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| **ACTIVITY:** **Coronavirus (COVID-19) Spread and Government Advice** 01/09/2020 **(Page 1 of 45) – Revision 8 (updated 03/03/2021)** | DATE OF ASSESSMENT01/09/2020Updated 23/9/2020Updated 16/10/2020Updated 16/11/2020Updated 04/01/2021Updated 25/01/2021Updated 10/2/2021Updated 03/03/2021 |
| **ESTABLISHMENT/SCHOOL** Laygate Community School | **SECTION/TEAM****All** |
| **WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors** | **HOW MANY ARE AFFECTED?****267 Children****36 Staff** |
| This document is designed to act simply as an aide memoire, recognising that all schools have their individual contexts, processes and procedures already established in relation to overall school effectiveness.The document is by no means intended to serve as a ‘checklist’, rather it is hoped that it will be a useful tool for school leaders to use with making decisions and reviewing and updating their risk assessments and the temporary modifications that are required as schools open to all pupils in September 2020**\\Laygate-svr\home$\staff\michelle.lauder\Downloads\image004.png** |
| Based on information 07/08/2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> |
| Premises and equipment, water, etc. not maintained to statutory requirements: | Premises and utilities have been health and safety checked and building is compliant* Water treatments
* Fire alarm testing
* Repairs
* PAT testing
* Fridges and freezers
* Boiler/ heating servicing
* Internet services
* Any other statutory inspections
* Insurance covers reopening arrangements
* Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff.

It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires’ disease. Advice on this can be found in the guidance on [Legionella risks during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm).Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers’ guidance on [emerging from lockdown](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown).Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm).In classrooms, it will be important that schools improve ventilation (for example, by opening windows). **Science and chemical stores****Check the chemical store:**There may have been a spill or leak so keep safe by reading [GL246](http://hybrid-web.global.blackspider.com/urlwrap/?q=AXicFcxBboMwEADAzRf6iNxibAS2iYTaS8-VcuxtWW-DhcGINVHzrx7zgj6hr2l7H83hFb4fAPEHYEv32qKS7aZmjInyUracFOUZtHtrP98vWtddW3uQwuvIixo4pRfJexnLfWGJgdU139Q-wVjKKueqosS4iqhdjFEpSjnNuOCV_9eqbEjTH4k0Pe89NlYbCl0IrrVuQBcMefaNP8bQ15233Ayd_jhy3zokNmStA4CnL4BftsQ_Rw&Z) before going in, and check  [GL247](http://hybrid-web.global.blackspider.com/urlwrap/?q=AXicFcxBboMwEADAzRfyCG41GMU2RELppedIPfa2rFfBwmDEmij5V455QZ7Q17S5j2b3Ba8nQPgFWOO9tqhkvaoJQ6Q05zVFRWmCyp3N7ee7qurW1A1I5mXgWfUc46ekLQ_5PrMEz-qSrmobYch5kWNZUmRcRNQmWqsYJH9MOOOF32uZV6TxnwQaT1uHB1tp8q33zljXo_OaGm4OTRF813syHls0puDOOCTWZK0DgP0D4A_GUD_L&Z) and [GL252](http://hybrid-web.global.blackspider.com/urlwrap/?q=AXicFcyxbcMwEADAzwoZwl0okbFIyoCQNKkNuHT3ej4sQpQo6Ckj3stlJvAImSZOf7iXL3j8AMRfgDXdjEUl61VNGBPluaw5KcoT1O7YfJ9PdW3axniQwsvAs-o5pU_JWxnKbWaJgdUlX9U2wlDKIoeqosS4iKhNtFYpSnmbcMYL_69VWZHGJ4k0fmwd7m2tKbQhuMa6Hl3Q5Nnv_S6G7t1rZ703vdlx1zgk1mStA4DXO8AfrTE-4w&Z) for further details and advice on what to look for.    Be particularly careful if the weather has been hot or you are unsure that the store is ventilated well.If you need any help or advice contact the CLEAPSS Helpline [https://science.cleapss.org.uk/helpline/](http://hybrid-web.global.blackspider.com/urlwrap/?q=AXicFcwxTsQwEADA5Qs84joc24rtBCnimquRKOk269XFihNHWefE_YuSF_AEXgP0o3m4wPcXQPoB2PPdelSy39SCKVNZ616yorKADq_u4_1Na9s724FU3iZe1cg5n6Ucdar3lSVFVtdyU8cMU62bPDcNZcZNRB1ijMpJ6tOCK175f23qjjT_kUTzyzFg67Wh2McYnA8jhmio467tTikOrdXOmX709sSDC0hsyPsAAI-fAL-sJj7Y&Z) | √ | Site Supervisor (JK) has continued with daily and weekly checks around school in line with his job description.All external inspections have taken place as arranged. All repairs are being undertaken via STC Asset Management Dept.All PAT Testing conducted prior to COVID lockdown.Insurance arranged via STC.A microwave oven is available to staff and is cleaned by everyone who use it before and after use. Fridges are used only for milk. Staff to bring own, labelled. Signage to clean handles before and after use.Internet and computing facilities remain the responsibility of current provider – Openzone ICT in Schools.All current school Risk Assessments in place and continuously being reviewed.Covid 19 Policy shared with staff.Information on expectations explained to parents via letters and website. Staff have been advised to operate in well ventilated areas and to keep windows open where possible.The fire evacuation risk assessment and procedures have been up dated in conjunction with his document to incorporate social distancing for both staff and bubbles where possible on exiting and at assembly points. Priority given to evacuating the build quickly and safely.New internal layouts and access points agreed.Staff enter via Dixon Street / Laygate Lane entrance onto school premises. EY/KS1 staff – Reception building entrance. Office/KS2 staff – Main KS2 building entrance.Pupil entrance and exit: Nursery children to use Nursery door. Reception to use Reception door. Yr1 – assigned classroom door, Yr2 classroom door. Yr 3- 6 main entrance junior building – staggered times. Exits will be Yr3 door to ensure one-way system.Caretaker / cleaners monitor cupboards where cleaning chemicals are stored and manage in line with chemical guidance. No chemicals are stored in school for the use in science lessons. | L |
| The ‘BUILDING RA COVID’ assessment has been revised and updated for the general running of the building.**NB:** TWFRS who has confirmed that wedging doors open is not best practice, however due to the COVID-19 crisis wedging classroom doors can be done, but cross corridor doors and doors leading on to a fire escape or stairway must remain in the closed position at all times Any door wedged open must have the wedge removed when the class is vacant even for the shortest period and the school must risk assess this.As for installing barriers in front of doors this is not acceptable under any circumstance, should an area need to be segregated then the use of signage and Fire Exit Door Security Seals should be used which would snap if the door is forced open allowing anyone emergency egress if necessary.Large quantities of high-alcohol-content hand sanitiser should be stored it in a locked storage cupboard or metal cabinet and controlled like other combustibles. | √ | Classroom and office doors to be wedged open during use but left closed when vacated. The main office door will remain locked.All hall doors to be wedged open when the reception/dining area is staffed but closed when vacated.All internal and external fire doors to remain closed as per normal building practice.All fire escapes routes to be kept clear at all times, as per normal building practice.Caretaker stores hand sanitiser, bleach for cleaning and sterilising fluids (Milton) in locked cupboards in both the Infant and junior building. The care taker monitors the distribution and use. | L |
