

This Risk Assessment will be updated regularly in light of new information from the Government, United Kingdom Health Security Agency (UKHSA) England and the Local Authority.

This Risk Assessment should be read in conjunction with the updated Risk Assessments we have in place for various locations and activities throughout school.

Hadrian School
March 2022
Covid 19 Risk Assessment

Hadrian School has regularly consulted with our Parents/Carers and remained open to vulnerable children and those of Key Workers throughout the Covid 19 crisis.

All staff (including Admin, Cleaning Team, and Lunchtime staff) have been offered vaccinations in September with the second vaccination in April 2021 and the booster in October 2021. All staff have also been offered the Flu vaccination in October and December 2021.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore it is necessary to ensure all pupils can return to school.

Most people who become infected with COVID-19 will experience mild symptoms, such as fever and cough and are unlikely to become severely unwell. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. School is also a vital point of contact for United Kingdom Health Security Agency (UKHSA) and safeguarding services that are critical to the wellbeing of children and families.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggest that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the risk from coronavirus (COVID-19).

While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. Schools will also need to plan for the possibility of school closure as a last resort and how they will ensure continuity of education should the situation change.

Document Changes	Date
<i>Original document published</i>	<i>13th March 2020</i>
	<i>26th May 2020</i>
<i>Text amended to reflect the updated guidance on those clinically vulnerable and those clinically extremely vulnerable (shielding).</i>	<i>4th June 2020</i>
<i>Text added about the 'Test and Trace' system and what schools should do in the event of a suspected or confirmed case.</i>	<i>19th June 2020</i>
<i>Front page updated to reflect changes to government guidance for schools bringing back all children. Risk assessment rewrite based on amended government guidance</i>	<i>3rd July 2020</i>
<i>As a result of trade union consultation, a reminder added for schools to adequately record details of pupils, staff and visitors on site.</i>	<i>8th July 2020</i>
<i>Return from summer break – increase capacity – full school reopening</i>	<i>4th September 2020</i>
<i>Onset of Omicron variant November 2021</i>	<i>30th November 2021</i>
<i>New advice</i>	<i>January 2022</i>
<i>New advice on 'Living with Covid'</i>	<i>February 2022</i>

The following actions for staff and pupils contribute to reducing the likelihood of COVID-19 transmission:

- Introduced Lateral Flow Tests for all staff, to be taken twice weekly commencing the 22.02.21. Staff to take one test on a Sunday evening and the second on Wednesday evening. Staff have been given guidance on how to administer and register test results. Part-time staff to adjust their tests according to their working patterns. This will still continue and be reviewed in April pending new advice.
- Ensuring that if staff, pupils (or anyone in their household) develop symptoms of COVID-19, they stay at home, get [tested](#) and follow guidance on [household isolation](#), and ensuring that if staff or pupils are identified as a close contact of someone who has tested positive for COVID-19 by NHS Test and Trace, they stay at home and follow guidance for [people of contacts with confirmed coronavirus](#).
- [Washing hands](#) frequently for at least 20 seconds, using soap and water, or hand sanitiser where soap and water are not immediately available;
- Coughing or sneezing into tissues before binning them;
- Avoiding touching the eyes, nose or face;
- [Cleaning](#) and disinfecting regularly touched objects and surfaces using regular cleaning products;
- Minimising contact between individuals and maintaining social distancing wherever possible;
- Following government advice and guidance [on actions for the full opening of schools](#)
- [Following updates in SEND and specialist settings: additional Covid-19 operational guidance February 2022](#)

If the above advice is followed carefully, any risk of transmission in schools will be greatly reduced.

Further government guidance can be found at: <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

At Hadrian we know that:

1. We can put in place strategies to minimise risk but we can't eliminate it
2. Staffing levels are crucial and that we need a qualified experienced and stable staff team
3. Training and induction is crucial for staff returning to work from home or from shielding
4. All people returning to work will ensure they meet with the Business Manager for their back to work interview where they can request an individual Covid RA if main RA does not meet their needs
5. We all need to be committed at an individual level - to get better at assessing individual risk for activities in the context of Covid 19 guidance

As from the 7th March 2022 we are returning to pre Covid routines with additional guidance for staff and parents.

Updated Covid Guidelines have been shared with staff and partners including the LA and Health professionals. (March 2022)

New guidance has also been sent to all parents, staff and Governors on Covid procedures for attendance to school.

SPOC forms have been updated where necessary at bit.ly/3frSiue for every Covid related incident. The SPOC forms are now being monitored by the Deputy Head Alex Rayner.

The whole school will be fogged each Tuesday evening after 4:00pm and Wednesday morning between 6:00am and 7:45am. Disinfectant resources are located across school to clean outdoor resources.

All staff will **no longer** be required to wear face masks whenever out of their own classroom.

All bubbles will no longer be necessary.

All staff involved in personal hygiene routines will **continue be required** to wear PPE. This will also be appropriate when involved in feeding or assisting with drinking for some pupils, when involved in First Aid, dealing with bodily fluids or in some cases of physically supporting dysregulated children.

All visitors to school **will no longer** be required to wear a face mask but will be asked to continue to leave contact details in case of a positive outbreak. Those visitors from Health in direct contact with children may be required to continue to wear full PPE.

If information from United Kingdom Health Security Agency (UKHSA) England suggests a rise in the R rate locally we will follow guidance and potentially close or reduce our offer.

We will be carrying out Fire Drills so if the alarm sounds all staff and pupils will muster according to their Fire Guidance information. First Aiders will always be available on site as will the HT, DH and DSL.

If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) they must be sent home and be advised to follow the guidance for households with possible or confirmed coronavirus infection.

This Risk Assessment will be shared with our staff, parents/carers, Governors, Compass Trustees, Local Authority and the relevant union bodies. We will then summarise this RA and share with our staff, unions & LA feedback. The responsibility of opening and mitigating risks remains with the Head Teacher and Governing Body.

Current United Kingdom Health Security Agency (UKHSA) guidance is that you should only get a test if you have symptoms, even if you have been in close contact with a positive case. This is because there might not be enough 'virus load' in a non-symptomatic person to be picked up by the test, but also because the infection period for a close contact is 14 days. So it would be possible to get a false negative result. Consequently, non-symptomatic children or adults who have been in close contact with a positive case need to self-isolate for 10 days. **A test does not provide a quick ticket back.** Furthermore, if at any time during the 14 days self-isolation a person develops symptoms and are tested positive, they must self-isolate for a further 10 days from the onset of symptoms.

Please do not advise non-symptomatic close contacts to get a test. A negative result might prove inaccurate and have damaging consequences for school. It is also putting a strain on the testing system, which is needed for those with symptoms. Anyone going for a test should not return to work while waiting for the result.

