



SUPPLEMENTARY INFORMATION Coronavirus (Covid 19)

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (REVISION 5) – September 2021 (Page 1 of 22) (R4a)	DATE OF ASSESSMENT 6th September 2021 Revised 5th November 2021
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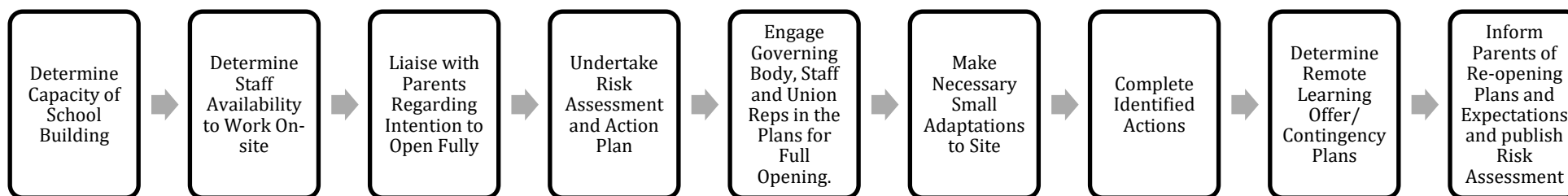
ESTABLISHMENT/SCHOOL Laygate Community School	SECTION/TEAM All
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WHO MIGHT BE HARMED? Employees, pupils, trainees, students and visitors	HOW MANY ARE AFFECTED? Children – 258 Staff - 39
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This document 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.

Greyed out areas of this risk assessment will be implemented alongside the Outbreak Management Plan should there be an increase in positive cases across the setting.



The thresholds detailed below can be used as an indication for when to seek public health advice if there are concerns:

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

The risk assessment templates are intended as a starting point to consider the steps you may need to take to control the risks. It is unlikely that they will be appropriate for each individual school and they should therefore be adapted for your own specific circumstances. The manager/Head must develop them taking into account individual requirements and using any specific manufactures guidelines/instructions.

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
1. Premises and equipment, water, etc. not maintained to statutory requirements:	Premises and utilities have been health and safety checked and building is compliant <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	√	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 continues as planned - annually Insurance arranged via STC.	L	

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	<ul style="list-style-type: none"> • Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff. <p>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.</p> <p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown.</p> <p>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.</p> <p>In classrooms, it will be important that schools improve ventilation (for example, by opening windows).</p>		<p>2 microwave ovens are available to staff and these are 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.</p> <p>Internet and computing facilities remain the responsibility of current provider – Openzone ICT in Schools.</p> <p>All current school Risk Assessments are in place and continuously being reviewed.</p> <p>Covid 19 procedures shared with staff.</p> <p>Information on expectations explained to parents via letters and website.</p> <p>Staff have been advised to operate in well ventilated areas and to keep windows open where possible. 10 CO2 monitors arrived 2/11/ 2021 and have been placed in classrooms.</p> <p>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.</p> <p>New internal layouts and access points agreed.</p> <p>Pupil entrance and exit: Nursery children to use Nursery door. Reception to use Reception door. KS1 – assigned classroom door, Yr 3- 6 main entrance junior building. Exits will be Yr3 door to ensure one-way system.</p>	

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	<p>The 'BUILDING RA COVID' assessment has been revised and updated for the general running of the building.</p> <p>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</p> <p>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.</p> <p>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.</p>	√	<p>Classroom and office doors to be wedged open during use but left closed when vacated. The main office door will remain closed.</p> <p>All hall doors to be wedged open when the reception/dining area is staffed but closed when vacated.</p> <p>All internal and external fire doors to remain closed as per normal building practice.</p> <p>All fire escapes routes to be kept clear at all times, as per normal building practice.</p> <p>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.</p>	L	
2. Child/Adult is unwell and it is believed that they have been exposed to COVID-19.	<p>Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, 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.</p> <p>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', Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. If you have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible. This still</p>	√	<p>Signage on school gates.</p> <p>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 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.</p> <p>First aid Covid specific designated room – Meeting Room. Designated toilet for COVID isolation – Disabled toilet next to Meeting Room. Signage available to indicate use by suspected COVID individual / cleaning necessary before re use.</p>	L	

