**Recovery planning guidance Bankhead Primary School**

This should be used to complement your risk assessment

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| **Considerations** | **Plan taking into consideration local context** | **Comments** |
| Arrival at school and entry | *Parents are not to come into the playground. Child enters the playground from the gate. Temporary signage on gate. Parents advised not to wait by a member of staff.*  *Children not to come into playground before 8.45am*  *Mrs McKinlay, Mrs Clark , (P1-P3 South Playground ) Mrs Hamilton and Mrs Napier (P4-P7 North Playground) gates to speak to parents and to help the children settle. Miss Douglas will be in P4-7 ( North) playground from 8.45am. At 8.40am Mrs Gaffney will collect the P1-P3 children from the breakfast club and take them to class for 8.45am start. Mrs Kernahan will meet Cordia staff outside the main office and take the P1-P3 children, who start school at 9am, to the playground.*  *Children wash their hands with running water and soap in the classes for 20 seconds.* | *Lines have been painted on the playground for parents to stand behind. P1-P2 in South Playground, P3 in North Playground.*  *Yellow circles and class names have been painted on the ground for each class to line up behind.* |
| Breakfast Club | *Breakfast club available from 8.00.Children wash their hands on entry to the building* | *All payments for Breakfast and Lunchtime are now through BACS* |
| Risk Assessments | *All staff must read and sign the generic risk assessment.*  *For those of you who have been shielding, pregnant or are clinically vulnerable I will meet with you on your return to do a risk assessment. Staff can mask/covering if they want to. Just be mindful of the children in your class who have communication difficulties and how you can best support them when wearing a face covering. Children have to be 2m from the teacher/staff and you may want to mark off an area around your smartboard/whiteboard or desk. When you are working 1:1 with a child you should always wear a mask /covering. As face masks are now mandatory for shops etc , it is anticipated that everyone will have their own mask. We do have a small amount of disposable ones if required.* | *Please sign in and out of the school using your own pen.* |
| Classroom management | *Each teacher plans out their teaching spaces to maximise physical distancing between teaching areas and the children.*  *Existing furniture can be used effectively to support this.*  *Where there is a sink in the classroom, liquid soap and paper towels are available. Bin placed near sink.*  *Box of tissues in each class.*  *Classrooms to be kept well-ventilated. Doors should be open at all times and only closed over in the event of a fire drill/alarm. Windows should be open where possible to increase ventilation and doors open*  *Reduce the range of resources to be used in the classroom.*  *No sharing of resources. Bags of equipment for individual children have been created.*  *Children and teacher should agree the hand washing routine for the day for their group. Children will be reminded of good hand washing and cough hygiene. We should not allow the children to become complacent. Reminders by staff orally and by posters with instructions for good hand washing. Only one child should leave the classroom at a time to go to the toilets and a note will need to be taken of this. Hand washing at the start of the school day, return from breaks after visiting the toilet and before and after eating.*  *You have also been provided with a cleaning bottle spray and blue roll for your class. GCC H & S tested these materials. Please make sure the spray bottle is stored away safely from the children. Each classroom has a hand sanitiser which should be used by staff. There are strict guidelines for using and storing hand sanitiser (attached) Children should use the soap and water. A daily cleaner will work from 9am-2pm (30 mins break). Parents have been advised that they can provide their child with sensitive soap for their personal use.* | *Helen to open the windows each morning and close them each day at 4pm unless a staff asks her not in which case that member of staff is responsible for closing their windows, putting of their lights and closing their door.*  *.*  *This is a good exercise for the group to engage with. It will reinforce the importance of hand washing if children are part of the decision-making.* |
| Timing of the school day | |  |  |  | | --- | --- | --- | |  | ***P1a, P2/1 P2a, P3a, P4a, P5a, P6b, P7a*** | ***P1b, P2b, P3b, P4b, P5b, P6a P7b*** | | *Period 1* | *8.45am -10.15am* | *9.00am-10.30am* | | *Break 1* | *10.15am-10.30am* | *10.30am-10.45am* | | *Period 2* | *10.30am11.45am* | *10.45am-12.35pm* | | *Lunch* | *11.45am-12.30pm* | *12.35pm-1.20pm* | | *Period 3* | *12.30pm-2.45pm* | *1.20pm-3.00pm* | | ***Staggered breaks:***    *Interval 10.15am-10.30am Lunch 11.45am-12.30pm*  ***P1-P3 Playground ( South)***  *P1a*  *P2/1*  *P2a*  *P5a*  *P7a*  ***P4-P7 Playground ( North)***  *P3a*  *P4a*  *P6b*  *Interval 10.30am-10.45am Lunch:12.35-1.20pm*  ***P1-P3 Playground ( South)***  *P1b*  *P2b*  *P7b*  ***P4-P7 Playground ( North)***  *P3b*  *P4b*  *P5b*  *P6a* |
| Movement around the school | *All corridors have tape dividing them into two to encourage children to walk on the left. Arrows are on the corridor floors to help the children walk on the correct side of the corridor. A one way system is in place for fuel zone.* |  |
| Lunchtime | *Before lunch, children should wash their hands.*  *Children should wash their hands on return to class.*  *There will be two lunch options; the children will choose which one they want in the morning, this will be recorded on the lunch register which will then be e-mailed to the dinner school. Before they go to lunch each child will be given a sticker indicating their choice by referring to your sheet.* | *Please see additional information.*  *Lunch Menus will be available*  *Children will be given bottled water in the Fuel Zone if they have a school lunch. They can bring the bottled water back to class for the afternoon.* |