Close Contacts

This is the current close contact guidance:

*A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from **2 days** before the person was symptomatic up to **10 days** from onset of symptoms (this is when they are infectious to others). For example, a contact can be:*

- *people who spend significant time in the same household as a person who has tested positive for COVID-19*
- *sexual partners*
- *a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:*
 - *being coughed on*
 - *having a face-to-face conversation within one metre*
 - *having skin-to-skin physical contact, or*
 - *contact within one metre for one minute or longer without face-to-face contact*
- *a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes*
- *a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19*

Where an interaction between 2 people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

Contacts of a person who has tested positive for COVID-19 need to self-isolate at home because they are at risk of developing symptoms themselves in the next 14 days and could spread the virus to others before the symptoms begin.

If you are a contact of someone who has tested positive for COVID-19, then you will be notified by the NHS Test and Trace service via text message, email or phone. If you are notified, please follow the guidance in this document closely.

If you have not been notified that you are a contact, this means you do not need to self-isolate and should follow the general guidance, for example, social distancing, hand-washing, and covering coughs and sneezes.

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

These definitions are wide-ranging, so it is vital that all of the mitigations you have in place in schools are maintained. In the event of a positive case in school, United Kingdom Health Security Agency (UKHSA) will drill down into your procedures to help you apply the definitions to your school – if procedures are strong, a positive case might not result in as many close contacts as you think. However, when procedures slip, especially between

staff, then a single positive staff member can remove half of your staff for two weeks. This, rather than an outbreak amongst pupils, is the biggest threat to school sustainability.

It is a very long way from being an ideal situation, and it is becoming apparent that there will be ongoing disruption for the foreseeable future. Together we will find ways to work around the difficulties, but the main message at the moment is that we need to stay vigilant, control risks where we can, and keep pushing the social distancing / hygiene advice to all staff and our communities.

United Kingdom Health Security Agency (UKHSA) England (PHE) NHS Business Services Authority new helpline

It can be reached by calling the DfE's existing coronavirus helpline number on 0800 046 8687, and selecting option 1. This option will take you through to the dedicated team of advisors who will inform you what action is needed based on the latest United Kingdom Health Security Agency (UKHSA) advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call. The advice service will be open Monday to Friday from 8am to 6pm and 10am to 4pm on Saturdays and Sundays.

The DfE helpline also remains available for all other queries about coronavirus on 0800 046 8687, including for advice on those displaying symptoms.

Progression of restrictions / Staged Response

Response Stage	Trigger	Key Actions	Who?
<p>STAGE 1 – General (everyday hygiene and procedures)</p>	<p>None</p>	<ul style="list-style-type: none"> - Sign in on arrival, visitors leave contact details and then use hand sanitiser, repeat on leaving - Use clean pens on each occasion and ensure the used pen is placed in the appropriate receptacle - Staff sanitise the key pad after use - General reminders for good hygiene routines - Follow Hadrian Covid Guidelines (January 2022) at all times - Effective handwashing facilities and soap available - Increased use of toilet facilities across the building for staff - Follow usual absence procedures for sickness - Do Not congregate at Reception, respect social distancing - Controlled drop off time for children with 3 entry points into school by shortest routes where possible - Parents can now enter school building. - Visitors by appointment only - External gates monitored by bus staff, reception staff and all other staff where appropriate 	<p>PM & SLT All staff and visitors</p>

Response Stage	Trigger	Key Actions	Who?
<p>STAGE 2 – Prevention</p>	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> -Increased absence rates of pupils or staff -Local increases in sickness e.g. flu, gastric, coronavirus -United Kingdom Health Security Agency (UKHSA) alerts -Suspected cases of specific illness in school or within the community (e.g. coronavirus / gastric) -Staff to follow Pupil Pen Portraits, Behaviour/Thrive Plans, All About Me, Health Care Plan guidance before working with children <p>Therapists/Outside Professionals working with school</p>	<ul style="list-style-type: none"> - Increase hygiene procedure from entry to the building - Avoid contact with anyone with symptoms - Minimise contact and mixing of groups - Pupils and staff will now mix groups daily - No further restricted timetables to parts of the building – Soft Play, Hydro Pool, Rebound Centre - Hot water freely available for cleaning - Communication with key people including key information (staff, pupils and families, users of the site, LA) New Covid 19 site on the website updated regularly - Only rooms in use with ventilation - Specific hygiene lessons for children - Ensure that robust handwashing measures are being adhered to at all times - Enforce 48hr absence after symptoms have stopped for all fever, sickness, diarrhoea etc. - Daily review of the situation completing SPOC forms where appropriate and advice from LA and United Kingdom Health Security Agency (UKHSA) - Number of entrances and exits will be in use - Written guidance to Parent/Carers in Appendix 2 <p>Where involvement of professionals such as Social Workers, medical staff or therapists are required, virtual appointments will be considered in the first instance. If they do need to attend in person, they need to closely follow the protective measures of the setting. The number of attendees should be kept to a minimum and social distancing should be maintained where possible.</p> <p>Therapists linked to school can work in the building and manage their caseload so that they minimise close contact with children.</p>	<p>PM & SLT Admin Staff All emergency reviews cancelled Dr Mark Anderson & Health colleagues</p> <p>Deputy Head</p>

Response Stage	Trigger	Key Actions	Who?
	<p>-Pupil with complex health care needs will be allowed back to school after additional Health Risk Assessments are complete</p>	<p>Therapists have own office space and designated therapy rooms. School/Health guidance on use of PPE followed by all health professionals.</p> <p>- We will liaise on an individual risk assessment basis for children with complex health care needs.</p>	<p>Head Teacher/Deputy</p>
<p>Stage 2 Prevention Use of PPE (See Appendix 3)</p>	<p>AGPs e.g. suctioning, feeding & drinking, tracheotomy changes First Aid, cleaning vomit, blood Personal hygiene and intimate care, including application of creams Staff working out of their own bubble</p> <p>Lack of PPE resources/unavailability of supplies Infected area</p>	<p>Enhanced cleaning in all areas throughout school</p> <p>All staff will use PPE for intimate care and when involved in any personal hygiene requirements. Training will be given in use of PPE. Video shared with staff on correct ways to wear and remove PPE.</p> <p><i>PPE available:</i></p> <ul style="list-style-type: none"> - Disposable gloves - Disposable apron - Fluid resistant mask - Face shield <p>Staff will use gloves if applying sun cream, dealing with any First Aid issues, cleaning any bodily fluids or carrying laundry. Staff will be directed to the safe disposal of PPE resources. PPE to be used for feeding/drinking routines and working with dysregulated children who may spit or bite</p> <p>This would result in school having to close or not allow any pupil requiring this provision to be on site. The area should be left for 72 hours before it is cleaned. Consideration should be given to cordoning off or</p>	<p>All staff working with children Cleaning Team. Written PPE Guidelines given to all staff</p> <p>PM</p> <p>Caretaker/Cleaning Team</p>

