



*Bulgarian School Chuchuliga
Българско училище „Чучулига“
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www.chuchuliga.uk*

Bulgarian School Chuchuliga (Skylark)
Croydon, Surrey, UK

Risk Assessment Policy

Adopted and Confirmed by the School's Governing Body, the Bulgarian School Chuchuliga Limited
Companies House No 10363510

on 10 September 2020

Latest amendment: 30 August 2023

Croydon, Surrey, United Kingdom

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General considerations

The Bulgarian School Chuchuliga (Skylark) - the School thereafter - is an educational establishment that provides education services mainly under three conditions: a) the School operates under the authority and monitoring of both the UK's and the Bulgarian educational provisions (more specifically, the [Bulgarian Child Protection Law](#) and [Regulation No 90](#) of the Bulgarian Council of Ministers of 29 May 2018); b) the School does not have its own premises but rents classrooms in English schools in England (London and the South of England); and c) the students spend at the school not more than 3 hours a day (usually on a Saturday, and on other weekdays they stay at school for not more than 2 hours).

Since its opening in September 2016, the School has had classes only on a Saturday, and it has been using the education facilities of Archbishop Tenison's CoE High School in Croydon where all the Bulgarian school's staff and students follow the regulations of the English school, including its Safeguarding Policy; since September 2021, the School has rented classrooms also at two other sites: Hillcroft Primary School, Chaldon Road, Caterham, CR3 5PG and OfficeTribe Limited, 16 Mount Pleasant Road, Tunbridge Wells, TN1 1 QU. In September 2023, the School agreed to hire classrooms in Winchmore school, 20 Laburnum Grove, London, N21 3HS. In all those schools and premises Skylark fully accepts and follows their safeguarding and other policies.

In addition, the School's work and life (and also its performance and finances) are governed and regulated by a Parents' Council, according to Regulation No 90 / 29. 05. 2018 of the Bulgarian Council of Ministers. At the beginning of each academic year (which always falls on a mid-September Saturday), the Directors of the School's Governing Body, the Bulgarian School Chuchuliga Limited, nominate a safeguarding governor: as a rule, this is the Parents' Council Head.

This Risk Assessment Policy must always be read and understood in close connection with the School's Safeguarding Policy as it is regularly updated, in view of the latest government and education authorities' recommendations and regulations concerning teaching and learning in the circumstances of Covid-19 and other limitations that the UK government may impose on schools.

Skylark is a small school and its governing body, the Bulgarian School Chuchuliga Limited, has appointed four school staff to be responsible for both the safeguarding provisions and the risk assessment regulations within the School as it rents classrooms in other English schools. These are the designated safeguarding lead, the deputy designated safeguarding lead, the headteacher and the nominated safeguarding governor (the president of the Parents' council).

At least two responsible school staff must be present at the School at all times. During each school day, risk assessment is done, and all necessary provisions are ensured, by at least two school staff responsible for safeguarding and risk management.

Types of risk, hazard or concern in assessing risk situations at school

Although there may be numerous types of risk, hazards and concerns that affect school's work and life, eight main types of risk assessment can be identified. These are the following:

- pupils and staff arriving at school and departure from school
- movement around the school site
- use of different areas of the school site by pupils and staff
- organisation of classrooms and the timetable
- hygiene
- pupils and/or staff feeling unwell
- pupils and/or staff displaying symptoms of flu, Covid-19 or other contagious disease
- keeping up-to-date with the latest government and department of education's regulations and recommendations.

The School strictly abides by the recommendations of the UK government and the [Health and Safety Executive](#) and conducts risk assessments by following the 5 steps:

- What are the hazards identified?
- Who might be harmed?
- How they might be harmed?
- What are the existing precautions? Is it enough to control the hazard?
- What further actions are needed to eliminate the hazard?

Risk assessment is done for school pupils and partly for their families, as far as school safety is concerned; for school staff and their families, in connection with school safety; and for any visitors to the School or any person that may happen to be on the school site or close to school pupils and staff.

Pupils and staff arriving at school and departure from school

Moving around in the city, both on public transport and by car, may pose risks. To reduce or eliminate them, the School takes the following measures and actions:

- *Encourage parents and family members to bring children to school by their family car or school bus, provided they all feel healthy and don't show any symptoms.*
- *Give clear instructions to pupils about how to safely use the different types of transportation and the highway code, especially using London's busy streets.*
- *Remind pupils and family members to arrive at the school site well in advance but not too early.*
- *After classes have finished, each teacher leads his/her year group pupils out of the classroom onto the school yard and stays there until the last child has been collected by their parent(s). When raining or in other unfavourable weather conditions, children are passed on to their parents one by one at the school entrance; parents are not allowed to enter the school.*
- *The School will always aim to have its classes finished at different times for the different year groups so that departure is made easier and safer for both pupils and teachers and parents.*

Persons responsible for managing this type of risk and hazard:

the School's safeguarding officers.

