

## Ambleside RE-OPENING PLAN

### BUSINESS, OPERATIONS, H & S MEASURES

Key area	Actions	Led by	Completed by
<b>PPE procurement</b>	<ul style="list-style-type: none"> <li>• Visors, gloves, masks – Emergency pack created to be used if child or adult becomes unwell or shows symptoms.</li> <li>• General PPE audited and ordered as required.</li> <li>• Parents/carers to wear face covering on site at drop off and collection.</li> </ul>	KC AG	
<b>Hygiene in schools</b>	<ul style="list-style-type: none"> <li>• Toilet rolls &amp; Hand towels audited &amp; additional stock ordered</li> <li>• Cleaning products audited &amp; additional stock ordered</li> <li>• General - posters displayed for hand washing and maintain social distancing laminated and placed in each area with taps and classrooms.</li> <li>• Sanitiser and soap for hand washing ordered</li> <li>• Sanitiser and anti bac wipes to be placed in all shared areas.</li> <li>• All dispensers checked daily</li> <li>• Dispensers added to the areas newly used as a bubble.</li> </ul>	AG KC	
<b>School cleaning</b>	<ul style="list-style-type: none"> <li>• Spray and wipe all doors/door handles and touch points regularly throughout day.</li> <li>• Teaching staff to soak/disinfect all equipment after use/before returning to place.</li> <li>• Teaching staff to clean surfaces as used.</li> <li>• Cleaners to wipe desks and vacuum classrooms, clean admin area, toilets, communal areas each evening.</li> <li>• Cleaning hours increased so that frequently used areas and high risk touch points cleaned/disinfected during the day as well as in the evening.</li> </ul>	KC/AG/JD	
<b>External entrances to school</b>	<ul style="list-style-type: none"> <li>• Arrival times to be staggered for each group.</li> <li>• Twenty minute drop off and collection slot for busiest times.</li> <li>• Arrows to be placed on the ground signalling foot traffic direction around entrance points.</li> <li>• 2m social distancing signs purchased and displayed in the key positions on the school building and around the playground.</li> <li>• 2m distance markings placed to aid when multiple children arrive</li> </ul>	KC/JD	
<b>School Kitchen/lunchtime</b>	<ul style="list-style-type: none"> <li>• Breakfast/Snacks/Lunch/Tea as appropriate will take place in individual areas for each group.</li> <li>• Staff to fill bowls/plates for children- self-service of foods to be avoided.</li> </ul>	KC/AG/JD	

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<b>Breakfast Club/Tea Club</b>	<ul style="list-style-type: none"> <li>Where required breakfast/lunch and Tea sessions will be held in the same group space and will be staffed by staff allocated to group.</li> </ul>	KC/JD	
<b>Holiday Club provision</b>	<ul style="list-style-type: none"> <li>Where possible children will remain in their usual bubble.</li> <li>If bubbles need to join preferable join one other bubble only.</li> <li>Where children cannot remain in their usual bubbles maximum group size/contacts to be 15</li> <li>Provision and sessions available to be flexible to enable staff to have holiday/down time during the holidays.</li> </ul>	KC/JD	
<b>Social distancing for staff</b> <ul style="list-style-type: none"> <li>Staff rooms</li> <li>Meetings</li> <li>On duty</li> </ul>	<ul style="list-style-type: none"> <li>Staff room- maximum of 6 persons having lunch at any one time.</li> <li>1 members of staff (from the 6) to be in the kitchen area at a time.</li> <li>Conservatory can be used as a break area also- be aware this too will be a shared space.</li> <li>Three small meeting rooms in reception can be used as rest spaces- staff to use anticbac wipes and sanitiser in shared areas.</li> <li>Some chairs removed/marked as not used.</li> <li>Meetings if required to be held in larger meeting room and social distancing adhered to.</li> <li>Where possible meetings will be held virtually.</li> <li>Staff on duty to respect social distancing rule.</li> </ul>	KC/JD	
<b>Social distancing for children</b>	<ul style="list-style-type: none"> <li>It is acknowledged that preschool children will find it very difficult to social distance and therefore we will not encourage close contact activities and areas.</li> <li>Garden areas to be used as much as possible.</li> <li>Removal of additional chairs at meal times and during activities.</li> <li>Separate toilet areas for each group of children. (Group A and D will share toilets-to be cleaned after use.)</li> <li>Arrival in school – staggered times, two entrances used to reduce flow of children and parents at peak times. clear ‘in’ and ‘out’ system to support.</li> </ul>	KC/JD	

