow for social distancing etc, places need to be booked a week in advance.</li> </ul>	



		<ul style="list-style-type: none"> <li>• Deputy head to meet with all staff who are vulnerable to ensure that they feel safe at school. Changes to be made were necessary to timetables/ pod placements.</li> <li>• From January 2021 only the children of Key Workers and those who are vulnerable will be able to attend school.</li> </ul>	
<p><b>Entry and Exits into school</b></p>	<ul style="list-style-type: none"> <li>• All staff are aware of the new starting and finishing times for each year group.</li> <li>• All staff must park in the school car park. ( As School Street begins on 7<sup>th</sup> September.)</li> <li>• All visitors to school will be given a leaflet reminding them of their duty to keep our children and staff safe. They will have their temperature taken and be given hand sanitizer during the signing time. All visitors to the site staff must also enter through the main door and follow the rules.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents and pupils are aware of the starting and finishing times for their year groups.</li> <li>• Parents and pupils are aware of the gates that they must use to enter/ leave school each day.</li> <li>• Parents are not allowed onto the school property without an appointment.</li> <li>• Each day, the heads, members of the SLT and mentors will be at the gates to meet the children and to speak to the parents. TAs from year groups N to 2 will be at the gates to escort the children into class in the morning. ( For the first fortnight, year 3 will also be met) Every afternoon the</li> </ul>	

		<p>class teacher will escort their class to the gates.</p> <ul style="list-style-type: none"><li>• Parents are encourage to drop their child/ pick up their child and go. Keeping the paths clear for other children.</li><li>• School Street begins on 7<sup>th</sup> September meaning that only those with a blue badge of special dispensation from the school can drive into the street. No cars can drive in through the school gates with the exception of the staff. Children who have a blue badge, or who have parents with a blue</li><li>• Children arriving at the 360 in LA taxis and with their parents will drive in through the gates in the lower school playground and pick up in the same place.</li><li>• To enable to parents to stand at a distance from one another whilst waiting at the gate, the gates will remain closed to cars between 2.50 and 3.15 pm.</li><li>• All visitors to school must wear masks throughout the duration of their visit.</li><li>• Coaches must keep a distance of 2m between them and our pupils.</li></ul>	
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<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Heads/Pastoral staff to be at gates every morning. Class teachers to be at gates every afternoon.</li> <li>• Class teachers to monitor year group emails daily, during working hours.</li> <li>• Teachers will make a presentation of the work their class has done each half term to be put on Facebook and the school website.</li> <li>• Each class will video their “Friday assembly” to be shown to the rest of the school and parents via Google Classroom.</li> <li>• Staff to be given training on new Weduc communication system.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents given list of email addresses including heads/SENCO/ CP and year group teachers.</li> <li>• Parents encouraged to make an appointment to meet with staff.</li> <li>• New Weduc App introduced to improve communication emails/ texts etc between school and home.</li> </ul> <p>Facebook kept updated with news and pupils work/achievements.</p> <ul style="list-style-type: none"> <li>• All communication between school and parents to be done through Weduc.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Staff continue to communicate through Chat and Google Drive.</li> <li>• Staff meetings restart ( with social distancing)</li> <li>• School Governors approve risk assessment.</li> <li>• Chair of Governors in regular contact with head of school.</li> <li>• Academy Committee and Academy Board meetings happen both in person and virtually throughout the term.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Videod Friday assemblies to be put out each week.</b></li> </ul>	
<b>Mental Health and Wellbeing.</b>	<ul style="list-style-type: none"> <li>• Clear rules and expectations of staff to avoid confusion.</li> <li>• Counselling team and mentors available for staff.</li> <li>• Staff introduced to Zones of Regulation. Lesson plans produced, lessons to start in week 1.</li> <li>• Staff encouraged to check in with SLT regularly and to share any concerns.</li> </ul>	<ul style="list-style-type: none"> <li>• Mentoring, counselling team and Dot Com Ladies, available to speak to parents and children at any time.</li> <li>• Parents have easy access to school leaders/mentors/CP staff via phone, meeting at the gate or email.</li> <li>• Mental health and wellbeing addressed to ALL children via new Zones of Regulation programme.</li> <li>• <b>Mentors in school daily for calls to families. Counselling service available for children and parents via Zoom or Phone.</b></li> </ul>	<b>Zones of Regulation is part of the whole school development plan.</b>