Additional:

1. The Bulgarian school is a primary and secondary school but most of its students are primary school children age of 4 to 11 and so all children come to school accompanied by a parent or guardian or another responsible person within the child's environment. The School does not have pupils and students who come to school by themselves. This considerably reduces the risks of travel between home and school.

2. Most of the School's students live locally and they often walk to school together with their parents.

Movement around the school site at the beginning of the school day

Moving around in the school site may pose certain risks if children and adults don't follow prescribed rules. To reduce or eliminate risks and hazards, the School provides the following:

- *On arrival at the school site, each pupil is met by the teacher responsible for the relevant year group and is led into the classroom; the teacher may take two or three or more children, that have arrived at the same time, into the room by making sure that all movements are done in proper order.*
- *Parents and/or those who have brought children to school are not allowed into the school and certainly not into the classrooms; children are taken by the teacher from outside the school site or from the school entrance.*
- *When meeting and taking a child, the teacher must ensure that the child looks in good health and status. If in any doubt, the teacher must talk to the parent(s) and, if necessary, measure the child's temperature and have a brief conversation with him/her about how the child feels.*
- *Before meeting pupils and their parents, all school staff and teachers are to take all necessary measures and actions in advance, for example, all classroom doors open and windows open (unless too cold outside), desks and chairs well cleaned and ordered, etc.*
- *After the pupils have arrived and entered the classroom, they are helped by the assistant teacher or another school staff to orderly take their seats and take out of their school bags all necessary learning aids and equipment without mixing with each other or exchanging objects.*

Persons responsible for managing this type of risk and hazard:

the School's safeguarding officers.

Additional:

1. The Bulgarian school has no more than 15 pupils in a year group (the average number is 8 to 10 pupils), and each child is met and led by the teacher of the relevant year group into the classroom; this fact ensures an orderly and well managed way of safe leading of pupils into the school and the classrooms, without the need of special signs and route directions.
2. In rare cases, when a small child (age 4 and 5) finds it difficult to enter the school building or the classroom by themselves to join others for lessons, the year group teacher may allow the parent to lead the child into the building and towards the classroom; the parent, however, must not enter the classroom.
3. After the first lessons at school in the beginning of the school year, all pupils get to know their desk and seat and they go straight to them; 8 to 10 children in class are easily managed, as far as the beginning of the school day is concerned.

Use of different areas of the school site by pupils and staff

Since the start of the school year, all children will know the rules of moving around the school site and the school's different areas. And yet, the Bulgarian school headteacher and other responsible school staff take every measure so that during each school day (which is usually on a Saturday) pupils, students and staff follow the rules and accustom to them. Risks still may occur, and there are ways they can be managed, as follows:

- *Each year group represents one “bubble” and no mixing between children of different year groups is allowed.*
- *Each year group stays in their “area” at all times, except when they are orderly taken out during breaks between lessons by the responsible teacher and when using the toilet facilities.*
- *When using the corridor leading to the toilet, children must follow the signs and keep to the rule of “one-way circulation”; not more than two children are allowed into the toilet at the same time, and they are led there by the teacher who waits outside the facility and then takes children back to class.*
- *No child will be allowed out of the toilet before making sure that they have properly washed hands and used sanitisers.*
- *Whenever a child or group of children need to use other areas of the school, they are always supervised by a teacher or other responsible school staff.*
- *During the school day, children are not allowed to use the sports facilities of the English school where classrooms are rented: these can only be used in an organised way as part of sporting activities for the relevant year group.*

**Persons responsible for managing this type of risk and hazard:
the School's four safeguarding officers.**

Additional:

1. Although the School has secondary school children (these are age 12 to 16), all pupils and students are always accompanied by the year group teacher or the assistant teacher (or another responsible school staff), and they are never left by themselves at any time; thus, children cannot move to other school areas unless they are accompanied by a responsible school staff.
2. In good weather conditions, the School always aims to take children outside between lessons; in bad weather, quiet games are organised for them without the need for the children to take too active part in them, thus being imposed to unnecessary risks.