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	<p>applies even if you have received one or more doses of COVID-19 vaccine.</p> <p>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.</p> <p>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.</p> <p>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) guidance.</p> <p>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.</p> <p>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.</p> <p>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. Public</p>		<p>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.</p> <p>PPE available for use by all staff and pupils located in the main office. All classrooms to have PPE kit essentials.</p> <p>Staff and (pupils if unwell) can wear face coverings if they feel this is necessary and 2 m social distancing cannot be maintained.</p> <p>Staff and pupils wearing face covering are advised to:</p> <ul style="list-style-type: none"> • 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. <p>Nasal Flu Vaccinations will take place 15/11/2021. 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</p>		

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	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).		<p>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.</p> <p>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.</p> <p>Staff will be encouraged to have the flu vaccination in autumn 2021. Cover will be organised so this could be done during school hours at a local pharmacy. Staff flu vaccinations offered in school 4/11/2021 for those not eligible for free NHS vaccinations.</p> <p><u>Procedure for pupils with symptoms</u></p> <ul style="list-style-type: none"> • 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. 	

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			<p>If a parent is unable or unwilling to collect their child immediately, staff member will inform HT or member of SLT immediately who will ensure the parent is support to collect their child within reasonable time.</p> <p>Once area is clear after use, first aider/staff member to inform site supervisor/cleaner of cleaning requirements.</p> <p>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.</p> <p><u>Person with symptoms</u> - A PCR test must be arranged immediately. • Positive result = 10 days isolation. Public health informed, close contacts to get PCR • Negative result = discussion with school / parent / staff member before returning to school</p> <p>School 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.</p> <p>Office staff to record pupils and staff absence linked to symptoms / self- isolation / testing</p> <p>All staff updated regularly based on DFE / Government guidance through e-mails, meetings</p> <p><u>Normal first aid:</u></p> <p>Normal first aid only to be carried out secondary designated area – waiting area</p>	

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			<p>Classroom staff to take child to normal first aid area and telephone for a first aider if they do not have a qualification.</p> <p>Child to sit near window, with window open. When first aider arrives, they put on all necessary PPE equipment.</p> <p>Once first aider is prepared, classroom staff can now return to their classroom.</p> <p>Checks to be carried out to ensure all first aid kits are fully stocked on a weekly basis and supplies replenished when required.</p> <p>First aiders to follow government guidelines.</p> <p>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.</p> <p>First aiders to consider cross contamination that could occur which was covered in their training.</p> <p>All waste will be disposed of adhering to guidelines. Used gloves, soiled wipes etc to be placed in a bag (nappy sacks) and sealed.</p> <p>All waste will then be cleared by cleaner during the day as part of their work schedule.</p> <p>First aider/staff member to ensure all protocols are followed (paperwork, informing parents, etc) before the end of the school day.</p> <p>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</p>	

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			<p>breached to facilitate treatment by close and direct contact.</p> <p>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.</p> <p>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 with 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)</p> <p>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.</p> <p><u>Administration of medication:</u></p> <p>Administration of medication will be performed in the usual manner, ensuring social distancing measures at all times.</p> <p>Gloves must be worn during this process and hands washed before and after process.</p> <p>All areas used during this process must be cleaned by staff member administering the medication.</p> <p>Cleaning of toilets after use:</p>		

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			<p>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.</p> <p>After adult use – responsibility of staff to clean after use with cleaning equipment provided.</p> <p>Disabled toilet will be used by pupils/adults needing to use it whilst in the first aid area.</p>	
<p>3. Risk of coronavirus and other infections spreading to children and staff due to inadequate infection control procedure</p>	<p>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:</p> <ul style="list-style-type: none"> • 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 	<p>✓</p>	<p>Key hygiene information located around school and in all classrooms</p> <p>Info shared on school website / letters / daily routines in the classroom and in meetings for staff so all school population is aware of routines and procedures.</p> <p>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.</p> <p>Cleaners will work in school during their normal hours around all areas of the school.</p> <p>Cleaner appointed to clean all toilets / key touch points around school between 1:00pm and 2:00pm.</p> <p>As well as their normal cleaning routine, cleaners have been instructed to pay particular attention to</p>	<p>L</p>