<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• All staff to be vigilant and attuned to any disclosures</li> <li>• Additional CPOMS training to be given by CP leads during INSET Day.</li> </ul>	<ul style="list-style-type: none"> <li>• Through letter/email and Facebook, parents reminded that pastoral team are available to help them at any time.</li> <li>• Google Classroom usage list kept up to date. Parents contacted if little or no usage and support offered.</li> <li>• SENCo calls to SEN pupils not at school.</li> <li>• Mentors and CP leads contact vulnerable pupils at home weekly.</li> </ul>	<p><b>All staff to be made aware of any changes in KCSIE</b></p>
<p><b>Transition-new classes.</b> <i>( All pupils were sent a video of their new teacher in July)</i></p>	<ul style="list-style-type: none"> <li>• Nursery staff have made arrangements for two hour long introduction sessions for Nursery pupils.</li> <li>• The SENCo has arranged visits for pupils with SEN and their parents to take place during the weekend before the children return to school, in order to answer questions and to show the children the changes.</li> </ul>	<ul style="list-style-type: none"> <li>• We appreciate that for parents, leaving a nursery age child at the gate of a new school will be difficult. As such taster sessions have been set up for the Friday before school starts. The children will come to the gates and be met by their new teachers, they will then go into the classroom. Parents will meet some of the key staff, including the head, mentors, SENCo and SALT TA and then be taken to the back of the school where they can watch their children in their session and get a feel for the school.</li> </ul>	

		<p>Parents of pupils with SEN and those with ASD will be offered the opportunity to bring their children to school on Sat/ Sunday 5<sup>th</sup> and 6<sup>th</sup> September, to have a look at their classroom and any changes around the school.</p>	
<p><b>Curriculum and Assessment</b></p>	<ul style="list-style-type: none"> <li>• Fairchildes will continue to offer a broad and balanced curriculum.</li> <li>• During the first fortnight, teachers will use formative assessment to get a picture of the learning of their pupils and what needs to be repeated/ retaught etc.</li> <li>• Basic skills will be a focus during maths and literacy sessions.</li> <li>• An additional assessment meeting for each class will be held at the end of the first half term, looking at each individual pupil and their needs. Adding in additional support if this has not already been done.</li> <li>• Two staff meetings will be given over to moderation across year groups.</li> <li>• SLT meetings will look at the maths and literacy books of all classes.</li> </ul> <p>Trips during the first term will be limited to the local area. The children will not travel on public transport.</p>	<p>Parents will be asked to continue to support their children’s learning at home, learning times tables, spellings and reading. There will also be one Google Classroom homework activity each week.</p> <ul style="list-style-type: none"> <li>• School to be proactive in the loaning of IT equipment to families.</li> <li>• Packs photocopied for those families choosing not to use Google Classroom.</li> </ul>	<p><b>Depending of the government directive at the time, opportunities for parents to have feedback on their children’s learning will organised in October.</b></p>