Organisation of classrooms and the timetable

The classrooms the Bulgarian school students use are spacious and well equipped with all necessary learning aids and equipment, and there is sufficient space in them to order the students desks in the appropriate order so that there is a safe distance between them. The lessons' timetable is also well designed so that children and staff stay inside as much as necessary but not more than that. Still there may be risky situations in class, and the School staff takes the following measures:

- *Each year group spends not more than 3 hours in the classroom. For the School's primary children this constitutes 4 or 5 teaching lessons where after each lesson, or after each two lessons, children are taken out on fresh air and playing games, weather permitting.*
- *All year groups start and finish lessons at different times.*
- *All students desks are well apart on all four sides, and children are not allowed to exchange object between themselves, both during classes and the breaks between lessons; all students are encouraged to use their own equipment.*
- *All desks face forward and there is more than 2-meter distance between the first front students' desks and the teacher.*
- *Whenever weather conditions allow, and the classrooms are warm enough in winter time, the classroom windows (or at least one window) will be open at all times. In any case, all windows and doors will be open at least 15 minutes before the start of the school day.*
- *Where there is only one toilet for girls and boys in the English school, the toilet is used only during lessons' breaks and always by children of one only year group.*
- *The School will avoid lessons that include drama or playing, partly these can be performed when children are outside on the school yard; still music lessons can be organised.*

Persons responsible for managing this type of risk and hazard:
the School's safeguarding officers.

Additional:

1. The lessons in the School are organised in such a way that there is at least 15 min difference between the different year groups at the start and the end of the lessons; children of different year groups usually do not meet with each other during breaks.
2. Where possible, the School uses two different English school's entrances (this is currently the case at Archbishop Tenison's CoE High School in Croydon) which enables us to better manage the different year groups.
3. In all English schools there are toilets for boys and toilets for girls which makes the movement in the corridors better organised; at Hillcroft Primary School there is only one toilet but its use is well managed considering the fact that it is far enough from the classrooms and the teachers always accompany the students that want to use it.
4. Spending not more than 3 hours a day at school considerably reduces risks and hazards for the students compared to the usual whole-day stay at school.

Keeping distance and avoiding accidents

Social distancing is one of the main factors contributing to minimised risks of contamination or any viral or bacterial infection (not only Covid-19 but any other). Although social distancing is not necessary in the current conditions of the schools in the UK, still the Bulgarian school has designed a system for the English schools' premises and classrooms whereby it can well manage the different types of contact between individuals – children, students, staff and parents bringing or taking their children.

The School staff would not encourage children to keep distance between themselves being fully aware that children need contacts but teachers will always be aware of any close contact between students that is not appropriate for the age of specific children and young people health-wise. This is especially important during breaks or school trips, thus reducing risks of contaminations, injuries, accidents, etc.

**Persons responsible for managing this type of risk and hazard:
the School's safeguarding officers.**

Hygiene

Observing good hygiene is the utmost requirement when it comes to infections but also to general health. At the same time, no matter how good hygiene is maintained by individuals, there may always be possibilities for unhealthy practices, and to minimise risks, the School takes all necessary measures:

- *Teaching children and school staff how to recognise unwell people in their environment and constantly reminding that contacts with such people must be minimised as far as possible.*
- *Require that everyone clean hands more often than usual: as a minimum, to wash hands with soap for more than 20 sec. and use sanitisers or alcohol-based sprays.*
- *Make sure that all children have their hands washed and well cleaned before the parent hands them onto the teacher; it is advisable that children do not touch anything on their way into the classroom and to their school desk.*
- *Make sure that the classrooms are well cleaned and aired in advance, before children enter them: all desks, chairs and any school equipment that will be used by children are well wiped and cleaned with alcohol-based liquids and then wiped dry; the same applies to door handles, handrails (incl. those by the school entrance), table tops, etc.*
- *Ensure that the classrooms and everything that has been used during the school day is again cleaned after lessons have finished and after all children have left the classrooms and the school; in addition to the above-mentioned materials, also detergent and bleach may be used, if necessary.*
- *In case pupils or staff have been wearing face coverings at their arrival to school, they must dispose of them in a plastic bag and placed in the common bins, provided the wearer of the PPE does not have any symptoms: if this is the case, the plastic bag is stored in a safe place for at least 72 hours.*
- *Pupils are instructed to wash and/or clean their hands as often as possible and necessary.*
- *The school staff will try to empty all bins at the end of the school day and place their content in plastic bags to be stored in a secure place.*

**Persons responsible for managing this type of risk and hazard:
the School's safeguarding officers.**

Additional:

1. The School always has sufficient quantity of hygiene materials in all classrooms: soap, sanitisers, alcohol-based sprays, napkins and tissue, hand gel and wipes, water in small bottles for individual use, etc.
2. The School does not employ cleaners or other school staff to help teachers with maintain good hygiene, so it is the teachers who do this; they are required to come to school at least half an hour before the first children arrive for school and depart from school after all cleaning has been properly done.
3. As a rule, no food can be brought into school. The School children age 4 to 8 need some food between every two lessons but this is always organised as part of the breaks and is done outside the classroom (usually in the dining room). In any case, strict hygiene rules are in place for both children and staff; the parents are informed about these rules and are asked to comply with them.