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	<p>The '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.</p> <p>Where there is an infection outbreak other than COVID-19 the Outbreak Management Template provided by Public Health should be used.</p> <p>Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups ○ frequently touched surfaces being cleaned more often than normal 		<p>frequent touch points i.e. telephones, copier machines, door handles and doors, taps, toilet flushes and keyboards etc.</p> <p>Caretaker sprays cleaned areas regularly at the end of the school day with antibacterial / anti-viral spay. Mask and gloves are worn.</p> <p>Staff, visitors and parents are still encouraged to wear face coverings in corridors and communal areas where social distancing between adults cannot be maintained.</p> <p>All pupils and staff members have access to soap and water, hand sanitiser, paper towels and face tissues – in their classroom.</p> <p>All pupils issued with their own stationery items and any other relevant equipment to have name tags to prevent cross use.</p> <p>PE/sporting equipment for outdoor use organised to avoid class crossovers.</p> <p>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.</p> <p>Teachers to supervise and reinforce hygiene messages frequently during the day.</p> <p>All classroom and work areas - windows to be open during room use to allow fresh air to circulate.</p> <p>Use of toilets – Classes are allocated specific toilets around school.</p>	

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	<ul style="list-style-type: none"> different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal <p>Public Health England guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance.</p>		<p>Waste bins in each room and all waste removed at end of each day.</p> <p>Where a known or suspected Covid 19 case has been reported, a full clean will be completed following specific government guidelines.</p> <p>Staggered timetable remains in place for lunchtimes.</p> <p>Children are not encouraged to wear face coverings in school. Staff, parents and visitors are encouraged to wear face coverings where social distancing between adults is not possible.</p> <p>'Catch it, Bin it, Kill It' promoted across school via posters and daily teaching.</p>	
4. Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Current Government Guidance (17/08/2021) no longer recommends that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and no longer need to make alternative arrangements to avoid mixing at lunch.</p> <p>However extra actions will need to be taken if the number of positive cases substantially increase within the school setting.</p> <p>The school will minimise contacts and mixing between people while delivering a broad and balanced curriculum.</p>	√	<p>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.</p> <p>All entrance and exit routes are clearly marked.</p> <p>Parents advised to arrive no more than 5 minutes before or after start (8:55am) / finish time (3:20pm).</p> <p>We have 2 distinct groups in school for playtime and lunchtimes (Reception with KS1 and Key Stage 2– Morning play is at the same time but on set yards, lunchtimes are staggered and chn play on set yards</p> <p>Lunches taken in dining hall - Reception then KS1 followed by either 3 classes from the lower KS2 or Upper KS2 classes.</p>	L

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	<p>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:</p> <ul style="list-style-type: none"> • 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) <p>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:</p> <p>How to group children Consistent 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.</p> <p>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.</p>		<p>Seating arrangements in classrooms are determined by the class teacher.</p> <p>Movement around school is carefully co-ordinated. One way systems in place where possible. Separate pupil entrance and exits for all groups.</p> <p>One-way system in place in the dining hall.</p> <p>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.</p> <p>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.</p> <p>All staff and children gel hands on entering the building at the start of the day. Support staff linked to classes ensure children with SEND needs understand and follow the routines and procedures.</p> <p>The electronic visitor sign in system – advised to use hand gel before using.</p>	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 14 of 22) (R4a)				DATE OF ASSESSMENT
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	<p>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).</p> <p>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.</p> <p>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</p>		<p>Parents have been asked to not enter the building without an appointment.</p> <p>PE / Music equipment has been assigned to ensure cross over is minimised by groups.</p> <p>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.</p> <p>Assemblies conducted daily in class / virtually. Some larger group assemblies (EYFS / KS1 / Lower KS2 / Upper KS2) carried out across the week in the hall. Social distancing adhered to where possible / all facing forward / gel hands on leaving the classroom</p> <p>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.</p> <p>Children will have their own seat, desk space, coat peg, tray, equipment etc issued for their use only.</p> <p>Staff break times and lunchtimes are taken in their own areas – only KS2 use the staffroom. Furniture removed from the staffroom to allow for social distancing. Cleaning product supplied.</p>	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 15 of 22) (R4a)				DATE OF ASSESSMENT
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	<p>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.</p> <p>Measures within the classroom</p> <p>Maintaining 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.</p> <p>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.</p>		<p>Staff aware of safe removal of face coverings and adhere to guidance.</p> <p>Staff aware of SEND children and adapt instructions accordingly. Visual stimulus around school same for all to aid communication of procedures and expectations.</p> <p>Our child and Family Welfare office will conduct home visits where it is deemed necessary. In advance of the visit a risk assessment call will be made to determine if the household has people in with COVID 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.</p>	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 16 of 22) (R4a)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>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.</p> <p>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.</p> <p>In classrooms, it will be important that schools improve ventilation (for example, by opening windows).</p> <p>Measures elsewhere</p> <p>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>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).</p> <p>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.</p> <p>Measures for arriving at and leaving school</p> <p>Travel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting</p>		<p>All curriculum subjects are taught in school. Staff manage the cleaning of practical equipment and spaces in and around school.</p> <p>Our breakfast club clubs started 1/11/2021 for children in reception to Year 6. Hands are gelled upon arrival, cleaning routines in place.</p> <p>Afterschool football club every Monday for Year 5 and 6 children – These children belong to the upper KS2 'bubble'.</p>	

