**NGJASC Dining hall Bubble Plan – Year 3/5/6**

***Year 4 located in own room (Craft room), IR in own room (music room) but will be outside as much as possible. Blue door to kitchen to be opened when IR outside.***

After School Club

3:10 – Y6 children arrive

3:30 – Y5 children arrive

3.35 – Y3 children arrive

Staff on arrival to wash hands.

**Setting up the hall**

* Health and safety check – all checks need to be done before children arrive, including the toilet clean/check. When setting up bubble barriers – see below.
* Each year group has a separate 'bubble space' in the hall (see attached layout). These 3 sections are known as front, side and back.
* All tables need setting up according to the layout plan.
* The register will indicate which bubble is where and how many spaces are needed each day.
* All tables need wiping before resources are being put on them. All stools, in areas children are using, need taking down if they are on top of the tables.
* When all the tables are set up, the table signs (kept on the H&S clipboard) need putting in the correct areas (this is important as year groups are not always in the same area due to numbers etc)
* Bring toys/resources for each bubble.

***Year 6 - please set up their area first along with their toys, as they come down before everyone else. If running behind, you may need to bring the toys out for other groups later but there is enough time to get all H&S checks done. Snack prep should only be done before children arrive, if there is time.***

**Snack**

Snack should be prepared between Y6 arriving & Y5 arriving, following the snack role in the kitchen area. We are serving children their snack in the hall, so there is no need to prepare separately for each bubble. Please clean the silver push trolley and take all items for snack out into the hall on that. The trolley must be ready by 3.30pm.

* Staff should not be in the kitchen when children are going to wash hands, unless absolutely necessary for the care of the children.

**Start of the session**

When the children arrive, they should be directed to their bubble space for that session and told to wait there until the are instructed to wash their hands.

Each year group will be sent one at a time to wash their hands at the start of the session, before snack is served in order to keep each bubble separate and distanced. Year 6 can be done immediately, Year 5 will need to wait until all year 3’s have arrived to stop a crossover at the door.

After snack children will be sent in year groups to put their plates in the sink and wash their hands - then they return to their bubble for the rest of the session.

The high touch areas in the bathroom should then be cleaned after the children have washed their hands before & after snack.

Staff do not start cleaning up from snack until all children have eaten/washed hands to avoid being in the kitchen area at the same time.

**During the session**

Children MUST stay in their designated area during the session.

Should children need to use the toilets, they must ask to go. Staff need to check that there are no children in there from a different bubble before sending children in.

**End of the session**

The tables and resources can be left out ready for breakfast club the following morning. Please make sure that all tables are wiped down at the end of the session*. If a group isn’t in the following morning, this may be indicated on the ASC register.*

Health and Safety checks as usual.

* The only thing that can be left out are tables and resources, just in case BC is cancelled. We don’t want to leave anything with sensitive information or harmful to health out (first aid box, anti-bac spray etc.)

**IN THE EVENT OF A FIRE**

* **CHILDREN IN THE BACK AREA SHOULD BE DIRECTED OUT OF THE REAR FIRE DOOR TO THEIR DESIGNATED FIRE POINT.**
* **CHILDREN IN THE FRONT, SIDE AND AT THE TABLE SHOULD BE DIRECTED OUT OF THE MAIN EXIT TO THEIR DESIGNATED FIRE POINT.**

**Y3 FIRE POINT - NUMBER 12 IN THE BIG YARD Y5 FIRE POINT - NUMBER 6 IN THE SMALL YARD**

**Y4 FIRE POINT - NUMBER 8 IN THE BIG YARD Y6 FIRE POINT - NUMBER 1 IN THE SMALL YARD**

**IR FIRE POINT - LEFT SIDE AGAINST THE WALL IN THE BIG YARD**

**Activity**

NGJASC will aim to be outside for most of the session. The deputy will plan back up craft activities for bad weather. Children are encouraged to sit down and play when inside the hall. Running about & exercise indoors is not permitted.

**Breakfast Club**

Is set out the similar as ASC, the year 5 and year 6 bubble have to remain seated at the tables at the left back and right back. Whilst Year 3 will be located in the side and Y4 at the front.

* As children come in staggered and eat at different times. They wash their hands on arrival (staff to check the toilets are free from other bubbles, siblings can go together if no other children are in there). When finishing eating, staff will direct them to take their plates and wash hands again when the bathroom is free.
* All children remain in their bubble unless directed to do so. (They should not be hanging around near the entrance).

Test & Trace – Staff to avoid close contact where possible. In instances where they must come into close contact with a child outside of their bubble, this is recorded by putting the staff’s name next to the child’s on the register.

Ventilation – if the doors have to close to maintain a comfortable temperature then they should be opened for 10 minutes every hour. They must stay open always if the windows are closed.