Response Stage	Trigger	Key Actions	Who?
	Bodily fluids	<p>locking doors to restrict access to the area where this can be achieved.</p> <p>Windows and doors should be left open where possible for ventilation whilst cleaning takes place.</p> <p>Gloves & aprons to be worn and use of household disinfectant. Gloves/aprons then double bagged, stored securely for 72 hours and then thrown in normal rubbish.</p> <p>If an area has been heavily contaminated then staff need to use face masks as well as aprons, and gloves and dispose as above.</p> <p>Wash your hands immediately after removing the gloves.</p>	All staff
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - Direct case or increased likelihood of cases 	<ul style="list-style-type: none"> - United Kingdom Health Security Agency (UKHSA) England advice for restrictions - Complete SPOC form on-line <p>Contact situations:</p> <ul style="list-style-type: none"> - Entry to school and exit from school controlled for children - Whole school assemblies are back - Whole School events are back - Educational visits will be re-introduced - Encourage outdoor learning whenever possible - Children playing in separate play areas <p>Consider:</p> <ul style="list-style-type: none"> - Any screening measures e.g. use of a thermometer in school. - Increase time of exclusion from school for those with symptoms (beyond 48hrs) 	<p>DH complete SPOC Form</p> <p>Safety of site to be evaluated by PM (including safeguarding of staff, pupils ratio, vulnerability of pupils).</p> <p>All staff briefed each Monday morning and more frequently as necessary</p> <p>PHE & LA SLT SLT - Vulnerable staff asked to work from home</p>

Response Stage	Trigger	Key Actions	Who?
	<ul style="list-style-type: none"> - Lack of hot water - Flood/major systems breakdown 	<ul style="list-style-type: none"> - Sending home any children with <u>any</u> Covid symptoms - Re-organisation of classrooms and resources - Excess resources removed - Lunch in classrooms for all classes - Additional cleaning including emptying bins and cleaning throughout the school day - School will have to close. Repairs made and boiler recommissioned. 	<p>Admin - Thermometers in Reception to monitor temps where necessary</p> <p>PM - Cleaning wipes available in all classes and specialised rooms</p> <p>List of tasks that could be completed at home agreed with staff</p> <p>Teachers – distance learning if Bubbles go into isolation</p> <p>PM</p>
<p>STAGE 4 – Containment</p>	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significance of danger of disease or illness - No Nurses on site 	<ul style="list-style-type: none"> - Part / full closures of site / classes or individual children if we don't have trained staff or Nurses on site - Deep clean of all facilities and touch points - Closure of lettings and building use - Reduction of visitors - School calendar for the Spring & Summer Terms revised 	<p>HT / Chair of Governors</p> <p>SLT</p>
<p>Net capacity</p>	<ul style="list-style-type: none"> - Available capacity of space in classrooms and shared spaces 	<ul style="list-style-type: none"> - Key locations off timetable, shared locations disinfected before new groups use space - Staff use 'walkie-talkies' to arrange use of shared spaces and outdoor play areas - Sports Hall, School Hall, Rebound Centre, Music Studio, all available under guidance - We will endeavour, where we feel it is appropriate, to gather further contextual information to aid our decision making process and take advice from United Kingdom Health Security Agency (UKHSA) where necessary - Start and end of day staggered to allow for safe distancing for adults in particular 	<p>SLT</p> <p>Staff</p>

Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages	Key Actions	Who
	IMMEDIATE TASKS		
Preventative measures	<p>Reinforce Health and Safety currently within school</p> <ul style="list-style-type: none"> - cleaning of equipment and furniture MUST WEAR GLOVES WHEN DEALING WITH LAUNDRY AND BINS - advice to staff about: the signs of COVID 19 / when to self-isolate / hygiene and keeping safe - what to do if a member of staff feels ill - what to do if a pupil is ill - ensure pupils adhere to hygiene guidance - pupils given advice and information to use in lessons - signage / posters around the buildings <p>No children with high health care needs in school until MARA completed</p>	<p>SLT to reinforce about the hygiene message to staff and pupils</p> <p>Posters around the buildings All staff have a copy of our Hadrian Covid Guidelines</p> <p>Review of cleaning equipment and resources Staggered breaks, comfort breaks across the building</p> <p>We will individually risk assess any child with high health care needs prior to admission. This will rely on nursing and therapy support, trained staff available and the level of risk of Covid cases in the City</p>	<p>Posters up for staff/pupils and visitors.</p> <p>Weekly bulletins</p> <p>Hand washing sessions happening in classrooms</p> <p>E-mails sent to staff</p> <p>Hadrian Covid Guidelines</p>
Payroll / Bank	<p>Immediate assessment needed of running payroll in the events of:</p> <ul style="list-style-type: none"> - Payroll Manager has to self-isolate or is a confirmed case of COVID 19 - School closure - How to process payments on the bank 	<p>Linked support from SCP Admin if necessary</p> <p>Finance Officer able to work remotely</p>	<p>DP</p> <p>FO</p> <p>SCP Admin</p>
Communication strategy	<ul style="list-style-type: none"> - Information on our website about whether we remain open or closed with regular updates - Remote Staff Briefings every Monday or more frequently if necessary - If in lockdown revert to regular virtual meetings with Staff/Parents/Stakeholders - Regular email updates to Governors, Trustees - Weekly coms with LA and partners - Weekly coms with Specialist Schools 	<p>Ensure we have effective communications in place with all stakeholders.</p> <p>New checklist guidelines in place to ensure Covid compliance for all staff and professionals in the building.</p>	<p>DR/SLT</p> <p>SLT</p>

Specific Issue	Actions including messages	Key Actions	Who
IT infrastructure	<ul style="list-style-type: none"> - Assessment of whether the IT network can cope with the demand of so many staff working remotely - IT helpline if school closes - Email issues to admin@hadrian.newcastle.sch.uk - If school closes – message on the school answer phone - If school closes - Diverting telephones to HT/DHT 	Dummy run of all accessing the system Text messages to all stakeholders Link on website Class DoJo Staff WhatsApp group School Facebook Ensure all staff have access to IT at home Audit internet access for all pupils at home Ensure that key staff have accessible IT that links to TEAMS	DR/SL
Critical Incident Management Policy	<ul style="list-style-type: none"> - Update of the policy especially around areas of responsibilities 	SLT to review and update	SLT
Notification to visitors	<ul style="list-style-type: none"> - Notification and advice at Reception - Hand sanitiser at each reception and ensure good hygiene is followed by all visitors. - Sign in, leave contact number - Wear a face mask 	SLT to review and ensure Reception area is suitably signposted All visitors to leave a contact number in case of a positive Covid outbreak Allocated visitor toilet	DP: all visitors to sanitise hands Meeting rooms disinfected after each use
Notification to other professionals working into school	<ul style="list-style-type: none"> - We expect all visiting professionals to sign in, leave a contact phone number on entrance. - Sanitise their hands on entry. - Do not use the toilets at Reception use the allocated visitor toilet - We expect all multi-professionals to be wearing facemasks in school when moving around the building - We expect all multi-professionals not to enter classroom bubbles without our agreed consent - When working directly with children we expect multi-professionals to be wearing full PPE. - Please read and adhere to our Covid Guidelines document. 	Meeting Rooms with space for social distancing and ventilation will be made available to multi-professionals on request. Please book rooms in advance through Admin. The rooms will be sanitised after use.	Admin SLT

