**EASTER CHILDCARE PROVISION AT WARBOYS PRIMARY ACADEMY**

**HIGHLY CONFIDENTIAL FOR SCHOOL STAFF ONLY**

**THANK YOU** so much for all that you are doing to support the nation’s response to COVID 19 by providing childcare for our keyworkers. We are very proud of the fact that we can provide this service and hope that you have a great day in school with the children you are caring for. Hopefully this document will provide you with everything you need to know for the day but if you have any questions please do not hesitate to speak to a member of the team. We will always ensure there is a member of the {host} team on site for support. There will not necessarily be a member of SLT or a **DSL** on site but these people can be contacted at all times by telephone. Please see the table below for essential contact details.

**PLEASE ENSURE THAT YOU KEEP YOUR PERSONAL MOBILE PHONE WITH YOU AND SWITCHED ON AT ALL TIMES THROUGHOUT THE DAY WHILST YOU ARE WORKING ON WPA SITE.**

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| **{} PRIMARY ACADEMY** |
| **ROLE/S** | **NAME** | **CONTACT DETAILS** |
| Headteacher/**DSL** |  |  |
| Assistant Headteacher |  |  |
| Pastoral Support Worker/**DSL** |  |  |
| Site manager (on site) |  |  |
| **{} PRIMARY ACADEMY** |
| **ROLE/S** | **NAME** | **CONTACT DETAILS** |
| Headteacher/**DSL** |  |  |
| Deputy headteacher/**DSL** |  |  |
|  |  |  |
|  |  |  |
| **{} PRIMARY SCHOOL** |
| **ROLE/S** | **NAME** | **CONTACT DETAILS** |
| Headteacher/**DSL** |  |  |
|  |  |  |
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**SAFEGUARDING**

While school is partially/fully closed please be aware that Keeping Children Safe in Education 2019 still applies in full.

If a child makes a disclosure you should log this following your own school’s policy and contact the Designated Safeguarding Lead for you school.

**ARRIVAL ON SITE**

1. Please ensure that you sign in on the daily sign in sheet. This will be on a table in the main reception area.
2. There is a hand sanitiser in the main entrance which all visitors should use both on entry to and exit from the building.
3. The door code to access the building is {}. This is also the gate code from the car park.
4. Introduce yourself to people on site and familiarise yourself with the resources/areas you will be using. Particularly the key areas such as staff toilets, staffroom, telephones and first aid room.
5. Review the list of children that you are expecting and identify any medical/ SEND needs that you need to be aware of. Ensure that you have located the folder which contains essential pupil information and emergency contacts. This will be kept in the main office.
6. Let the office staff know if you require a hot meal at lunchtime.
7. Greet the children on arrival ensuring they sign in and use the hand sanitiser.

**HOURS OF OPERATION**

The school site is open to children of keyworkers from **8am-4pm** daily but parents may use this flexibly to support their working patterns. If staff are on the rota they are expected to be available to work between these hours even if there are no children attending the setting. This is to ensure that we can provide childcare if an emergency arises. Parents will be provided with a mobile phone number they can use to request childcare in the event of an emergency. These calls will go through to Headteacher and she will co-ordinate communication with staff.

**All staff must arrive at {} by 8am on the day they are timetabled to provide childcare.** If no children have arrived on site by 9.30am then staff may go home but must remain on call until 4pm in case the situation changes. Please ensure your phones are switched on and charged in case we need to contact you.

**CO-ORDINATION OF STAFFING/PUPILS**

All headteachers remain responsible for their own staff and pupils whilst they are attending {host school}. Heads will ensure that rotas are created and shared with staff so teachers and teaching assistants know which days to attend and support with childcare.

Pupil information for those accessing childcare will be collated and shared with the host school so that all pupils can be added to the daily registers. It is important that medical/SEND information for pupils along with at least 2 emergency contacts are shared with the host school. This information will be added to the essential pupil information folder on site that supervising staff will always have access to. The folder will be stored securely in the main office and should only be removed in an emergency.

**SITE INFORMATION**

**The reason for closure is to minimise transmission of the virus.** This means that unless you are timetabled to supervise children you must stay at home. The school building will be locked down other than the areas identified below which will remain in use and receive a daily deep clean.

1. The 2 **classrooms** at the front of school will be used for activities with the children. There are resources in here (including ipads) for use by the children. In school these classrooms are known as Lions and Pumas. Most activities will take place in Pumas but Lions (next door) has its own toilets which can be used by the children and access out on to the playground for outdoor activities. Cleaning products are provided so that all equipment can be wiped down after use. This is the responsibility of staff working with children.
2. The **staffroom** can be used by all adults to make drinks etc. This is located just down the corridor from the classroom. There is a fridge freezer which you are welcome to use. This also contains the ice packs for first aid.
3. **Staff toilets** are located diagonally opposite the staffroom in the main corridor. There are further **children’s toilets** located through the double doors near the school hall. These are also in use for children at any time.
4. The **school hall** will be used at lunchtime, but it can also be used for activities if the weather is poor and the children need more space. There is a cupboard containing sports equipment that can be used. Please ensure equipment is wiped down after use and placed in the **meeting room** with a label showing which date is was used and when it can be used again (72 hours later).
5. All **outdoor areas** are open for use and this is encouraged. We have lots of space and equipment.
6. We have a **site manager** who lives on site and he can always be called on for support in emergencies.
7. There are **telephones** in both the main office and the headteacher’s office. Either of these locations may be used if you need to make an urgent telephone call.
8. The **first aid room** is located on the main corridor just down from the staff toilets. There is a key hanging on a hook to the top right-hand corner of the door which will unlock the door. All provisions for first aid can be found in here including gloves and an accident book. Please ensure all minor accidents are recorded. If there is a serious accident, please ensure someone contacts the headteacher of the child’s school to notify them immediately.
9. There are signs up around school to help you navigate the building and identify all the locations that have been referred to above.

**LUNCHTIMES**

All children and adults will be provided with a hot meal whilst on site. This usually arrives at around 12.00pm. Please ensure that everyone washes their hands and goes to the hall to be seated. Children and adults should sit a safe distance from each other. Once seated children and adults may go to the servery one at a time to collect their meals. At the end of lunch children may go one at a time to take their empty plates.

**FIRE EVACUATION**

1. On hearing the fire alarm please pick up the pupil contact folder from the main office and evacuate the building immediately via the main entrance.
2. The assembly point is to the left of the building as you exit. Please look for the ‘Fire Assembly Point’ sign on the fence.
3. The site manager will attend to check the fire alarm panel and ensure the building is safe. If he doesn’t arrive quickly please telephone him to ask for help.
4. One member of staff should remain with the children and the other should remain nearby but use their mobile telephone to contact a member of the SLT. Nobody should return to the building.
5. If the building is deemed to be safe by the site manager, the children may return.
6. If the building is not deemed to be safe, parents should be contacted to come and collect their children. Please remember to dial 141 if making calls on your personal mobile telephone to hide the caller ID.
7. If parents cannot be contacted or are going to be delayed then children can be taken to {location}.

**LOCKDOWN**

In the event of a lockdown situation (you think the children are at risk from something outside the building) then please follow this procedure:

1. Remain in or return to Pumas classroom.
2. Close all of the windows, blinds and doors and switch off the lights.
3. Move all children to the reading corner (in this type of emergency it may not be possible to maintain a 2m distance).
4. One adult must remain with the children – keep them calm and reassure them. If there is an opportunity they must try and contact a member of SLT.
5. The other adult must contact the emergency services by dialling 999 and following their advice.