| Child/Adult is unwell and it is believed that they have been exposed to COVID-19. | Ensure that pupils, staff and other adults do not come into the school if they have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.If anyone in the 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 advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19).If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe) guidance.As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). | √ | Signage on school gates.Symptom advice shared on school website. “Do not attend …” letter shared with parents. Advice included on synopsis of RA sent to all parents, also on website. Public Health template letters (8/9/20) to be used for staff/pupils linked to in close contact/ without close contact to conformed cases. Advice given on these to parent and staff.First aid Covid specific designated room – Meeting Room. Designated toilet for COVID isolation – Disabled toilet next to Meeting Room. Sinage available to indicate use by suspected COVID individual / cleaning necessary before re use.First aider on site at all times when pupils are present. If it is not possible to have a first aider on site, staff to inform HT/SLT of the incident. Staff are aware to call emergency services if required. No first aid to be administered unless this is by a trained first aider.PPE available for use by all staff and pupils located in the main office. All classrooms to have PPE kit essentials.Staff and (pupils if unwell) can wear face coverings if they feel this is necessary but is only compulsory for staff giving first aid or in the case of transporting a child in an emergency.Staff and pupils wearing face covering are advised to:* Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting face covering on and after removing it.
* Avoid touching face or face covering as you could contaminate them with germs from hands.
* Change face covering if it becomes damp or you have been touching it.
* Continue to wash hands regularly.
* Change and wash face covering daily.
* If the material is washable, was in line with manufacturer's instructions. If it is not washable - dispose of it carefully in the normal waste.
* Practise SD whenever possible.

Nasal Flu Vaccinations took place on 10/11/2020. Under Public Health advice any child who has had the vaccination could suffer with a spike in temperature following the vaccination but this should not last more than 24 hours. If this does occur in child who has been vaccinated they can remain in school. If this last longer than 24 hours, they are to follow suspected COVID guidelines for isolation and testing. A list of who has had the vaccination will be available to all staff.Any child showing any symptoms will be taken to the designated first aid room to await collection by parent. Accompanying staff should wear PPE equipment if a 2-meter distance cannot be maintained as per government guidelines.Staff were encouraged to have the flu vaccination in autumn 2020. Cover was organised so this could be done during school hours at a local pharmacy.Procedure for pupils with symptoms* Classroom staff take child to designated first aid area. Sit child near window and open window.
* If the accompanying staff member does not have a first aid qualification, then they should seek an available first aider on site.
* When first aider arrives, they put on all necessary PPE following Government guidance.
* A member of staff to monitor the child until collected. – social distancing to be adhered / PPE to be worn
* Member of staff to call parents if any child shows any symptoms. Parents informed that they must collect their child immediately.

If a parent is unable or unwilling to collect their child immediately, staff member will inform HT or member of SLT immediately and this will be dealt with as a safeguarding issue.Once area is clear after use, first aider/staff member to inform site supervisor/cleaner of cleaning requirements. Full area not to be used until deep clean is carried out. Signs to be in place stating deep clean in progress do not use.Person with symptoms -Parent MUST organise a test• Positive result = 10 days isolation. Public health advice sought on the children and staff in the bubble, track and trace close contact followed• Negative result = discussion with school / parent / staff member before returning to schoolSchool has purchased a ‘fever screening instrument’ to be kept in the PPE box in the school office for use of suspected symptomatic pupils and staff.Office staff to record pupils and staff absence linked to symptoms / self- isolation / testing All staff updated regularly based on DFE / Government guidance through e-mails, meetingsNormal first aid:Normal first aid only to be carried out secondary designated area – waiting areaClassroom staff to take child to normal first aid area and telephone for a first aider if they do not have a qualification.Child to sit near window, with window open.When first aider arrives, they put on all necessary PPE equipment.Once first aider is prepared, classroom staff can now return to their classroom.Checks to be carried out to ensure all first aid kits are fully stocked on a weekly basis and supplies replenished when required.First aiders to follow government guidelines.First aiders must wash their hands or use hand sanitiser before and after treating a casualty. Gloves to be worn if any bodily fluids are present.First aiders to consider cross contamination that could occur which was covered in their training.All waste will be disposed of adhering to guidelines. Used gloves, soiled wipes etc to be placed in a bag (nappy sacks) and sealed. All waste will then be cleared by cleaner during the day as part of their work schedule.First aider/staff member to ensure all protocols are followed (paperwork, informing parents, etc) before the end of the school day.All trained first aiders must exercise extreme caution when treating any injury to any party as the social distancing measure of 2 metres may have to be breached to facilitate treatment by close and direct contact.First aiders must assess the injured party from a distance of 2 metres and where treatment has been identified as required, first aiders must wear full PPE equipment whilst treating any type of injury or casualty. They must wash hands immediately after treatment has been completed. If a casualty requires CPR then this should be administered following the recent updated guidance – CPR advice during COVID-19. This guidance has been shared will all staff and is available at first aid stations and by defibrillators. Advice at this time suggests chest compressions only and not rescue breaths as adequate infection control for first aiders cannot be maintained. Defibrillation may be used if needed. (See Appendix F)First aider to clean areas used during this process and must dispose of any soiled items as per government guidelines before returning to classroom bubble. Face shields can be cleaned with anti-bacterial cleaner.Administration of medication:Administration of medication will be performed in the usual manner, ensuring social distancing measures at all times. Gloves must be worn during this process and hands washed before and after process.All areas used during this process must be cleaned by staff member administering the medication.Cleaning of toilets after use:Following use of any toilet in the school buildings, cleaner will be asked to clean that area as soon as possible – A member of our current cleaning staff has agreed to carry an extra hour per day, midday, to clean all toilets.After adult use – responsibility of staff to clean after use with cleaning equipment provided.Disabled toilet will be used by pupils/adults needing to use it whilst in the first aid area. | L |
| Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure | The school will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:* has the school enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly
* can the school ensure that there is enough supervision when using hand sanitiser to eliminate ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative
* the school will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them
* **Soap and water is more effective than using sanitisers**

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges• follow the COVID-19: cleaning of non-healthcare settings guidanceLead/Head teacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed. See links for latest advice – https:// www.gov.uk/government/pblications/actions-for-schools-during-the-coronovirus-outbreak/guidance-for-full-opening-schoolsThe ‘catch it, bin it, kill it’ approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face to face education.In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that pointDFE Face Coverings in Education March 2021Face coverings are required at all times on public transport (for children over the age of 12) or when attending a hospital as a visitor or outpatient.Points to consider and implement:* putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:
	+ more frequent cleaning of rooms / shared areas that are used by different groups
	+ frequently touched surfaces being cleaned more often than normal
* toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it

See [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) for cleaning information. | √ | Daily updates from DFE forwarded to all staff.All government guidelines have been taken into account when assessing the school for risk and for agreeing new building layout.Key hygiene information located around school and in all classrooms. Prevent and symptoms information shared with pupils at the start of each day and use of posters in classrooms. Info shared on school website / letters / daily routines in the classroom and in meetings for staff so all school population is aware of measures taken.Letter to parents via website - to help prepare parents and pupils for the changes they will see when returning to school, also asking them to share good practice with their children at home and to encourage the continuation of this behaviour at school and the expectations required to maintain the safety or all in school.Also to inform parents of steps to follow if they have symptoms or someone in their household does.If a member of staff shows symptoms of COVID-19 or have anyone I their household who is, that member of staff should stay at home with everyone else in the household until a test result is obtained. All classrooms, the dining hall and work areas have hand sanitiser dispensing bottles. Main entrances and exits have dispensers attached to the wall. Staff monitor usage throughout the day. Cleaners will work in school during their normal hours around all areas of the school. Cleaner appointed to clean all toilets / key touch points around school between 1:00pm and 2:00pm.As well as their normal cleaning routine, cleaners have been instructed to pay particular attention to frequent touch points i.e. telephones, copier machines, door handles and doors, taps, toilet flushes and keyboards etc.Caretaker sprays cleaned areas regularly at the end of the school day with antibacterial / anti-viral spay. Mask and gloves are worn.Staff and visitors are encouraged to wear face coverings in corridors and communal areas where social distancing between adults cannot be maintained.Parents and carers are encouraged to wear a face covering when on school premises.After each use of school equipment, staff members are expected to wipe the item clean (eg photocopier, keyboard, telephone, etc). Non classroom members of staff to wipe down their own work area, including chair, telephone, keyboard, at the end of each work shift. These areas will be cleaned by the cleaner but this is an additional cleaning measure.All pupils and staff members have access to soap and water, hand sanitiser, paper towels and face tissues – in their classroom bubble.Cleaning equipment - stock take conducted by each staff member in charge of their bubble on a daily basis to ensure good stocks of everything needed in school to ensure good hygiene measures.All pupils issued with their own stationery items and any other relevant equipment to have name tags to prevent cross use.All classes to be issued with a box for PE/sporting equipment for outdoor use - items and box to be cleaned at the end of the day by pupils.Each child will be given a brand new exercise books, labelled with their name and kept in their own trays. Marking Policy followed by staff working in bubbles.Teacher to supervise and reinforce cleaning and hygiene messages frequently during the day.All classroom bubbles and work areas - windows to be open during room use.Use of toilets - pupils will be supervised by bubbles staff to ensure no crowding of toilet areas and social distancing measures are maintained at all times.Staff have been advised to wash their clothes from that day as soon as possible on returning home and to wear recently washed clothes every day.All pupils to ensure they wear clean recently washed clothes each day.All rooms to ensure windows and doors are open regularly to allow fresh air to circulate.Waste bins in each room and frequently emptied.All waste removed at end of each day.All goods entering the site will be cleaned on delivery. Where a known or suspected Covid 19 case has been reported, a full clean will be completed following specific government guidelines.Staggered timetable in place for morning play and lunchtimes. All area in school equipped with cleaning solution, cloths and gloves. Classrooms wiped down by staff during the day, other areas by staff following area usage.Children are not encouraged to wear face coverings in school but can wear to and from school depending on their individual circumstances / parental choice. Staff and visitors are where social distancing between adults is not possible.‘Catch it, Bin it, Kill It’ promoted across school via posters and daily teaching. | L |
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| Risk of coronavirus infection spreading due to large class sizes and reduced space | The school will minimise contacts and mixing between people while delivering a broad and balanced curriculum.The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:* children’s ability to distance
* the lay out of the school
* the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)

It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.Points to consider and implement:How to group childrenConsistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, boarding houses, dining halls, and toilets, and the provision of specialist teaching. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools.In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.In secondary schools, and key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized ‘bubbles’. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.Measures within the classroomMaintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above.Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.Measures elsewhereGroups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.Measures for arriving at and leaving schoolTravel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.Please ensure that you contact your Road Safety Advisor regarding any changes to start and finishing times to ensure that appropriate safety measures are updated, e.g. School Crossing Patrols, safer parking, etc.The Department for Education will be supporting schools across the summer on how best to communicate with parents and pupils (and staff) on what to expect on their return and the procedures and expectations in relation to the control measures schools have put in place.Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them.They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on [safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) provides more advice.Other considerationsSome pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure that the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups, are addressed. This will require close cooperation between both schools and the other relevant employers. Schools should have discussions with key contractors about the school’s control measures and ways of working as part of planning for the autumn term. Schools should ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.Visitors to the school should be restricted to only absolute necessary visits.In primary schools and education settings teaching year 6 and below, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.Primary school children do not need to wear face coverings. School can request parents to wear face covering when entering site during drop off and pick up times, but this is not mandatory. In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school’s control measures. These programmes are essential for children’s health and wellbeing and can also provide benefits for staff.Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.Outdoor playground equipment should be more frequently cleaned. Pupils must sanitise their hands before and after playing on outdoor equipment.To help mitigate the spread on wood play equipment pupils must sanitise their hands before and after playing on outdoor equipment. Further details on cleaning the equipment will be provided by STC Public Health.KOMPAN Play equipment have stated that “The best way to clean Kompan products and disinfect for Corona virus is to use soap and water, so use normal household cleaning products. Diluted bleach can be used, undiluted bleach must not be used.” Ensure bleach is diluted to the correct level and always follow the guidance on the container and MSDS. If you are to use diluted bleach:Read and follow the instructionsUse the recommended amount of productKeep out of the reach of childrenUse only on appropriate surfacesNever mix hypochlorite bleach with other cleaning productsIt is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resourcesPE, sport and activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons.  Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Competition between different schools should not take place.” <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents>From 8 March, schools should work to resume all your before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil’s wider education and training. | √ | Staff will continue to remind children throughout the day of social distancing and hygiene, however it should be noted that especially with Early Years it will be difficult to keep to advised distancing measures at all times.All entrance and exit routes are clearly marked.Staggered start and finish times of children made clear to parents. Parents advised to arrive no more than 5 minutes before or after start/finish time. All staff / parent aware that families with siblings with different start and finish times arrive for earlies time and collect at the latest time. All staff available from 8:45am.Staggered timetables for playtime and lunchtime with rota allocated staff. Whilst there has to some cross bubble staffing at lunch time this is minimised as far as possible.Bubbles for playtime and lunchtimes are EYFS, KS1, lower Key stage 2 (Y3,Y3/4 and Y4/5) and upper key stage 2 (pure Y5, 2 x Y6 classes)Pupils and staff will stay together for the full day and until the end of term or Government changes deem necessary.Play areas are set for EYFS (EYFS outdoor area) and KS1 – field / wildlife area. Upper and lower KS2 bubbles alternate weekly between the KS1 and KS2 yard.Lunches taken in dining hall (one group at a time) - served by kitchen staff / each child will be responsible for their own tray. EY children will be assisted by their assigned supervisory assistant/support staff if needed. EYFS and KS1 children will use the KS1 yard to hold children before they go into the dining room at lunchtime. This does not affect other bubbles.Classrooms in school are organised to accommodate current social distancing guidance. Depending on the size and physical wall layout of the room children are either seated in rows facing forward or in U shape arranges with some facing forward in the middle of the U.Movement around school is carefully co-ordinated. One way systems in place where possible. Separate pupil entrance and exist for all bubbles.One way system has been created for dining hall to make sure social distancing can be maintained.Timetabling ensures different bubbles rarely encounter each other in a close proximity.RA available on website for parents. Synopsis of this sent home and also available on website. Regular update sent to parent via text messages / letter.Face coverings are removed by children before school. Children who walk are responsible for removal /storage and replacing their face covering at the end of the day. Children who are brought and collected by parents – parents deal with removal/ replacement of face coverings.Staff self-manage their face coverings.All staff and children gel hands on entering the building at the start pf the day. Support staff linked to bubbles ensure children with SEND needs understand and follow the routines and procedures.The visitor book and all pens will be removed from the reception area. Parents have been asked to not enter the building without an appointment.Bubbles have assigned play equipment that is only used by the bubble and cleaned on a weekly basis.Key Stage 2 Yard will be allocated to both Lower Key Stage 2 and Upper Key stage 2 for the week on a weekly rota. This equipment will quarantine over the weekend (total of 60 hours) following guidance from Kompan Uk. Children will wash hands/gel before and after use of the equipment on a daily basis. All rooms in use will have posters and health information on display - specifically targeted at pupils.Assemblies conducted daily in class / virtually. Some larger bubble (EYFS / KS1 / Lower KS2 / Upper KS2) assemblies carried out on a Friday in the hall. Social distancing adhered to / all facing forward / gel hands on leaving the classroomWooden equipment on the Key Stage 1 yard remains out of action until further notice on cleaning procedures.Children are permitted to bring in a coat, a bag, a packed lunch box (not many have packed lunch), hats/gloves (on colder days). Children wear their PE kit all day on days they have PE.Children will have their own seat, desk space, coat peg, tray, equipment etc issued for their use only.All classroom bubbles have been developed to only have essential equipment in. All items not suitable/used as per government guidelines have been removed.No shared areas apart from toilets - and these will be used under classroom staff supervision. One in at a time only.Staggered breaks for staff to minimise numbers in the staff room. Furniture removed to allow for social distancing. Cleaning product supplied.Staff aware of safe removal of face coverings and adhere to guidance.Staff aware of SEND children and adapt instructions accordingly. Visual stimulus around school same for all to aid communication of procedures and expectations.Our child and Family Welfare office will conduct home visits where it is deemed necessary for the Early