Specific Issue	Actions including messages	Key Actions	Who
SCHOOL REMAINS OPEN			
School staff shortages	<ul style="list-style-type: none"> - Review and risk assess absent colleague dependent on the role and impact on the organisation i.e. nursing staff absent can we support the pupils requiring medication? - Using different ways of working to allow for reduced workforce, this may include: <ul style="list-style-type: none"> ➤ remote working team meeting the learning needs of our children at home ➤ smaller class sizes (subject to adult and child ratios) ➤ virtual Learning Environment opportunities ➤ pre-prepared educational materials that allow for independent learning ➤ consider partial closure for certain classes or part time access to school ➤ use of staff who are self-isolating/shielding at home for tasks, research, planning 	<p>SLT to review contingency plans Update Covid 19 Staff/Pupil status</p> <p>Wearing full PPE where appropriate or face masks as last resort</p> <p>Promote outdoor learning on a daily basis</p>	<p>SLT Senior Teaching & Learning Assistants All staff</p>
Leadership shortage	<ul style="list-style-type: none"> - Communication by other forms - HT will delegate duties to cover leadership duties - SLT members working from home - If whole SLT goes down then support available from SCP 	<p>Zoom, TEAMS, Google Email, phone Complete Annual Reviews, update CPOMS, support staff wellbeing, contact parents, health colleagues other professionals, update reports, oversee Annual School Reports, support transitions in and out of school, join in virtual meetings Look at any gaps in learning and plan for remediation Staggered LT meetings Key members of the LT working in class bubbles can step up out of class if necessary</p>	<p>SLT Or SLT from SCP</p>
Transport staff shortages or suspension of service	<ul style="list-style-type: none"> - Pupils unable to get to school - Alternative arrangements – parents / independent travellers 	<p>Staggered times for start and end of day Communication with SEND Transport Consider transporting the most vulnerable using Hadrian's mini-buses</p>	<p>SLT Admin LA SEN transport</p>

Specific Issue	Actions including messages	Key Actions	Who
	<ul style="list-style-type: none"> - Communication to parents – Set class work/therapy goals to carry out at home - IT availability for pupils (taking iPads home) 	<p>Equipment loan to families Close liaison with Children’s Social Care and Children’s Disability Team</p>	
Costs of additional measures and enhanced services to address Covid 19	<ul style="list-style-type: none"> - Additional costs of LA transport if required to open over holiday period - Additional costs of PPE - Additional costs of cleaning products - Look into accessing DfE Coronavirus Catch up premium 	<p>Government additional funding https://www.gov.uk/guidance/coronavirus-covid-19-catch-up-premium</p>	<p>DP SLT</p>
Catering staff shortages or suspension of service	<ul style="list-style-type: none"> - If shortage – ask City Cuisine for support - Other alternatives – packed lunch (free school meals) / outside supplier - Where too many absences of catering staff – consider partial closure for certain classes or part time 	<p>Lunches in classrooms, packed lunch available to those on FSM if isolating</p>	<p>SLT Cook</p>
Premises staff shortage or absence of key holders	<ul style="list-style-type: none"> - Ensure the buildings are safe and fit for pupils and staff. - No staff to work in any other bubble. If we have staff shortages we will ask parents to keep children at home on a rota basis. - Alternative key holders to ensure buildings open and close securely or use of current staff to open and close multiple sites 	<p>SLT</p>	<p>PM or Caretaker City Works</p>
Risk assess exposure to our buildings	<ul style="list-style-type: none"> - Suspended use of Soft Play ball pool, Library, SI, Sensory Room, Hydro Pool until further notice. - No cutting through classrooms to outdoor play areas - Suspend Extended schools including after school and holiday clubs / lettings / conferences - Communication to those stakeholders about our decision i.e. good hygiene if remaining open or fact of suspending the letting - Remote Governors meetings - Remote Parents meetings 	<p>Lettings - Manage it and review. SLT to deal with individual cases. Hadrian Covid Guidelines Letter to parents</p>	<p>DP PM Whole school staff Governor Services</p>

Specific Issue	Actions including messages	Key Actions	Who
Anti-bacterial cleaner and hygiene resources	<ul style="list-style-type: none"> - PM to carry out a stock check every Friday and as necessary - Immediate release of staff for COSHH training needed with current cleaning solution if they are used in class - Tissues/blue roll/PPE, etc. for staff 	<p>Lidded bins for all classrooms Supply of disinfectant and cleaning products safely stored away from children New approaches on entry to school More entrance options open for core staff to avoid Reception</p>	PM
Protection for most vulnerable children	<ul style="list-style-type: none"> - Identify vulnerable children e.g. underlying health conditions that may be affected by Covid - Discuss with parents the initial steps and agree key actions re. isolation/seclusion - All AGP children to have a MARA Risk Assessment before returning to school. - Swabs will be tested twice weekly to ensure that the child is Covid free 	<p>SLT Nursing Team</p>	<p>SLT/DSO Dr Mark Anderson CCG</p>
Staff looking after dependents	<ul style="list-style-type: none"> - Staff as parents need to be at home to care for dependents - The legal position is that there is a legal right to look after dependents but that would be just to put arrangements in place NOT to look after the dependent themselves - This is unpaid 	<p>SLT to consider if something additional to current two days needs to be introduced for the COVID 19 situation. Document which informs all staff of:</p> <ul style="list-style-type: none"> - emergency contacts, key partners around the YP, any issues around care arrangements which could place the YP at risk 	SLT
Suspected case in school (staff or pupil reports symptoms)	<ul style="list-style-type: none"> - Keep the person isolated in our Isolation Room home (Consultants Room) whilst arrangements are made to transport the person. Staff member to wear full PPE. If the child/adult requires the toilet then they are to use the EQUALS toilet which will be disinfected after use - Even mild symptoms of COVID 19 – person should self-isolate and get a test if symptomatic asap. If the test is positive then they inform school and their bubble - School to contact relevant agencies e.g. LA / United Kingdom Health Security Agency (UKHSA) England - Deep clean after 72 hours 	<p>SLT Contact parents In the case of suspected symptoms send home (ensuring family at home) Complete SPOC Complete Covid Staff & Pupil Update form</p>	SLT