Pupils and/or staff feeling unwell

There is always the possibility that a child or any of their family members feels unwell. The concern this school year, 2020-2021, is predominantly about C-19 contamination or any other viral or bacterial infections, including flu. To minimise or exclude the risk of passing on infections to others while at school, we take the following measures:

- *All children at the Bulgarian school and their parents have been informed at the beginning of the school year in September 2020 that they cannot bring pupils to school if they feel unwell, especially if they cough or sneeze and they have symptoms of a flu or C-19. Parents must try to inform the School well in advance if this is the case.*
- *At children and parents' arrival at school, teachers and staff always have a brief conversation with them about how they feel and whether there are any concerns in their family. In case any of them is unsure about their health and wellbeing, the School recommends that the child is taken back home and, whenever possible, catch up through online lessons until they are well again.*
- *If a child shows minor symptoms, such as coughing or sneezing without having temperature, as a result of minor colds, then they are allowed into the classroom while the teacher makes sure that this pupil always maintains the distance of 2 meters and, wears a face covering, if this is appropriate (children of age 4 or 5 may not need to).*
- *A pupil may have other medical and clinical conditions that do not prevent them from participating in the lessons. If parents notice, however, that on a specific day the child finds it difficult to attend school, they must inform the School and give any details necessary. The School may decide to continue with online lessons and teach the pupil until they are healthy again and are able to attend school.*

**Persons responsible for managing this type of risk and hazard:
the School's four safeguarding officers.**

Additional clarifications:

1. The Bulgarian school has had a number of cases when children suddenly feel unwell during the school day, especially children of age 4 to 6 or 7. In many cases "feeling unwell" passes quickly and the teaching staff working with such children are well trained to deal with such minor and quickly passing symptoms. The School has had instances when a pupil needs immediate help and the teaching staff are trained in first aid, too. The experience of the School is that the parents of small children (aged 4 to 6) usually wait for their children to finish school somewhere nearby.
2. The School requires that parents provide information about the child and their health at the beginning of the school year and then at least twice in a term: in November and January, and in February and April/May (Bulgarian schools operate in two terms: September to end-January and February to June). This is especially important now when many Bulgarian families spend summer in Bulgaria and on their return to the UK they need to make sure that they are healthy and in good condition.
3. The Bulgarian school has developed efficient online teaching programmes that help teach children almost with the same efficiency as in a classroom; mostly Zoom is used but also other teaching platforms (such as Moodle) which enable live interaction between teacher and student, even with the smallest members of the school – the 4 and 5 year olds. While providing online lessons, teachers would always keep an eye on the students wellbeing and health and would inform parents of any symptoms or signs they notice in children.

Keeping up-to-date with education regulations and recommendations

Keeping up-to-date with the latest government (including DfE) recommendations and regulations, esp. those connected with safe and efficient education in the circumstances of quick social changes, is essential for the life of every school, and for the Bulgarian school as well. Being always informed about guidance and recommendations coming from official institutions is achieved in the following ways:

- *The School regularly review national guidance from the government, the DfE, the NHS (incl. Public Health England) and the Education related pages on gov.uk.*
- *The School is always prepared to get further advice from the Education and Learning team at the LA, if required*
- *The School closely follows the Bulgarian Ministry of education's regulations and advice on teaching children abroad while complying with the Bulgarian recommendations concerning the use of appropriate textbooks and teaching aids.*
- *Any changes of current practice as a result of risk assessments, that are regularly carried out, are always promptly communicated to staff, pupils and parents alike; the findings of all our own revised risk assessments are communicated, as well.*
- *The School reviews its Safeguarding and Risk Assessment policies at least once a year, and when circumstances require, it makes reviews more frequently while promptly informing all relevant parties.*

**Persons responsible for managing this type of risk and hazard:
the School's four safeguarding officers.**

Additional clarifications:

As the Bulgarian school Skylark operates under the legislation and guidance from the Bulgarian education authorities (in addition to those in England), it tries to always communicate any changes in the ways pupils and students are taught to the Bulgarian Ministry of education and, where needed, to the Bulgarian Embassy in London. At the same time, the School informs pupils and staff about the latest regulations and recommendations of the English and the Bulgarian government and education authorities. This is especially important as a number of Bulgarian families sometimes move between Bulgaria and the UK and they need to adapt to all local requirements and, more specifically, to those related to education.

Responsible school staff in assessing risks and ensuring all necessary provisions

Designated Safeguarding Lead: *signature on the original document on paper*
.....
Mr Valentin Kozhuharov (Tel: Please contact the School)

Deputy Designated Safeguarding Lead: *signature on the original document on paper*
.....
Ms Zory Burner (Tel: Please contact the School)

Headteacher: *signature on the original document on paper*
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Mrs Daniela Todorova (Tel: Please contact the School)

Nominated Safeguarding Governor (the President of the Parents' Council): *signature on the original document on paper*
.....
Mrs Svetoslava Gospodinova (Tel: Please contact the School)

The School's official email: chuchuliga.uk@gmail.com

Date: 30 August 2023

Croydon, Surrey, UK