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	<p>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. 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.</p> <p>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 provides more advice.</p> <p>Other considerations Some 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.</p> <p>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</p>			

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 18 of 22) (R4a)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and 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.</p> <p>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.</p> <p>School can request parents to wear face covering when entering site during drop off and pick up times, but this is not mandatory.</p> <p>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.</p> <p>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.</p>			

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	<p>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.</p> <p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It 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 resources.</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Music, dance and drama and assemblies can be undertaken in school so long as safety precautions are undertaken.</p>			

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 20 of 22) (R4a)				DATE OF ASSESSMENT
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	Mixing will also be allowed at lunch however this should be monitored			
5. Risk of coronavirus infection spreading to children and staff due to lack of PPE	Face covering when risk assessment confident and public transport recommendations. Read the guidance on safe working in education, childcare and children's 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.	✓	<p>PPE is available for all to use if required.</p> <p>The emergency PPE box is kept in the main school office.</p> <p>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.</p> <p>PPE is encouraged for first aiders.</p> <p>Face coverings encouraged when transporting a child / staff member in a car.</p> <p>Staff have been made aware of what PPE is available and how to use it, should they need too.</p>	L
6. Failure to use test and trace leading coronavirus infection spreading	Schools only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.	✓	All staff made aware of and kept up to date with procedures necessary should staff / children display symptoms.	L

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 21 of 22) (R4a)				DATE OF ASSESSMENT
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to children and staff	<p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <u>PCR test</u>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school,</p>		<p>Parents informed using Public Health letter templates of positive COVID cases – warning letter – and kept informed about procedures</p> <p>Leaders in school follow guidelines and procedures set out by public health and Government linked to self-isolation / testing / NHS Test and Trace.</p> <p>School have a limited number of test available in school – guidance for the use of these is followed and they are given out accordingly.</p> <p>Absence linked to COVID symptoms / positive test results monitored by SBM / HT to ensure both staff / children and families follow the correct guidance and isolation periods.</p> <p>School will complete and email to the LA COVID inbox the school return spreadsheet (v2.5 to report positive cases.</p> <p>Staff consulted and agreed to inform HT of their vaccination status to aid response to a positive case in school.</p> <p>Twice weekly lateral flow testing of staff is encouraged – most are engaging</p>	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 22 of 22) (R4a)				DATE OF ASSESSMENT
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	<p>but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</p> <p>Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.</p> <p>There are times may need to test this would be directives from PHE</p> <p>Local PH contacts:</p> <ul style="list-style-type: none"> 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 			

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 23 of 22) (R4a)				DATE OF ASSESSMENT
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	<ul style="list-style-type: none"> 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) CHECK 			
7. Failure to manage confirmed cases of coronavirus (COVID-19) amongst the school community	<p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting (see <u>Stepping measures up and down</u> section for more information) or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>	√	<p>If a test is positive HT/SBM speaks with the individual / or parents if it is a child to ascertain potential close contacts and to pre-empt track and trace contacts.</p> <p>HT informs Public Health teams accordingly using the LA COVID inbox and by completing the school return spreadsheet (V2.5)</p> <p>Absence linked to COVID symptoms monitored by SBM / HT to ensure both staff / children and families follow the correct guidance and isolation periods.</p> <p>Advice followed by PH and NHS Test and Trace.</p>	L