Specific Issue	Actions including messages	Key Actions	Who
	<ul style="list-style-type: none"> - Reminders of hygiene - Contact parents – general information about sickness, etc. 		
Confirmed case (staff or pupil who has been in school)	<ul style="list-style-type: none"> - In these cases our local United Kingdom Health Security Agency (UKHSA) England (PHE) health protection team will get in touch to discuss the case and advise on any action or precautions to take. - Deep clean all areas after 24 hours – see above - Contact parents – general information about sickness etc. and the key next steps e.g. Closure of a class / school/ or carry on etc. 	<p>SLT will be led by PHE but will need to think about communication strategy</p> <p>Complete SPOC on-line</p> <p>Show evidence of positive or negative test result to school.</p> <p>If pupil - complete CPOMS</p> <p>Be aware that the test & trace is not actually reliable at present in which case we must use our own judgement.</p>	<p>SLT</p> <p>PHE</p> <p>Teachers</p>
Suspected case outside of school (staff or pupil reports symptoms)	<ul style="list-style-type: none"> - Employee / parents to ring NHS111 or own GP and advise school of outcome 	<p>Report information to school asap</p> <p>Complete CPOMS</p> <p>Complete SPOC</p> <p>If it results in absence then complete Covid Staff & Pupil record. Admin to record absence on SIMS using appropriate Covid code</p>	<p>SLT</p>
Suspected case outside of school (family member of staff or pupil reports symptoms)	<ul style="list-style-type: none"> - At the present time ring NHS111 or own GP and advise school of outcome 	<p>Update CPOMS</p> <p>If at any stage you cannot cope with symptoms or the condition gets worse contact the following website;</p> <p>https://111.nhs.uk/COVID-19</p>	<p>Report to SLT</p>
Confirmed case in a family of a staff member or pupil	<ul style="list-style-type: none"> - School to contact United Kingdom Health Security Agency (UKHSA) England for advice - Children in the family to remain at home for a fixed period of time - See above if told to self-isolate - The next stage could be that all family members should self-isolate for 14 days - 	<p>Complete SPOC</p> <p>Update Covid Staff & Pupil Form</p> <p>Update CPOMS</p>	<p>SLT to be led by PHE</p>
Pay for staff member who is a confirmed case	<ul style="list-style-type: none"> - If an employee contracts coronavirus, this should be treated in the same way as any other sickness absence in terms of payment. 	<p>As per policy</p>	<p>DP</p>

Specific Issue	Actions including messages	Key Actions	Who
	<ul style="list-style-type: none"> - In these cases our local United Kingdom Health Security Agency (UKHSA) England (PHE) health protection team will get in touch to discuss the case and advise on any action or precautions to take. 		
Staff with symptoms	<ul style="list-style-type: none"> - Government advice on is that all people with flu like symptoms – a new fever above 38 C and / or a new persistent cough, loss of smell & taste - should self-isolate (stay away from other people) for 10 days. - This would be sickness and they would follow the sickness procedure - If they test positive they can return to work after 10 days (day 11) 	<p>As per policy</p> <p>Contact PHE on 0300 303 8596 Option 1</p>	Staff
Staff member who is asked to self-isolate but with no symptoms	<ul style="list-style-type: none"> - If an employee needs to self-quarantine (on the advice of NHS 111 or a Doctor) the first step is to assess whether they can work at home. If they can, the person will be paid as normal and their absence will be deemed to be authorised paid leave. - If the employee is not fit to work or in a post where home working is not possible, they will be treated as being on sick leave. They would need to follow the sickness procedure. This includes individuals who may be a carrier of COVID-19 but may not have symptoms. - Treating the employee as being on paid sick leave or as working from home is advisable and justified. It makes sense, otherwise concerns about lost pay could lead to potentially infected people coming into work. <p>Evidence of advice to self-isolate</p> <ul style="list-style-type: none"> - Medical evidence is not required for the first seven days of sickness (according to the law). After seven days we require a Fit 	<p>As per policy</p> <p>Record SPOC and Covid Staff & Pupil Form</p> <p>Keep in touch with staff on long term absence.</p> <p>Business Manager to liaise with HR regarding statutory sick pay arrangements</p>	SLT DP

Specific Issue	Actions including messages	Key Actions	Who
	<p>Note but it might be difficult for the person to get one if in self-isolation.</p> <ul style="list-style-type: none"> - The Government strongly suggests that employers use their discretion around the need for medical evidence for a period of absence where an employee is advised to self-isolate due to suspected COVID-19. 		
<p>Staff member self-isolates without advice and no sign of symptoms</p>	<ul style="list-style-type: none"> - There is a contract of service. If an employee is choosing to remove their services and has no confirmed sickness, then they are effectively withdrawing their services. There would be no obligation to pay in this case. - In employment contracts there are implied terms that employees should follow their employer's reasonable instructions. If employees refuse to perform these tasks, then they are in breach of contract. It will depend on the precise circumstances but there may be grounds for following normal absence management processes. - It boils down to what is reasonable. What is the degree of risk? What about that individual – are they more vulnerable due to an existing health condition, age, pregnancy, mental health condition, caring responsibility etc.? Listen to their concerns and try to come to an agreement e.g. working from home. If working from home isn't an option, they may be able to arrange to take the time off as holiday or unpaid leave but this would only be with our agreement. - This is an exceptional event that requires both employers and employees to exercise caution and to take reasonable steps to prevent the risk and spread of the virus. Alongside employers' statutory duty of care for people's health and safety and to provide a safe place to work, there's also a 	<p>As per policy</p>	<p>SLT</p>

Specific Issue	Actions including messages	Key Actions	Who
Staff family member suspected of Covid 19	<p>strong moral responsibility to ensure that employees feel safe and secure in their employment and so we should take people's concerns seriously and continue to communicate.</p> <ul style="list-style-type: none"> - Staff member goes home. Family member gets tested. If positive then staff member gets tested and remains at home until they get the results. Follow Covid guidelines re isolating. 		Staff
Staff with health issues (e.g. Diabetes, Asthma, Heart, respiratory)	<ul style="list-style-type: none"> - Staff to contact NHS111 or own GP for advice - Consider working from home 	Regular catch-ups to ensure staff wellbeing Risk Assess on an individual basis	SLT Staff
Pregnant staff	<ul style="list-style-type: none"> - Staff to contact NHS111 or own GP or midwife to seek advice - Consider working from home 	<p>Pregnant staff no longer need to shield Pregnant staff or those trying for a baby may not want to be vaccinated</p> <p>We will risk assess any pregnant member of staff, seek advice from United Kingdom Health Security Agency (UKHSA) and the views of the member of staff in relation the Management of Health & Safety Regulations 1999 and we will take reasonable action to remove risks (UK Gov Guidance 'Working Safely during the Corona Virus (Covid 19 Pandemic)</p>	SLT
Other school users	<ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension of usage may occur. 		PM

Specific Issue	Actions including messages	Key Actions	Who
SCHOOL CLOSURE			
Pupils	<ul style="list-style-type: none"> - Alternative options to class based teaching i.e. use of IT, DoJo, blended and remote learning - Work to be sent home – agree method of communication with pupils - Safeguarding calls weekly documented on CPOMS 	<p>Closing would mean all staff would be off-site</p> <p>Teachers need to agree how to assess work of pupils/remain in contact- DoJo</p> <p>Work sent home via information packs to parents</p> <p>Follow guidance in the Remote Learning Policy</p>	SLT to overview
Staff	<ul style="list-style-type: none"> - Take advice about which staff can still be in work if any - Clarify that work can be done at home – assess most appropriate work which can be done remotely - Daily update 	<p>SLT to agree this with own teams.</p> <p>Staff accessing Training modules.</p> <p>Update daily</p>	SLT
Communication	<ul style="list-style-type: none"> - Local Authority – catering / transport - NHS – nurses / physio / SALT /OT, etc. - - Parents/Carers - Staff - Governors / Trustees - Unions - Suppliers - Lettings - Contractors - Bank - First response 	<p>SLT / Communication to all stakeholders via email, text messaging, phone calls, website, social media, home visits if necessary</p>	SLT Teachers