<p><b>Pupils with SEN</b></p>	<ul style="list-style-type: none"> <li>• Staff in the 360 centre will continue to wear visors.</li> <li>• PPE- Gloves, aprons, masks etc are all available for use.</li> <li>• Staff have agreed that children from the 360 should join their mainstream class when relevant and will do so with TA support.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents of pupils with SEN can contact the SENCo at any point via email or phone.</li> <li>• The SENCO has organised times for visits for parents and children before the term begins to answer questions and to alleviate fears. Parents/taxis bring children to the 360 may drive into the lower school playground. ( They will need to be registered for School Street. )</li> <li>• Pupils in the 360 will continue to wear visors.</li> <li>• <b>Only those pupils for whom missing mainstream lessons would be a detriment to their education will move between the 360 and their mainstream classes.</b></li> <li>• <b>All 360 pupils invited to work in school.</b></li> <li>• <b>SENCo to regularly contact families of Sen pupils not at school.</b></li> <li>• <b>Google Classroom work to be differentiated.</b></li> </ul>	
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<p><b>Remote learning/Google Classroom.</b></p>	<ul style="list-style-type: none"> <li>• Staff to use Google Classroom for one session in class and one homework session each week, so that children and their parents are confident in using it.</li> <li>• PowerPoints and presentations of lessons to be uploaded to Google Classroom each week. If a child/class/ year group are sent home to isolate lessons will be taught with Google Classroom immediately.</li> </ul>	<p>Children will continue to access Google Classroom at home and at school, so that should there be a need for isolation, they are confident in its use.</p> <ul style="list-style-type: none"> <li>• <b>During lockdown all lessons to move online. One teacher to be at home with Google Classroom the other face to face teaching at school.</b></li> </ul>	<p>Continued use of Google Classroom is part of the Whole School Development Plan.</p>
<p><b>School uniform</b></p>	<ul style="list-style-type: none"> <li>• Staff will follow the usual dress code.</li> </ul>	<ul style="list-style-type: none"> <li>• Children will be required to wear school uniform.</li> <li>• All PE bags must be taken home on Friday to be washed and brought back to school on Monday.</li> <li>• Children can bring a bag to school in which to carry their reading book.</li> <li>• Children will not bring their own stationery into school.</li> </ul>	<p><b>Staff will alert mentors to any children who appear to have poor hygiene. Parents will be contacted immediately and support given where necessary.</b></p>
<p><b>School dinners</b></p>	<ul style="list-style-type: none"> <li>• Staff encouraged to eat only with staff in their own pods.</li> <li>• Staggered lunchtimes.</li> <li>• Plastic water bottles are to be kept at school and put through the kitchen dishwasher by the year group TA at the end of every day.</li> </ul>	<p>Staggered lunch hours ensure that the dining rooms do not get too full.</p> <p>Children bringing in packed lunches will be encouraged to do so in a throw away paper bag.</p>	<p><b>As Fareshare ends on 31<sup>st</sup> August, parents struggling to feed their families will be encourage to contact to school who can direct them to other sources.</b></p>



		<p>Children will not sit directly opposite one another at the lunch table. They will stay in their pods and fill every other space, sitting diagonally to one another.</p> <ul style="list-style-type: none"> <li>• Water bottles travel between home and school each day. ( Parental preference)</li> <li>• Meals on Wheels service offered to those eligible for fsm.</li> <li>• Vouchers sent to those eligible.</li> </ul>	
<p><b>Peripatetic teachers and coach.</b></p> <p><b>( Steel Band/ Street Dance/ Sports)</b></p>	<ul style="list-style-type: none"> <li>• Lessons with the coach and peripatetic teachers have been timetabled in.</li> <li>• Peripatetic teachers and coach will follow the school rules in regards to social distancing.</li> <li>• Peripatetic teachers and coach will stay in their own classroom/ hall and the children will be taken to them.</li> <li>• It is the duty of the Peripatetic teacher/ Coach to ensure that equipment which will be used by different year groups is wiped between lessons ( eg steel band sticks, balls and hoops.)</li> </ul>	<ul style="list-style-type: none"> <li>• Steel band teacher to wear a visor.</li> <li>• LNK mentors to wear facemasks when moving through the building, but will use social distancing during sessions with mentees.</li> <li>• Sports coach and dance coach to wear masks around the building and to keep 2m away from children.</li> <li>• During lockdown not peripatetic teachers will be at school.</li> </ul>	<p>Site staff to ensure access to wipes for peripatetic teachers and coaches.</p>

<b>Hiring of the hall.</b>	<ul style="list-style-type: none"><li>• The school will continue to hire the halls to Star Dance Academy and to the Church.</li><li>• The leaders of these groups have been issued with the rules and regulations of the school.</li><li>• The areas used will be cleaned after use.</li></ul>	<ul style="list-style-type: none"><li>• Parents are not allowed into school to watch the Star Dance Academy sessions. Children are to be dropped at the gate.</li><li>• <b>Star Dance, Church and Cadets cancelled during lockdown.</b></li><li>• <b>All lets are cancelled during lockdown.</b></li></ul>	
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