Help process. In advance of the visit a risk assessment call will be made to determine if the household has people in with CVID symptoms or positive test. If the household is COVID free:Maintain social distancing guidelines, wear a face covering, ventilate the property before hand, wash or hand sanitise before and after the visit.If household has symptoms / positive test – discussion over the phone to ascertain any support required, rearrange visit for after the isolation period.If the risk assessment call is unable to take place before the visit – Knock on the door, maintain social distance of 2m from the door and do not enter the property until it is ascertained of the household is COVID free then proceed as above.All staff will inform relevant staff member in the school office immediately on their arrival and when leaving to be signed in/out daily.Visitors will be kept to a minimum, but if deemed necessary to the well-being of the children (School Nurse, Educational Psychologists, Family workers, Social Workers, SALT, CYPS, Portage etc) are allowed in school, by appointment only and if they confirm they are COVID symptom free. Details are taken on sign in at the school office to allow contact if necessary for track and trace. Social distancing, hygiene procedure to be followed.All staff to ensure if they are expecting a visitor to confirm with the Head Teacher in the first instance - once confirmed they must inform office staff to add to the week ahead. Visitors will not be admitted into building unless they are on the week ahead.PE / Music / Dance and Drama continues in school in class bubbles. Units to be taught are determined by the class teacher and any equipment for the unit is cleaned and allocated to the bubble for use. It is cleaned Is quarantined after use. At the end of the unit is cleaned / sterilised ready for use by another bubble.Our breakfast club / after school clubs remain closed until further notice as many of our parents who use it do not use it for childcare purposes for work. If parents need support in order to attend medical appointments, we accommodate on an individual basis. | L |
| Risk of coronavirus infection spreading to children and staff due to lack of PPE | The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.• If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting and staff cannot maintain a 2m distance and there is a risk of them being splashed with spit/saliva then there may be a case for PPE given we are now in sustained community transmission. A surgical mask should be worn and a risk assessment made over eye protection (it’s possible that this would be needed if pupil spitting). If any direct contact/care provided then disposable aprons and gloves should also be used… a face visor may be the better option.• Education, childcare and children’s social care settings and providers should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum or contact Philip Dixon PPE.Supplies@southtyneside.gov.uk for any PPE – explain your reasoning from your RA.Read the guidance on [safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it. | ✓ | PPE is available for all to use if required.The emergency PPE box is kept in the main school office.Extra PPE has been purchased and is stored in every classroom for use as and when required. Face Shields have been purchased instead of goggles for fuller protection. These can be re-used after cleaning with antibacterial solution.PPE must be used by first aiders.Masks must be used if transport of a child / staff member is necessary.Staff have been made aware of what PPE is available and how to use it, should they need too.All staff aware of RA and its content.All staff to follow all advice within this document - control measures & actions.Where children arrive wearing a face mask/covering, the guidance outlined in ‘Full Opening of Schools’ will be followed. | L |
| Failure to use test and trace leading coronavirus infection spreading to children and staff | Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:* [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
* provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
* [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.Schools should ask parents and staff to inform them immediately of the results of a test:* if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
* if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must continue to self-isolate for at least 10 days from when your [symptoms](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#symptoms) started, or when your test was taken and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone The 10-day period starts from the day when they first became ill or when your test was taken. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Local PH contacts:* The Covid inbox should be used in the first instance to direct any queries, as well as any information regarding any **suspected or confirmed cases** to COVID@southtyneside.gov.uk  This inbox is monitored 7 days a week by the public health team.
* Public Health England (North East and Yorkshire Region) 0300 303 8596
* Claire Mawson, Senior Public Health Advanced Practitioner claire.mawson@southtyneside.gov.uk 07776 992033 (part-time Monday-Wednesday am)
* Sam Start, Senior Public Health Advanced Practitioner samantha.start@southtyneside.gov.uk 07776997869 (Wednesday pm-Friday)
 | ✓ | All staff made aware of and kept up to date with procedures necessary should staff / children display symptoms.Public Health Poster – COVID 19 absence – a guide for parents and carers is displayed in the office to ensure the correct advice is given to staff and familiesLeaders in school follow guidelines and procedures set out by public health and Government linked to self-isolation / testing / track and trace and the NHS COVID-19 app.Staff have mobile phones in school in their bags during session on times and are on silent. Checks can be made at break times so if a notifications have come through from track and trace or the NHS app. If so, this is reported to the Head/ DHT SLT immediately and actions taken in accordance with guidelines.Parents using the app will contact school and staff will advise accordingly and take action in accordance to guidance.School have a limited number of test available in school – guidance for the use of these is followed and they are given out accordingly.Absence linked to COVID symptoms monitored by SBM / HT to ensure both staff / children and families follow the correct guidance and isolation periods. | L |
| **Failure to manage confirmed cases of coronavirus (COVID-19) amongst the school community** | Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:* direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
* proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
* travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 5 of system of control](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools?utm_medium=email&utm_source=govdelivery#five) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). They should get a test, and:* if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
* if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.Further guidance is available on [testing and tracing for coronavirus (COVID-19)](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/).Local PH contacts:* The Covid inbox should be used in the first instance to direct any queries, as well as any information regarding any **suspected or confirmed cases** to COVID@southtyneside.gov.uk  This inbox is monitored 7 days a week by the public health team.