Specific Issue	Actions including messages	Key Actions	Who
External communication	<ul style="list-style-type: none"> - Update website – weekly, add resources for parents 	SLT/DR	DR
School resources	<ul style="list-style-type: none"> - Fridge and freezers handling of food stocks - Inform catering services about their fridge / freezers 	SLT	PM
Long period shut down	<ul style="list-style-type: none"> - Staff/pupils to take home Ipads to access work - Continue learning activities through DoJo, emails and text messages - SLT to agree expectations around the amount of work, marking etc. 	SLT/Staff Follow Critical Incident Plan	
All pupils to have contact from staff weekly	<p>Class staff contact their pupils via email, telephone, Dojo etc. CPOMS contact file to be updated once contact completed under Communication and Coronavirus button</p>	<p>SLT to allocate staff to pupils Complete CPOMS for all safeguarding concerns</p> <p>Regular communication with IRS, CDT, Virtual School with regards to more vulnerable children with LAC and CP Plans</p> <p>Any safeguarding concerns put on CPOMS and referred to SLT</p>	<p>Class Teachers – allocated families.</p> <p>All staff to take home iPads/Lap Tops and complete CPOMS where necessary</p>
Where possible, learning to continue at home through work provided via Dojo	<p>See LONG PERIOD SHUTDOWN point above and extend.</p> <p>Staff continue to have a progress oversight through Dojo, School Website and Facebook</p> <p>Where appropriate pupils have taken ipads home, physio equipment. Bespoke group given work / sensory packs, VOCA, pencils, books</p>	<p>SLT/ Staff</p> <p>Parents /Carers to be asked when contacted if they wish to make arrangements to collect ipads for pupils who were either absent, went home early or refused to take devices home before closure. Support offered to staff around ipads / bespoke equipment sent home</p>	Class Teachers
All vulnerable families and those with financial difficulties have weekly contact and support	<p>Identify families :</p> <p>Phone contact weekly</p> <p>Direct to Food Banks etc.</p>	If back in isolation or lockdown revert to FSM support	SLT

Specific Issue	Actions including messages	Key Actions	Who
	Any concerns reported and recorded through CPOMS as usual		
Support for learners with current Child Protection concerns/CIN:	<p>All pupils MUST be seen. DSL/one other member of staff to make visits</p> <p>Phone contact weekly</p> <p>Offer of food support through school</p> <ul style="list-style-type: none"> • FSM Vouchers or packed lunch from school <p>Liaise with all necessary professionals as usual</p> <p>Virtually attend any planned review meetings, unless advised otherwise</p> <p>Continue to use CPOMS to record and report</p>	SLT / Safeguarding Leads	<p>Class Teachers</p> <p>Teaching & Learning Assistants</p> <p>DP</p>
	<p><u>PLEASE NOTE:</u></p> <p>All support of families during this time to be recorded using CPOMS</p> <p>No personal details or contact numbers of learners to be taken off site (spreadsheets uploaded that staff can access)</p> <p>DSLs to be available for safeguarding escalation. Work mobile numbers to be shared with staff</p> <p>School phones are to be used where possible, to contact families. Staff personal phone numbers are not be shared where possible.</p>		SLT/DSO
Free School Meals	Vouchers to be sent out to all FSM families	When appropriate following government advice	DP

Specific Issue	Actions including messages	Key Actions	Who
LAC/CIN/CP	<p><u>Contact with Bill Pottinger LA schools safeguarding lead and Social care contacts on protocols/expectations of multi-agency working with these groups of pupils</u></p>	<p>If school is closed weekly contact. Teachers to alert SLT if they do not have weekly contact with any family.</p>	<p>SLT/DSO</p>
<p>Vulnerable families Phones for communication with families</p>	<p>On Mobile devices, please use 'No caller ID' option to ensure your personal number is not given out SLT will allocate which staff member is to communicate with which student (groups)</p> <p>Proposal of question model for pupils and or families</p> <p>How are you? (How is the child/YP) Do you need any food? Is anyone in the family symptomatic? Can you access the internet? How are you doing with the ideas/games/resources we are sharing? Is any further support needed?</p> <p>All communication to be logged on CPOMS under communication</p>		<p>SLT Class Teachers</p>
<p>Staff working from home Protocols Activities</p>	<p>Need to think about <u>all Staff</u> SLT, Teachers, TAs, back office staff. Expectations what they can do at home?</p> <p><u>Clear guidelines and expectations – re-working hours</u> Staff only to answer phone calls/Dojo/ emails in certain hours from pupils and families. This should be done via email and the Ipads. Please be careful to protect your personal details, phone numbers, personal email addresses etc.</p> <p><u>Sending work home via Dojo</u> Need to think about all learners, frequency, etc.</p>		<p>All Teaching staff</p>

Specific Issue	Actions including messages	Key Actions	Who
	<p>Update for parents on the school website/Facebook/Dojo to inform them that they will be receiving guidance from their class team in regards to teaching and learning and Safeguarding support.</p> <p>TLAs advised re supporting home learning in conjunction with the Class Teacher</p> <p>Safeguarding leads to meet regularly to ensure support for vulnerable families during closure. CPOMS checked daily and acted upon immediately.</p>		<p>Class Teachers</p> <p>SLT/DSO</p>
<p>Admin Team ability to work from home</p> <p>Payroll</p> <p>Lettings</p> <p>Cleaning Site</p> <p>Security Admin</p> <p>IT</p> <p>HR</p> <p>Finance</p>	<p>Admin Team-</p> <p>Emails –</p> <p>Answer phones –</p> <p>Post / Mail</p> <p>Meetings / diaries</p> <p>Parent Pay debt not to be chased up.</p> <p>Complete compulsory training online</p> <p>IT</p> <p>Issues to be reported to admin@hadrian.newcastle.sch.uk</p> <p>Techies to work through projects allocated.</p>	<p>Instructions emailed to admin to access (change message, get messages off)</p> <p>Send/receive text messages via Teachers2Parents</p> <p>Arrange pick up at PO</p> <p>Forward bills etc.</p> <p>Update SPOC and Hadrian Staff/Pupil Audit</p>	<p>BH, DP, BW, PT</p>