| Playtimes | *The P1-P3 playground & P4-P7 school playground.*  *Playtimes staggered to ensure less children in each playground* |  |
| First Aid | *Procedure for minor accidents; contact should be for as short a time as possible applying any First Aid. First Aid Kit includes gloves and aprons for this purpose. (Each class teacher will be provided with a first aid kit to avoid children going to the office for minor injuries. A SfLW can help).*  *Should any accident or emergency require prolonged close contact the First Aider will wear gloves, apron and a face mask. School has been provided with a small supply of masks.* | *Note that current advice for Test, Trace and Isolate states ‘where close contact has been for more than 15 minutes’. Therefore, lower risk when contact is less than 15 minutes.*  *All parents to be contacted by phone if a child has a head injury, a serious nose bleed or is very distressed. If First Aid is applied and it isn’t serious injury an accident form will be given to the child by the First Aider.* |
| Fire procedure | *All normal processes apply with regards to Fire Safety Procedures*  *Proceed to the nearest exit*  *Go to the designated area ensuring social distancing is maintained once there* (*names of classes painted on the playground)*  *Teachers bring register as is usual practice*  *Teachers complete the headcount and indicate to SLT if all children are present* |  |
| Protocol for child/member of staff displaying symptoms of COVID-19 | *Our first aid room has a window and is the designated area. Child should be placed there awaiting collection from parent. Office staff contact parent for immediate collection. Window should be opened to allow for good ventilation.*  *Door to be left open so that child can be supervised safely from a distance.*  *Should the child be distressed and need comforted then first aider should wear apron, gloves and face mask.* | *Full health and safety advice on Glasgow On-line* |
| Toilets | *Each stage has designated toilets.*  *Posters regarding good hand washing and hygiene will be in place.*  *Children should wash their hands before returning to class. Any concerns then they can wash them again in the class sink.* | P1-P2b Corridor use toilets at the end of the corridor.  P2a-P5b corridor boys use toilets in corridor P2a-P3b girls use P1-P2b girls’ toilets. P4a and P5b girls use the girls’ toilets opposite the offices.  P4b- P7b boys and girls use the toilets opposite the offices. |
| Outdoor learning | *Teachers will be planning for outdoor learning as much as possible. This should be integrated into children’s learning.*  *Teachers wishing to take their group outside should plan for this in partnership with SLT who will maintain an overview to ensure that not too many are outside.*  *All equipment required for recording, drawing, writing or whatever whilst outdoors should be taken out by children individually e.g. each child could have their own plastic pocket/bag containing what they need. Suggestion that water bottles are taken out to avoid unnecessary trips in and out of the school building. On leaving and entering the school building children should wash hands.* | *Outdoor learning is to be encouraged for all topics.*  *Advice from GCC is for the pupils to have 2 hrs of outdoor learning a week.*  *All children required to be back in class by 2.40pm before Helen opens the gates.*  *Children will be encouraged to play outside during intervals if it is light rain.*  *Parents will be reminded about providing their child with a waterproof jacket.* |
| Communication with parents | *We will be promoting on-going, regular communication regarding key messages.*  *We will use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact.*  *If a meeting is required then we will ensure that social distancing is adhered to alongside Public Health Guidance.* | *SLT will meet with parents, only if necessary. The need for parents’ evenings will be reviewed to take account of up to date guidance from government.* |
| Staff areas | *The same social distancing and hand washing hygiene applies to all staff.*  *Breaks should be staggered as per children’s breaks to avoid congestion/contact.*  *Staff should ensure that they use their own eating and drinking utensils.*  *All areas and surfaces should be kept as clear and clean; all dishes should be washed, dried and tidied away for good hygiene.*  *Safe, hygienic and labelled food storage is necessary for shared fridges by staff.*  *Universal signage should continue into any staff areas/bases and offices.* |  |
| Allocation of work for teachers/support staff who are shielding | *No staff in this category* |  |
| Recommendations to reduce the risk of a bottleneck when entering/exiting the school playgrounds. | |  |  |  |  | | --- | --- | --- | --- | | Time | Class & Room | Gate | Fire Exit/ Exit the children will enter by | | 8.45am & 2.45pm | P1a Room 1 | Gate 1 Broadlie Drive | P1a door | | 9.00- 3pm | P1b Room 2 | Gate 1 Broadlie Drive | Fire Exit 1 | | 8.45-2.45pm | P2/1 Room 3 | Gate 2 Caldwell Avenue | Fire Exit 2 | | 9.00 - 3pm | P2b Room 4 | Gate 1 Broadlie Drive | Fire Exit 2 | | 8.45am-2.45pm | P2a Room 5 | Gate 2 Caldwell Avenue | Fire Exit 11 | | 8.45am-2.45pm | P3a Room 6 | Gate 3 Broadlie Drive | Fire Exit 3 | | 9.00-3pm | P3b Room7 | Caldwell Avenue Gate 4 | Fire Exit 3 | | 9.00-3pm | P5b Room 8 | Caldwell Avenue Gate 4 | Fire Exit 4 | | 8.45am-2.45pm | P4a Room 9 | Broadlie Drive Gate 3 | Fire Exit 4 | | 8.45am-2.45pm | P5a Room 18 | Broadlie Drive Gate 1 | P5a Door | | 9.00am-3pm | P4b Room 12 | Caldwell Avenue Gate 4 | Fire Exit 5 | | 9.00-3pm | P6a Room 15 | Caldwell Avenue Gate 4 | Fire Exit 5 | | 8.45am-2.45pm | P6b Room 13 | Broadlie Drive Gate 3 | Fire Exit 9 | | 8.45am-2.45pm | P7a Room 14 | Caldwell Avenue Gate 2 | Fire Exit 7 | | 9.00-3pm | P7b Room 16 | Caldwell Avenue Gate 2 | Fire Exit 8 | |  |