* Public Health England (North East and Yorkshire Region) 0300 303 8596
* Claire Mawson, Senior Public Health Advanced Practitioner claire.mawson@southtyneside.gov.uk 07776 992033 (part-time Monday-Wednesday am)
* Sam Start, Senior Public Health Advanced Practitioner samantha.start@southtyneside.gov.uk 07776997869 (Wednesday pm-Friday)
 | ✓ | If a test is positive HT speaks with the individual to ascertain potential close contacts and to pre-empt track and trace contacts.HT informs Public Health teams accordingly.Identified close contacts sent home to isolate in accordance to Public Health guidance.Template letters, drawn up by Public Health, are issued to staff and children being isolated to ensure they have the correct advice / guidance about this procedure.Absence linked to COVID symptoms monitored by SBM / HT to ensure both staff / children and families follow the correct guidance and isolation periods. | L |
| **Failure to contain any outbreak by following local health protection team advice** | If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and should call the dedicated advice service, who will escalate the issue to the PHE local health protection team where necessary and advise if additional action is required.In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. | ✓ | HT informs Public Health teams accordingly to ensure they are updated with cases occurring in schoolAbsence linked to COVID symptoms monitored by SBM / HT to ensure both staff / children and families follow the correct guidance and isolation periods.Advice followed by Public Health in terms of management of confirmed cases. | L |
| Risk of coronavirus infection spreading due to use of transport | Adjust transport arrangements where necessary including:* encourage parents and children and young people to walk or cycle to their education setting where possible
* make sure schools, parents and young people follow the [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) when planning their travel
* ensure that transport arrangements cater for any changes to start and finish times
* communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)

Social distancing has significantly reduced available transport capacity. This guidance sets out a new framework for supporting transport to and from schools from the autumn term.We are making a distinction between dedicated school transport and wider public transport:* by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only
* by public transport services, we mean routes which are also used by the general public

Dedicated school transport, including statutory provisionPupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport.The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:* how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school
* use of hand sanitiser upon boarding and/or disembarking
* additional cleaning of vehicles
* organised queuing and boarding where possible
* distancing within vehicles wherever possible
* the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet

Dedicated school services can take different forms. Some journeys involve coaches regularly picking up the same pupils each day, others involve use of a minibus whilst other services are used by different pupils on different days, or by pupils with SEND. The precise approach taken will need to reflect the range of measures that are reasonable in the different circumstances.It will also require a partnership approach between local authorities, schools, trusts, dioceses and others. In particular, it is imperative that schools work closely with local authorities that have statutory responsibility for ‘home to school transport’ for many children, as well as a vital role in working with local transport providers to ensure sufficient bus service provision.  Given the pressures on public transport services it may also be necessary to work with local authorities so that they can identify where it might be necessary to provide additional dedicated school transport services, including in places where these services do not currently operate. See DfE guidance [Transport-to-school-and-other-places-of-education-autumn-term-2020](https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020)**Wider public transport**STC are currently working with transport providers and schools to plan safe, consistent transport for all staff and pupils.Families using public transport should refer to the [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) and [Transport-to-school-and-other-places-of-education-autumn-term-2020](https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020)During national lockdown journeys should only be made for education or childcare, for work purposes, to exercise outdoors or visit an outdoor public place, for visiting venues that are open, for a medical reason, such as taking someone to hospitalIt is recommended that any educational visits should not take place during a national lockdown.<https://www.gov.uk/guidance/tier-4-stay-at-home#travel> .  | ✓ | Many of our staff and families do not use public transport for getting children to school and back. Those that do follow statutory guidance whist doing so.A child is currently transported via taxi to and school from another borough. Information has been gathered about their RA, policy and procedures.All children / staff ensure hand sanitisation before entering and leaving school premises.If there is a need to transport a child / staff member in a private vehicle e.g, in an emergency the following guidance is adhered to:Social distancing measures to be followed in all cases.Face coverings must be worn by all adultsHand sanitiser (with consent) to be given to pupils before entering transport.Transporting adult to open doors for child/staff memberChildren to sit in the back seats. Gloves to be worn if assisting with the seat belt.Inside of vehicle to be cleaned / wiped down with cleaning wipes / fluid after use.School swimming lessons rely on the use of LA recommended coach firm – Coach LinersRA requested before swimming starts – currently postponed by LA.School visits – full RA carried out before agreeing any visit during the school day. If transport is required – RA requested in advance.No school visit will take place during national lockdown. | L |
| Risk of coronavirus infection spreading to shielded and clinically vulnerable adults | Where schools implement the system of controls outlined in this document, in line with their own workplace risk assessment, PHE and DHSC confirm that these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.As a result, on current evidence, PHE and DHSC advise that schools are not currently considered high risk settings when compared to other workplace environments. Rates of community transmission of coronavirus (COVID-19) are now reduced to levels below those seen when shielding was introduced, and shielding measures will be paused from 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. It is therefore appropriate for teachers and other school staff to return to their workplace setting. Accordingly, we expect that staff who need to will attend school.From 1 August, wider government policy on going to work is expected to change, with employers to be given more discretion about where staff work. Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working, and school leaders should consider what is feasible and appropriate.All staff should follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing in line with the provisions as set out in part 5 of the ‘Prevention’ section.School leaders should explain to staff the measures the school is putting in place to reduce risks. We anticipate adherence to the measures in this guidance will provide the necessary reassurance for staff to return to schools.If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or at increased comparative risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.Staff who are clinically extremely vulnerableCEV employees to stay at home – “Clinically extremely vulnerable people should not go to the workplace if they live or work in areas where shielding advice is active. Currently this applies to Tier 4 areas only. Shielding advice is currently in place in Tier 4, so all children still deemed clinically extremely vulnerable are advised not to attend school. Children and young people whose parents or carers are clinically extremely vulnerable can continue to go to school.” <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.Staff who are clinically vulnerableClinically vulnerable staff can return to school in September. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 5 of the ‘Prevention’ section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.Staff who are pregnantPregnant women are in the ‘clinically vulnerable’ category, and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW) [https://www.southtyneside.gov.uk/article/36422/Health-and-Safety-Manual-2019 - see Section 3.10](https://www.southtyneside.gov.uk/article/36422/Health-and-Safety-Manual-2019%20-%20see%20Section%203.10) and Appendix F.The Royal College of Obstetrics and Gynaecology (RCOG) has published [occupational health advice for employers and pregnant women](https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/). This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.Staff who may otherwise be at increased risk from coronavirus (COVID-19)Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes), which looked at different factors including age and sex, where people live, deprivation, ethnicity, people’s occupation and care home residence. These staff can return to school in September as long as the system of controls set out in this guidance are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. | ✓ | HT will follow all advice given by Government and LA HR on who can return to work and who should remain at home.Remote working will be completed if necessary and is possibleHT completed LA checklists / RA for staff identified with health concerns following discussions with staff.Occ Heatlh refers made where necessary – guidance followedStaff are working in bubbles, cross bubble working is minimal and only occurs in case of the some SAs. Staff follow procedures linked to social distancing (face coverings are encouraged when staff can’t maintain social distancing) and hygiene.Timetabling for breaks and lunchtimes prevents bubbles from meeting Where shielding is required, copy of government letter presented and are not expected to work in school building. Staff members to keep HT up to date with developments.Pregnant staff members – school to follow latest guidance and update RAWhen working on school premises, social distancing must be adhered to. PPE and cleaning products available to all.RA shared with all school staff; asking all staff members to read the document and reply to say they have done so. Even if a staff member does not reply to say they have read the document, it will be assumed that they have done so and are willing to follow all guidelines outlined. It is felt that as part of the staff team of Laygate Community School, it is staff’s professional responsibility to read and adhere to this document.If a staff member does not agree with any part of the RA, they are to speak to the HT with their concerns. These will be considered and answer given as soon as possible.Staff have been and will continue to be given opportunity to raise any concerns they have around their safety via the HT, staff meetings or via union advice. All affected staff members have been kept up to date with developments and have spoken to HT. All staff invited to attend weekly drop in “Wellbeing” meeting with relevant mental health team in school (Natalie Doyle/Alison King) where updates are given.At the moment, we do not have any staff or children in school who are considered to be clinically extremely vulnerable.Clinically vulnerable staff and BAME staff who have an increased risk have been identified and relevant COVID checklists / RA are in placeAll staff are kept up to date with developments. | L |
| Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school | Pupils who are shielding or self-isolatingWe now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:* a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
* shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)
* if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
* some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - ‘shielding’ guidance for children and young people](https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield).