Specific Issue	Actions including messages	Key Actions	Who
<p>Premises</p>	<p>Caretakers – PL – vulnerable</p> <p>Cleaners -</p> <p>Servicing</p>	<p>Weekly site check – report any issues to SLT asap</p> <p>co-ordinate cleaners emptying fridges / removing perishable</p> <p>PM pool drained & cleaned</p>	<p>PM & Caretaker</p> <p>PM</p>
	<p>All maintenance delayed to summer</p> <p>Lettings – HEADS Training now back on site (September 2020)</p> <p>Paying suppliers</p> <p>Communication</p> <p>Cash None expected Secure cash on site.</p> <p>Events / meetings etc. Cancel internal audit Cancel demos</p> <p>Compulsory Deadlines</p>	<p>Email all suppliers to state better chance of payment if invoice emailed</p> <p>Contact utility companies – online account</p> <p>Rough calculation of cash on site</p> <p>Payroll emergency xml needed</p> <p>Timesheets / deductions / etc. not administered in payroll</p> <p>If not April pay run – increments etc. not paid.</p> <p>Letters, FM updates etc. – staff to continue with</p> <p>HR admin to monitor</p>	<p>DP</p>

Specific Issue	Actions including messages	Key Actions	Who
	<p>Payroll</p> <p>Access to systems</p> <p>Maternity leavers</p> <p>Maternity starters</p> <p>Long term sickness</p>	<p>Leave as planned</p> <p>Come back as planned</p> <p>HR to monitor / administer</p>	DP

Appendix 1 Related Government guidance:

The Coronavirus Act 2020 which includes temporary emergency powers to enable the Secretary of State, where appropriate and proportionate, to disapply or modify legal requirements under the Children and Families Act 2014.

Schools coronavirus (COVID-19) operational guidance from 8th March 2021

Covid-19Response-Spring2021-GOV.UK

Specialschoolsandotherspecialistsettings: coronavirus (COVID-19)GOV.UK(www.gov.uk)

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/publications/school-governance-update>

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Coronavirus (COVID-19): induction for newly qualified teachers

This guidance is about changes to newly qualified teacher (NQT) induction during the coronavirus (COVID-19) outbreak. The DfE will be making regulatory changes that, subject to parliamentary agreement, will mean that NQTs absent for reasons related to the current coronavirus (COVID-19) outbreak will not have their induction period automatically extended. This means that NQTs who are currently undertaking statutory induction can complete their induction this academic year as expected, provided they meet the Teachers' Standards.

<https://www.gov.uk/government/publications/coronavirus-covid-19-induction-for-newly-qualified-teachers>

Coronavirus (COVID-19): guidance on vulnerable children and young people – Updated April 1st

This update emphasises the point for all settings that “We are asking providers, wherever possible, to maintain provision for children of workers critical to the COVID 19 response and vulnerable children over the Easter holidays.”

There are separate paragraphs for alternative provision, special schools and colleges but they all deliver the same message.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Coronavirus (COVID-19): early years and childcare closures – Updated 1st April

This guidance has been updated to clarify the income support available and the requirements for providing safe, quality care for vulnerable and critical workers' children.

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Coronavirus (COVID-19): school closures – Updated 19th April

This update reinforced the message that staff with conditions that mean they are at increased risk of serious illness and staff with serious underlying health condition must not attend work.

Also states that schools should allow staff who live with someone who is shielding or in the most vulnerable group to work from home where possible.

It also gives guidance on term time only staff, the operation of 'hubs' and how schools should consider how staff and pupils access settings whilst also limiting travel

<https://www.gov.uk/government/publications/covid-19-school-closures>

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#will-this-apply-to-special-schools>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

Coronavirus (COVID-19) Collection: guidance for schools and other educational settings

Actions for schools during the coronavirus outbreak

Coronavirus (COVID-19): implementing social distancing in education and childcare settings

Coronavirus (COVID-19): guidance for educational settings

Planning guide for special schools workplace checklist May 2020

Planning guide for primary schools workplace checklist May 2020

COVID-19: cleaning in non-healthcare settings

Preventative and protective measures to reduce risks to an acceptable level or avoid them all together

Guidance for full opening: special schools and other specialist settings July 2020

Hands, Face Space September 2020

The portal will open for you to apply for more test kits on the 16 September, via this link:

<https://request-testing.test-for-coronavirus.service.gov.uk>.

Appendix 2 Risk Assessment information to Parent/Carers:

Please follow the joining instructions for your child returning to school on the 7th March or later.

- Your child is eligible to attend school daily. School and resources will be deep cleaned in-between your child's attendance.
- The school day will return to 9:00am – 3:15pm.
- If your child is travelling to school on Local Authority Transport, make sure you have spoken to the SEN Team and we will confirm this on your behalf.
- If you are bringing your own child please wait in your car until a member of staff collects your child. No Parent/Carer is allowed into school without consent.
- If your child has medications please pass them over to staff on drop off or via escort.
- Your child must come in clean clothes each day. Do not wear the school uniform unless you guarantee to wash it in-between use.

- Send a spare set of clothes into school for your child.
- Please ensure your child has clean short fingernails.
- Your child must shower, bathe and change into clean clothes when they return home from school.
- Please ensure your child brings in their own sun protection in a clear bag and a sun hat.
- Make sure your child has washed their hands before coming to school. If you are able to, please take their temperature before journeying to school.
- Obviously do not send your child to school if they are displaying any of the Covid 19 symptoms or if anyone in your household is displaying symptoms.
- Do not send them in with a runny nose, cough or cold, or if you have felt the need to administer paracetamol/ibuprofen or Calpol that morning.
- Do not send in any toys, in particular cuddly, cloth toys, just their medication and/or packed lunch. Please feel free to send in bottles of water or juice if you prefer your child to drink from your own containers, but we will have drinks and a school lunch available to all.
- If you want a cooked school lunch just let us know and pay the usual lunch fees (£2 per day).
- Please let us know the minute your child or anyone they come into contact with has tested positive for the virus or is displaying any of the symptoms. We must be clear that this applies to any single one of the symptoms.
- If anyone in your child's bubble contracts the virus, all of those children and staff will be asked to stay at home for fourteen days and self-isolate, or until that person has been tested negative.
- Feel free to phone school for daily updates on your child or ask if you want a note sending home with your child. We will do our best to keep you informed.

Appendix 3 PPE Advice (United Kingdom Health Security Agency (UKHSA))

- **Some special schools support care needs linked to feeding tubes and tracheostomies which could be aerosol generating**

Care of feeding tubes are not classed as Aerosol-generating procedures and therefore can be done using the usual PPE requirements (no FFP3 mask needed).

