

**SHIREBROOK ACADEMY - Y6 Transition Risk Assessment June 2021**

Shirebrook Academy traditionally run a two week transition programme for all Y6 students. In line with DfE guidance Shirebrook Academy have conducted the following risk assessment before planning and delivering the 2021 transition programme. The transition programme runs in alignment with the advice from the DfE and the roadmap out of lockdown.

The transition programme has been designed to maintain the integrity of bubbles and consistent groups, adhering to the system of controls in place.

In order to meet these guidelines the Academy will restrict attendance to transition activities to students who are able to attend the full transition programme from Monday 12<sup>th</sup> July 2021 – Thursday 22<sup>nd</sup> July 2021 only. This will allow students to form a new ‘bubble’ with their form and year group for the transition period. This applies to all students from our six main family of primary schools and a small number from outside of our normal catchment. Disappointingly this means that students who would normally join us for the initial two transition days (Monday 12<sup>th</sup> and Tuesday 13<sup>th</sup> July) will no longer be able to attend. This decision has been made in order to reduce the risk of transmission that would occur when they return to their primary school on Wednesday 14<sup>th</sup> July.

In addition to the Academy Risk Assessment, the following infection protection and control measures are in place to support students during Transition 2021:

Factors to consider	Who might be harmed?	Control measures
Students attending the academy are healthy and safe to do so.	Students & staff	<p><b>Y6 students and parents will be informed of the following prior to the transition programme commencing:</b></p> <ul style="list-style-type: none"> <li>• Children, staff, parents/carers or visitors will not enter academy premises if they or anyone in their household are displaying symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection).</li> <li>• If anyone in the academy becomes unwell with a new, continuous cough or high temperature or has a loss of, or change in their normal sense of taste or smell they will be sent home and advised to follow ‘Stay at home guidance.’ They must self-isolate and arrange to have a PCR test. If they test positive, they must self-isolate for 10 days after the day of first symptoms and anyone who has been in close contact with them in school will be advised to self-isolate for 10 days after the last day of contact with them.</li> </ul>
Child displaying Covid-19 symptoms awaiting collection.	Students & staff	<p><b>Y6 students and parents will be informed of the following prior to the transition programme commencing:</b></p> <ul style="list-style-type: none"> <li>• Where a student or member of staff displays symptoms of COVID-19, the student/staff must be sent home.</li> <li>• If awaiting collection, the student will be isolated from any other students or staff, in the designated room in the main atrium next to the main entrance (with supervision). If the student cannot be isolated, they should be moved to an area at least two metres away from other people. Should the child need to use a bathroom while waiting to be collected, they should use a separate toilet area if possible.</li> </ul>