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education.Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.All other pupils must attend school. If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child’s GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice | ✓ | Audit of parents and children was undertaken.All parents are aware all children should be returning to school. We have no children at present who would be required to shield.Should the situation arise where shielding is required staff will work with parents to support this and will provide home learning / FSM support for those children affected. Lack of attendance for this will not be calculated into penalty warnings and fines.For those self-isolating records are kept in school by SBM to ensure isolation periods follow guidance from public health. This period does not contribute to potential penalty warnings and fines. Parent have been made aware of our RA and have access via our website. A synopsis has been sent home to all families.Communication between parents and school is maintained via letters, text messaging, our school website and via telephone.Our Child and Family Welfare Officer contacts parents to enquire about attendance and to see if families need support.All parents informed of requirements within school and informed if their child cannot or will not follow procedures put in place, we will discuss this with parents and actions taken.All safeguarding concerns will continue to be reported to the schools DSL for action. | L |
| Spread of virus during Science, D&T and Food Tech lessons | Schools to follow CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) COVID-19 (Coronavirus) in Schools - Returning in September Guidance (20/08/2020)CLEAPSS updated their guidance for schools returning in September. The key guide to read is [GL343](http://science.cleapss.org.uk/Resource-Info/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.aspx), this guide should be read alongside all of our COVID-19 guidance (see below for list).Primary schools should refer to the [primary website](http://primary.cleapss.org.uk/) for their guidance.DT Staff should refer to our [DT website](http://dt.cleapss.org.uk/Resources/Whats-New/Administration/)for their guidance.Science Staff should refer to the [Science website](http://science.cleapss.org.uk/Resource-Info/GL345-Guidance-for-science-departments-returning-to-school-after-an-extended-period-of-closure.aspx) for their guidance.CLEAPSS during COVID-19The CLEAPSS office is open Tuesday to Thursday, and helplines are dealt with Monday to Friday 8.30am to 5.30pm.We will continue to answer ALL helplines and continue to develop both emergency guidance for COVID-19 and longer-term developmental guides across all the areas we cover.If you have an **EMERGENCY** i.e. pupil with chemical in their eye, a chemical spill, or radioactive issue. Then please call **07565 114 059** (available 8.30am-5.30pm weekdays)If you have a COVID-19, technical or subject based question. Then please email it to science@cleapss.org.uk. Please do **NOT** call the above mobile numbers with routine questions. | ✓ | Staff to be made aware of Primary CLEAPSS updated guidanceScience and DT subject leaders to keep staff informed of updatesPlanned Science / DT activities to be risk assessed in line with update guidanceHY / SLT / Subject leaders to be informed of planned act ivies and risk assessment prior to activity taking place. | L |
| Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc. | * Approach to support wellbeing, mental health and resilience in place, including bereavement support
* How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.

[covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19) | ✓ | Mental Health Champion appointed before Covid 19. All staff aware of MHC.Children will be supported throughout and staff will let children know that there are always people for them to talk to for support on a regular basis. Process for referral to the Healthy Minds Team.Staff given regular updates and emails sent stating HT, SLT and Occupational Health are always available to speak to.Staff are aware of support from the Health Minds Team and Mental Health Practitioner.Adult only Zone in the staffroom | L |
| Risk of coronavirus infection spreading to children and staff at schools | To help ensure that the risk of virus spread for both staff and children is as low as possible you should:* Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment.