Care of tracheostomies depends upon the exact care being provided. Guidance on [safe working](#) in education settings states that tracheostomy care *may* be an aerosol generating procedure and that staff in these scenarios should follow guidance on [aerosol generating procedures](#). According to this guidance, tracheostomy care is considered an aerosol generating procedure if carers are inserting or removing the tracheostomies or undertaking open suction care. The full list of procedures which are currently considered to be potentially infectious AGPs for COVID-19:

- intubation, extubation and related procedures, for example, manual ventilation and open suctioning of the respiratory tract (including the upper respiratory tract)
- tracheotomy or tracheostomy procedures (insertion or open suctioning or removal)
- bronchoscopy and upper ENT airway procedures that involve suctioning
- upper gastro-intestinal endoscopy where there is open suctioning of the upper respiratory tract
- surgery and post mortem procedures involving high-speed devices
- some dental procedures (for example, high-speed drilling)

- non-invasive ventilation (NIV); Bi-level Positive Airway Pressure Ventilation (BiPAP) and Continuous Positive Airway Pressure Ventilation (CPAP)
- High Frequency Oscillatory Ventilation (HFOV)
- induction of sputum
- high flow nasal oxygen (HFNO)

This guidance also states that such procedures should only be carried out if essential. If any of these procedures are being carried out, the use of additional PPE is recommended as follows:

- a FFP2/3 respirator
- gloves
- a long-sleeved fluid repellent gown
- eye protection (full face shield or visor)

Please note that the respirator required for AGPs must be fitted correctly (known as ‘fit testing’) by an individual trained to do this. Staff in education and children’s social care settings that need support with fit testing should contact the appropriate health lead for the child/young person. This could be either via the Designated Clinical Officer for SEND for support from the local Clinical Commissioning Group, or via the lead nursing team in the health provider.

- **Guidance around asthma and PPE**

We are not aware of any specific guidance relating to PPE and asthma.

The AGP guidance above highlights that nebulisers (e.g. for asthma) are not an AGP:

“Certain other procedures or equipment may generate an aerosol from material other than patient secretions but are not considered to represent a significant infectious risk. Procedures in this category include administration of humidified oxygen, entonox or medication via nebulisation.

NERVTAG advised that during nebulisation, the aerosol derives from a non-patient source (the fluid in the nebuliser chamber) and does not carry patient-derived viral particles. If a particle in the aerosol coalesces with a contaminated mucous membrane, it will cease to be airborne and therefore will not be part of an aerosol. Staff should use appropriate hand hygiene when helping patients to remove nebulisers and oxygen masks.”

We are aware that people with respiratory conditions have been advised that they should not wear [face coverings](#) if they find it difficult, but it is important to note that face coverings are not the same as facemasks used as part of PPE. While face coverings can help reduce the risk of transmission in some circumstances (such as in crowded spaces where social distancing is not possible), they do not offer a high level of protection. In addition, they are not intended to protect the wearer, but to protect against inadvertent transmission to others.

If there are concerns about the health of a staff member or child attending the setting, we would recommend contacting the relevant GP or healthcare professional for medical advice. We would also draw your attention to guidance on section 8 of the [staying alert and social distancing guidance](#) and [the shielding guidance](#) which advises that people with asthma or severe asthma may be clinically vulnerable or [extremely clinically vulnerable](#) to COVID-19 and so may be advised to be particularly stringent in following social distancing measures or to shield.

- **Showering to support caring might be aerosol generating and should not be taking place due to the risks of infection?**

Showering would not be considered to be an AGP (see list above). However, if giving direct personal care, showering may confer a risk of splashing, and so PPE may be: gloves, apron, fluid repellent surgical mask and eye protection as there is a risk of splashing.

Guidance on [implementing protective measures in education and childcare settings](#) states that:

- Shared materials and surfaces should be cleaned and disinfected more frequently;
- Practical lessons [can go ahead](#) if equipment can be cleaned thoroughly and the environment is occupied by the same children or young people in one day, or thoroughly cleaned between cohorts.

Appendix 4



Public Health
England



Test and Trace

COVID-19 early outbreak management

Primary, secondary and special schools, and alternative provision for schools

Who should use this information?

Leadership and management of primary, secondary and special schools, and alternative provision for schools. This information provides key steps to quickly identify and contain any potential COVID-19 outbreak. If you are concerned about other possible health issues then you should follow your existing processes. For England only.

What you should do to manage a possible outbreak

Step

1 When you are informed of one confirmed case of COVID-19 by NHS Test & Trace, staff or a parent or carer of a pupil within the last 14 days, go to **step 2**.

2

Step

Immediately contact your local United Kingdom Health Security Agency (UKHSA) England Health Protection Team (PHE HPT) for help and advice. Refer to www.gov.uk/health-protection-team for contact details. Every one of us plays a vital role in stopping the spread of COVID-19. Early engagement with your local PHE HPT is key to minimise any possible wider outbreak in your community. See **page 2** for information you may be asked to provide. Do not worry if you are unable to answer all the questions, your local PHE HPT will help guide you through the process

If the advice from the local PHE HPT is to partially or fully close the building, resulting in the setting not being fully open to all pupils/students, then you should notify the Department for Education via the Education Setting Status form. Refer to '[School attendance: guidance for schools](#)' or search the title on GOV.UK for details.

3

Step

Your local PHE HPT will work with you to assess the risks and advise you of what actions to take.

Depending on the outcome, your local PHE HPT and Local Authority may establish an Outbreak Control Team to help support you to manage the situation. See **page 2** for types of action that could be put in place.



Check now and write the number of your local PHE HPT here:

General guidelines to protect the spread of COVID-19:

There are important actions that everyone should take at all times to help protect the spread of COVID-19. Refer to [guidance for full opening: schools](#) or search the title on GOV.UK for more advice. This explains how you must carry out a COVID-19 risk assessment for your school and sets out the system of controls to reduce risk in your setting.

The information contained on this card is specifically in relation to an outbreak, and should not replace discussions with Department of Education, health and safety and infection steps you already take, or have implemented as a result of consulting the ‘guidance for full opening: schools’.

Information your local PHE HPT may request from you:

Details of your organisation

- name of school/provider
- location (including postcode and Local Authority)
- key contact details: name, phone number, email
- number of staff, pupils, capacity

Details of the cases

- contact details of the people affected
- record of pupils and staff in each group
- when the individual(s) became unwell or a test was undertaken
- when they were last present in the setting
- nature of the roles/job undertaken by any staff affected
- known links between the individual(s) with COVID-19 (in or out of the setting)
- number of people with which the individual(s) had close contact
- nature of the environment (for example layout and nature of the building)
- details of control measures
- has there been any contact with other agencies? for example Local Authority, Health and Safety Executive (HSE), Health and Therapeutic Services

Types of actions you may need to put in place include:



Enhanced hygiene, hand washing and cleaning regimes, and use of personal protective equipment (PPE).



Increased staff/pupils/parents/carers' awareness of and adherence to the system of controls.



Temporary partial closure to a setting or building.

To access more information refer to the guidance below or search the titles on GOV.UK:

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- [guidance for contacts of people with confirmed](#)
 - [safe working in education, childcare and coronavirus \(COVID-19\) infection who do not live with children's social care the person](#)
 - [coronavirus: travel guidance for educational](#)
 - [COVID-19: cleaning in non-healthcare settings](#) [settings](#)
 - [coronavirus \(COVID-19\): safer travel guidance for](#) • [guidance for full opening: special schools passengers and other specialist settings](#)
 - [supporting children and young people with SEND as](#)
[schools and colleges prepare for wider opening](#)