Students/staff interaction to be limited to class groupings/bubbles.	Students & staff	<p><b>Y6 students and parents will be informed of the following prior to the transition programme commencing:</b></p> <ul style="list-style-type: none"> <li>• Identified, planned route into the academy – students directed by staff. 2m distance markings on pathways.</li> <li>• Student groupings must have a designated exit/entrance to the academy and outside areas.</li> <li>• Students to be encouraged to maintain distance and not touch staff and visual reminders in classrooms to be referred to at the start of each day as a teaching point.</li> <li>• Students to remain in year group sized bubbles throughout the day. Year group bubbles to remain separated from each other including during breaks and lunchtimes.</li> <li>• Staff moving between classes and year groups to keep their distance from students and other staff as much as they can, ideally 2m from other adults and students. Staff to avoid close face to face contact and minimise time spent within 1metre of anyone.</li> <li>• In class students sit next to each other, side by side, rather than face to face, facing forwards with the exception of ICT rooms 1,2,3 &amp; Technology room 3a where students face each other but are separated by wood and Perspex barriers between PCs. Also in technology rooms 3 and 4 work benches designed for four students now only have two students per bench and in CR the booths are facing forward with every other booth out of use.</li> <li>• Students to stay in the same classroom for the majority of the day in order to reduce movement around the academy. Students may move to specialist teaching rooms, for example, for PE or certain option subjects for students in KS4. Students will be encouraged to work from the same desk throughout the day and seating plans will be used to reinforce this.</li> <li>• Outside areas to be zoned for different year groups of students to use throughout the day.</li> <li>• Staggered breaks to minimise the risk of contact between year groups. More than one group of students may be outside at the same time in separate zoned areas.</li> <li>• Staggered lunchtimes to reduce the proportion of students moving at the same time at the beginnings and end of lunchtimes and in order that only one year group in a specific dining area at any one time. Tables to be wiped down between year groupings. Hot food will be available.</li> <li>• Students to follow planned routines for accessing designated toilets in order to limit student numbers in a toilet area at any time and the sharing of facilities between year groups.</li> <li>• Social distancing visual reminders in classrooms referred to at the start of each day as a teaching point.</li> </ul>
Academy environment to be clean and hygienic.	Students & staff	<p><b>Y6 students and parents will be informed of the following prior to the transition programme commencing:</b></p> <ul style="list-style-type: none"> <li>• Students/staff to sanitise or wash their hands for 20 seconds with soap and water and dry them thoroughly on arrival at the academy, before and after eating and after sneezing or coughing.</li> <li>• Children who have difficulty cleaning their hands independently to be identified and receive additional support, including students identified with complex SEND.</li> <li>• Each year group will be assigned a toilet area.</li> <li>• Students reminded daily not to touch their mouth, eyes or nose.</li> <li>• Students encouraged to use tissues or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> <li>• Signage for visual prompts and reminders in student toilet areas.</li> </ul>
Equipment and resources used by students and staff are clean and safe to use.	Students & staff	<p><b>Y6 students and parents will be informed of the following prior to the transition programme commencing:</b></p> <ul style="list-style-type: none"> <li>• Students use their own stationery items and do not share with others.</li> <li>• Classroom based resources can be shared within the bubble but should be cleaned regularly.</li> <li>• Resources shared between bubbles, such as sports, art, music, DT and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be unused an out of reach for a period of 48 hours (72 hours if plastic) between use by different bubbles.</li> <li>• Outdoor equipment to be cleaned regularly.</li> </ul>

Limit high-risk activities	Students & staff	<p><b>Y6 students and parents will be informed of the following prior to the transition programme commencing:</b></p> <ul style="list-style-type: none"> <li>• Individual and very frequently used equipment such as pencils will not be shared – all students and staff should have their own.</li> <li>• Classroom-based resources can be shared within the grouping.</li> <li>• Resources that are shared between groupings should be cleaned frequently and always between different groupings using them, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).</li> <li>• Outdoor play equipment can be used but will be cleaned between groupings. This includes equipment used during breakfast and after school clubs.</li> </ul>
Student travel		<p><b>Y6 students and parents will be informed of the following prior to the transition programme commencing:</b></p> <ul style="list-style-type: none"> <li>• Staff and students have been advised to use alternative forms of transport to public transport or designated school transport wherever possible e.g. cycling or walking where possible.</li> <li>• Where public or designated school transport is an essential use, students have been advised not to board home to school transport if they, or a member of their household, has symptoms of coronavirus.</li> <li>• Where public or designated school transport is an essential use, staff and students have been advised to maintain a social distance of 2m from people outside their household.</li> <li>• Where students are accessing public or designated school transport organised queuing and boarding measures have been put in place.</li> <li>• Staff and students have also been advised that they need to wear a face mask or face covering on public or school designated transport. They will be advised not to touch the front of the face covering during use or when removing.</li> </ul>
Students' personal belongings	Students & staff	<p><b>Y6 students and parents will be informed of the following prior to the transition programme commencing:</b></p> <ul style="list-style-type: none"> <li>• Students should still limit the equipment they bring into the academy to include only essentials such as lunch bag/ coat/books/mobile phone.</li> <li>• Bags are allowed.</li> </ul>
Uniform	Students & staff	<p><b>Y6 students and parents will be informed of the following prior to the transition programme commencing:</b></p> <ul style="list-style-type: none"> <li>• Students should wear their primary school uniform during transition</li> <li>• Uniform items, including PE uniform, will not be loaned out due to risk of cross-contamination.</li> </ul>