* tell children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)
* consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport
* ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible
* stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering
* discourage parents from gathering at school gates
* try to follow the [social-distancing guidelines](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing)

Social distancing within education and childcare settings with very young children will be harder to maintain. Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings. | ✓ | Visitors will be discouraged however it is accepted that some meetings are essential. These meetings will be kept to an absolute minimum and appointments made in advance of the visit. Meetings will take place using social distancing measures and opening of windows etc.Visitors must sanitise their hands before and after leaving the buildings. Interactions between staff, pupils, contractors and visitors to be kept to absolute minimum and work completed remotely where possible.Signage on the gate to ask anyone with symptoms not to enter the premises.All visitors to be signed in by staff member in office.No visitor will be allowed on premises unless they have an appointment on the week ahead. All staff to ensure they inform HT of any appointments so they can be added to school week ahead.Parents will not be allowed on school site unless absolutely necessary. Meetings with parents will be confirmed by the HT or member of the SLT before an appointment is booked. Parents will be encouraged to call or e-mail.Parents dropping off and collecting pupils – will follow the one way system to their pick up point marked with taped lines. Signs to discourage parents from gathering.Staggered breaks and movement of pupils has been arranged. Deliveries to be taken in via door leading to sports hall and cleaned immediately. | L |
| Lack of first aid provision due to staff shortages | Risk assess the current provision – the staff and pupils medical conditions need to be taken into consideration, e.g. diabetes, allergies and the use of epi-pens, how far you are away from an A&E, etc. Where applicable you will need to ensure least one person who has a full paediatric first aid (PFA) certificate to be on the premises. You may be able to link up with other schools near to you to share first aid provision.<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>  | ✓ | See above re first aid / designated sick roomAs far as is reasonably possible there will be a full first aider or paediatric first aider on site every day. If no qualified person present all staff have been instructed to call 999 should it be needed.All medical conditions known to the school for staff or pupils will be dealt with as per the normal procedures, taking into account new government guidelines.See above re first aid.See above re staff sickness and in the case of no first aider being on site. | L |
| Risk of coronavirus infection spreading to children and staff due to poor communication | Consider the following steps:* tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance))
* tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend
* tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
* make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
* also think about engaging parents and children in education resources such as [e-bug](https://www.e-bug.eu/) and [PHE schools resources](https://campaignresources.phe.gov.uk/schools)
* explain - changes to timetable, social distancing arrangements, staggered start times, expectations when in school and at home to pupils and staff
* ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)
* talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
* communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
* discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this
 | ✓ | Signage on gates - do not enter if you have any of these symptoms …as government guidance.Letter to parents explaining measures, timetable and drop off procedures.Yard markings, signs in the school yards and on gates to inform parents and children of where to stand when dropping/picking up children, one way systems around the yards/buildings etc.Resources for parents and children available on school website.Teacher asking all pupils on arrival at school - have you displayed any of these symptoms since you left school last night?Information on school website explaining procedures and measures to parents and pupils - including not attending if anyone has any symptoms and to inform the school immediately should they develop any.Cleaners contacted regarding extra measures and deep cleaning as and when required.All plans have been discussed with staff to make sure all are fully informed and to assist with any changes needed. | L |
| Are there any other foreseeable hazards associated with this activity?**YES / NO** | List any additional control measuresStaff sickness procedure:* If any staff member is feeling unwell - they must inform HT or member of the SLT (even if they are not on rota to attend school building).
* If the illness relates to Covid 19, if they have been in school building during past 14 days, all people they have been in contact with must be informed and advised to get tested. These people will not be allowed into school unless they have produced a negative test result or have isolated for 14 days.
* Staff member must arrange a test and will only be allowed back to work on production of negative result or after 14 days isolation.
* If sickness is not Covid related, staff member to stay off work until they are well, following the normal
* All staff illnesses will be added to sickness log in usual manner.
* With track and trace app staff to inform HT, SLT if they have to self-isolate, even if no symptoms.

Grounds:* Caretaker to ensure grounds are kept in a safe and secure manner.
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| **Conducting Staff Lateral Flow (Rapid Flow) Tests** | It remains imperative that the [system of controls](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#infection-prevention-and-response-system-of-controls) continues to be rigorously applied to enable the safest possible environment. The testing programme is an important addition to supporting leaders to maintain the continuity of education through the pandemic.All primary schools, school-based nurseries and maintained nursery schools will start to receive deliveries of home testing kits to offer to all their staff from 18 January.Primary, school-based nursery and maintained nursery staff will be supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week. The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school or nursery to help with contact tracing.Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged.Staff taking part in the testing must complete the consent form.Privacy notice to be shared with all staff.Staff to following the instructions and storage guidance provided with the testing kit.Staff to carefully dispose of the test device and equipment in their household rubbish. This maybe subject to change based on any future waste disposal guidance.Staff with a positive LFD test result will need to self-isolate in line with the [stay-at-home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend school or nursery and use protective measures. <https://www.gov.uk/get-coronavirus-test>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.Staff can view online training webinars including how to administer the test:<https://www.youtube.com/watch?v=35N_ALNIzBw&feature=youtu.be><https://youtu.be/Wgsq93DBuUY><https://youtu.be/LAH7UVpxYo8>Further information can be found: [*https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools*](https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools)[*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/950515/Schools\_Colleges\_Testing\_Handbook\_revised\_04012021.pdf*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950515/Schools_Colleges_Testing_Handbook_revised_04012021.pdf) | ✓ | All school staff, including the catering staff, made aware of the Lateral Flow Testing.Staff meetings conducted 22/1/2021 throughout the day where staff were given the information about the testing process, shown the video for self-administering the tests provided by PHE. Procedure for reporting to both school and NHS Track and Trace also shared.Privacy notice handed out and taken and home along with a staff procedural letter for consideration. 22/1/2021Staff not in school for this meeting attended virtually and documents were emailed.All school staff with work emails have the link to the government information sharing platformTest kits received 20/1/2021 – stored in the Head Teacher’s office.All staff understand this is voluntary.Testing for staff to take place every Wednesday and Sunday evenings until further notice – starting week beginning 25/1/2021Covid Co-ordinators and Test administrator identified– (Head and Deputy Head) | L |
| **Reference Documents:**Further information can be found at: [Actions for education & childcare settings to prepare for wider opening from 1 June 2020](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020) [e-Bug](https://campaignresources.phe.gov.uk/schools)[COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)[symptoms of coronavirus](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)[staying at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection)[guidance-to-educational-settings-about-covid-19](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19)[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)[staying-at-home-and-away-from-others](https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others)[Early Years Foundation Stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2) [covid-19-guidance-for-the-public-on-mental-health-and-wellbeing](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19)[Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) [social-distancing guidelines](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing)<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>[**PPE**](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)[COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance))[PHE schools resources](https://campaignresources.phe.gov.uk/schools) |
| **Reference Documents:**Please see links in main document which update automatically.  |
| **ASSESSED BY (Print name) Michelle Lauder** | **SIGNED Michelle Lauder** | **DATE 01/09/2020**Reviewed 23/09/2020Updated 16/102020Updated 16/11/2020Updated 04/01/2021Updated 25/01/2021Updated 10/02/2021Updated -3/-3/2021 |
| **LINE MANAGER Judith Ward – Chair of Governors** | **SIGNED** | **REVIEW DATE - ongoing** |