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Reception/admin office	<ul style="list-style-type: none"> <li>• 2m markings outside leading to reception door</li> <li>• Social distancing signs outside leading to the reception door.</li> <li>• Communication via email and phone encouraged.</li> <li>• Screen placed around reception desks.</li> <li>• Minimal sessions all admin team present- schedule carefully to reduce contact. Staff to work from home some days to reduce contact and allow social distancing.</li> </ul>	KC/AG	
Shared spaces	<ul style="list-style-type: none"> <li>• Staff to be extra aware of social distancing in shared spaces.</li> <li>• Hand sanitiser to be used prior to using shared resources i.e. photocopier.</li> <li>• Posters displayed in shared spaces to remind of risks and safety measures.</li> <li>• Nursery staff to enter “other bubbles” only before children arrive.</li> <li>• SLT/Admin to minimise crossing groups.</li> <li>• Shared desks to be sanitised after use.</li> </ul>	KC/AG	
Medical	<ul style="list-style-type: none"> <li>• Staff administering first aid to wear gloves &amp; wash hands after supporting child.</li> <li>• All staff encouraged to remove all clothing when they return home and wash them immediately, shower and then put on a fresh change of clothing before interacting with their families.</li> <li>• Emergency pack kept in office area</li> <li>• Auditing &amp; purchasing of first aid kits/materials</li> <li>• All staff and parents informed that if they have any symptoms they must not attend setting.</li> </ul>	KC/AG	
Signage	<ul style="list-style-type: none"> <li>• Signs for social distancing, arrows, hygiene created and displayed throughout the centre and outside the centre.</li> <li>• Posters around all key places to remind children, staff, visitors re handwashing etc.</li> <li>• 2m markings in place for arrival</li> </ul>	KC/AG	
Education resource procurement	<ul style="list-style-type: none"> <li>• Resources audited and ordered as required.</li> </ul>	JD/DT/DC	
Lettings	<ul style="list-style-type: none"> <li>• All external lettings currently remain cancelled, limited spaces may be let out as long as social distancing is in place and peak times are avoided.</li> </ul>	AG	
IT – software & hardware	<ul style="list-style-type: none"> <li>• Website updated/live</li> <li>• Everyone set up to access Microsoft Teams if possible to enable team meetings.</li> </ul>	AG/KC	

## Ambleside RE-OPENING PLAN

### EDUCATION: LEARNING & TEACHING

Key area	Actions	Led by	Completed by
<b>Children returning – safe numbers, timetabled sessions, organisation, learning</b>	<ul style="list-style-type: none"> <li>• Small bubbles to be maintained to reduce risks</li> <li>• Contact across groups prevented</li> <li>• Staggered arrival and collection to support</li> <li>• Where possible children who will transition in December to move to Meadows this term with Pastures adult to support.</li> </ul>	KC/JD/AG	
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Staff to remain in the groups they are currently working within wherever possible.</li> <li>• Staff to work with a maximum of 30 children (across their hours) to minimise contacts (4-5 staff in team depending on the ratios required)</li> <li>• Two Pastures support staff to support Meadows groups.</li> <li>• Small team to support all the required hours by the children in their group.</li> <li>• No use of external supply</li> </ul>	KC/JD	
<b>Time-table and rota set up</b>	<ul style="list-style-type: none"> <li>• Meadows- Four groups created, group A, B, C and D.</li> <li>• Parents will drop off to the group area, not to enter area unless absolutely necessary. Group A to drop off through main reception, group B-D to drop off through side gate to classroom door.</li> <li>• Pastures- Two groups created, staff to work with a maximum of 16 children (across their hours) to minimise contacts (3-4 staff in team depending on ratios)</li> </ul>	KC/JD/AG	
<b>Home Learning</b>	<ul style="list-style-type: none"> <li>• Facebook page will continue to be used to share learning ideas.</li> <li>• Activity/Group times shared weekly in the event of further lock down or partial closure</li> </ul>	KC/JD	

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### EDUCATION: LEARNING & TEACHING

Key area	Actions	Led by	Completed by
<b>Children well-being and Safeguarding</b>	<ul style="list-style-type: none"> <li>• Signposting for support – links sent to staff and parents for children support/advice</li> <li>• Nurture support provided for children</li> </ul>	KC/JD	
<b>Events, Visitors, class trips</b>	<ul style="list-style-type: none"> <li>• No group events planned.</li> <li>• Teacher/Parent consultations: Access to online journals to be given to all parents, arrangements made to discuss concerns/catch up on the phone. Parents evening- consideration of possibility of virtual.</li> <li>• Visits and settling to be arranged to meet individual needs- preferable no adults on site. If required-wear mask and remain in gardens if possibly (ensure contact minimal)</li> <li>• Short walks to be risk assessed as and when planned. Walks only no visits permitted.</li> </ul>	KC/JD	
<b><i>New starters Transition</i></b>	<ul style="list-style-type: none"> <li>• Programme to be reviewed to provide an experience similar to ‘normal times’.</li> <li>• Home visits to be replaced with one to one/two opportunity to visit</li> <li>• Two visits provided at beginning of term- five children max per group.</li> <li>• Visits and settling to be arranged to meet individual needs- preferable no adults on site. If required-wear mask and remain in gardens if possibly (ensure contact minimal)</li> <li>• PowerPoint presentation sent to all parents.</li> <li>• Transition booklet sent to all children.</li> </ul>	KC/JD	

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**EDUCATION: LEARNING & TEACHING**

<b>Key area</b>	<b>Actions</b>	<b>Led by</b>	<b>Completed by</b>
<b>Staff well-being</b>	<ul style="list-style-type: none"><li>• Reassurance for staff before start of “re-opening”</li><li>• Ensure all H &amp; S elements are in place – prepare a document for staff highlight PPE provided, measures placed inside and outside the school building.</li><li>• Reminders of helplines and how to access support.</li></ul>	KC	