

[Porter Croft Primary Phase 2 Opening for all pupils – After School Club](#)
[Risk Assessment](#)

Guidance Documents- August 2020

- Guidance for full opening – schools DfE 2 July 2020
- Guidance for full opening – schools DfE updated 7 August 2020
- Sheffield City Council –schools COVID-19 Risk Assessment version 7 July 2020
- What parents and carers need to know about early years providers, schools and colleges in the autumn term – DfE 21 August 2020
- Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak – DfE 20 August 2020
- Early years foundation stage: coronavirus disapplication's – DfE 1 June 2020
- Checklist for September NEU/GMB/UNISON/UNITE commentary and checklist
- Face coverings and face masks at work during the coronavirus (COVID-19) outbreak – Health and safety executive

Public Health advice to minimise coronavirus (COVID-19) risks

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary and when it is appropriate to do so, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

After school / Breakfast club

Guidance

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Risk	Action	Impact
Parents on site to drop off and collect pupils	<ul style="list-style-type: none"> • Parents are not allowed on site, pupils will be collected at the school gates. • Parents need to ring the bell and pupils will be taken to the gate for collection. 	<ul style="list-style-type: none"> • Reduce the number of adults on site
Booking places in the club needs to be done in advance through the office	<ul style="list-style-type: none"> • Parents need to inform school by phone if their child wishes to use the clubs 	<ul style="list-style-type: none"> • Be able to keep a track of the number of pupils using the clubs • Ensuring a register is kept for both clubs
Payment need to be given through the office. Ideally using parent pay.	<ul style="list-style-type: none"> • Parents need to pay for the club at the office in advance where possible 	<ul style="list-style-type: none"> • Reduce cash on site, ensuring payment is done through parent pay.
Activities need to be set up to try and adhere to social distancing measures as much as possible	<ul style="list-style-type: none"> • Set up tables in the hall for different year groups to sit at • Staff running the club need to be socially distanced from the pupils as much as possible 	<ul style="list-style-type: none"> • Reduce contact within the club between different year groups as much as possible • Reduce contact between staff and the pupils as much as possible

	<ul style="list-style-type: none"> Activities need to be individually set up for pupils to use their own resources as much as possible 	
Equipment need to be cleaned after each session	<ul style="list-style-type: none"> Limit the use of equipment to be used and pupils to have their own resources as much as possible to reduce contact points 	<ul style="list-style-type: none"> Reduce contact points and the sharing of equipment
Snacks need to be given out to the pupils at their own tables in the hall by the staff.	<ul style="list-style-type: none"> Snacks are to be prepared by the staff and given to pupils individually. Pots need to be collected in and washed after each session 	<ul style="list-style-type: none"> Reduce contact points and ensure pupils just have access to their own snacks
Outside activities can be planned for pupils	<ul style="list-style-type: none"> Pupils can play outside after 3.30pm each day. They are to play with pupils in their own year groups as much as possible or individually Not to use the climbing equipment as this will be taped off 	<ul style="list-style-type: none"> Reduce contact points between different year groups as much as possible Outside activities are encouraged where it is safe to do so