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 24 of 22) (R4a)				DATE OF ASSESSMENT	
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low	
	<p>Local PH contacts:</p> <ul style="list-style-type: none"> 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) 				
8. Failure to contain any outbreak by following local health protection team advice	<p>Should there be an increase in positive cases across the setting, the thresholds detailed below can be used as an indication for when to seek public health advice if there are concerns:</p> <p>For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p>	√	<p>HT informs Public Health teams accordingly to ensure they are updated with cases occurring in school via the LA COVID inbox and completion of the School Return spreadsheet (V2.5)</p> <p>Advice followed by Public Health in terms of management of confirmed cases.</p> <p>Refer back to outbreak management plan.</p>	L	

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 25 of 22) (R4a)				DATE OF ASSESSMENT
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	<ul style="list-style-type: none"> 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period 			
9. Risk of coronavirus infection spreading due to use of transport	<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> 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 <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> 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) <p>Dedicated school transport, including statutory provision Pupils 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:</p>	✓	<p>Many of our staff and families do not use public transport for getting children to school and back. Those that do follow expectations set by the travel provider.</p> <p>All children / staff ensure hand sanitisation before entering and leaving school premises.</p> <p>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:</p> <ul style="list-style-type: none"> Face coverings must be worn by all adults Hand sanitiser (with consent) to be given to pupils before entering transport. Transporting adult to open doors for child/staff member Children to sit in the back seats. Gloves to be worn if assisting with the seat belt. 	L

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	<ul style="list-style-type: none"> • 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 <p>Wider public transport</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p>		<ul style="list-style-type: none"> • Inside of vehicle to be cleaned / wiped down with cleaning wipes / fluid after use. <p>School swimming lessons rely on private coach companies - RA requested before swimming starts – RA of the company adhered to by staff and children</p> <p>School visits – full RA carried out before agreeing any visit during the school day. If transport is required – RA requested in advance.</p>	
10. Risk of coronavirus infection spreading to shielded and clinically vulnerable adults	<p>Shielding advice was paused on 1 April 2021. If you require additional care and support to help you stay safe and well, there is further advice below.</p> <p>As restrictions have been eased following the move to Step 4 of the roadmap, we are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance.</p> <p>However, as someone who is at a higher risk of becoming seriously ill if you were to catch COVID-19, you may wish to think particularly carefully about additional precautions you might wish to continue to</p>	√	<p>HT will follow all advice given by Government and LA HR.</p> <p>HT reviewed BAME / CEV / Pregnant worker RA in September 2021</p> <p>Occ Health refers made where necessary – guidance followed</p> <p>Staff are working in key phases, cross phase working continues to be minimal and only</p>	L

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 27 of 22) (R4a)				DATE OF ASSESSMENT
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	<p>take. Individuals may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading COVID-19, particularly if they are clinically extremely vulnerable and if COVID-19 disease levels in the general community are high. It is important to respect and be considerate of those who may wish to take a more cautious approach as restrictions are lifted.</p> <p>Employers still have a legal responsibility to protect their employees and others from risks to their health and safety, therefore any CEV 'Health Risk Assessment' should be reviewed. Government advise vaccination for pregnant workers.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>		<p>occurs in the case of the some SAs and an HLTA.</p> <p>All staff are encouraged to continue to follow procedures linked to social distancing (face coverings are encouraged when staff can't maintain social distancing) and hygiene.</p> <p>Continued staggered timetabling for lunchtimes minimises both contacts for staff and children</p> <p>RA shared with all school staff; it is staff's professional responsibility to read and adhere to this document.</p> <p>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.</p>	
11. Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school	<p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.</p> <p>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</p>	√	<p>Audit of parents and children was undertaken.</p> <p>All parents are aware all children should be attending school.</p> <p>Should the situation arise where children are unable to attend 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.</p>	L

ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 28 of 22) (R4a)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place X if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</p> <p>You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people.</p> <p>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. Schools should monitor engagement with this activity (as set out in the section below).</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>		<p>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.</p> <p>Communication between parents and school is maintained via letters, text messaging, our school website and via telephone.</p> <p>Our Child and Family Welfare Officer contacts parents to enquire about attendance and to see if families need support.</p> <p>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.</p> <p>All safeguarding concerns will continue to be reported to the schools DSL for action.</p>	
<p>Reference Documents: Please see links in main document which update automatically.</p>				
<p>ASSESSED BY (Print name) Michelle Lauder</p>			<p>SIGNED Michelle Lauder</p>	<p>DATE 5th November 2021</p>
<p>LINE MANAGER Michelle Lauder</p>			<p>SIGNED Michelle Lauder</p>	<p>REVIEW DATE: ongoing</p>