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| **Risk:** Contracting COVID 19 | Guidance taken from Gov.uk: Coronavirus (COVID 19): implementing protective measures in education and child care settingsPlanning guide for primary schools*Guidance for full opening: schools 2nd July 2020* | **Action to reduce risk:** |
| **Parent/Carer contact times** |
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| * Parents/Carers unaware of procedures put in place to reduce risk
* Contact with people outside your home
 | * *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.*
* 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)
* *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.*
 | * Parent briefing on procedures, including the LA risk assessment, to go out to all families via parent mail before first day of autumn term
* Reminder on HT weekly newsletter to parents – 2m distancing, 1 adult, no additional siblings if not essential
* Classes to have allocated entrance and exit doors:
* C15, C14, C13, C12 – back door into corridor by boys’ toilet (area in FS playground cordoned off)
* C11, C10, C9, C8 – KS2 playground door
* C7, C6 – own classroom middle area door
* C5, C4 – own classroom middle area door
* YR – own classroom door that opens to EY playground
* Nursery – own classroom door that opens to Nursery garden
* Children to arrive at staggered times. No more than 10 from each class at each arrival/departure time:
	+ 8:45 – 3:00
	+ 9:00 – 3:15
	+ 9:15 – 3:30
* Parents to observe social distancing rules at drop off and pick up. 5 x 2m spot markers for each class to clearly mark where parents must wait if they arrive at the same time.
* Children wearing face coverings, on arrival are to remove face coverings before entering the classroom, without touching the front of the mask. Parents to take responsibility for disposal of face masks. Older children not accompanied by a parent to dispose of disposable face masks in class bins. Reusable face masks to be placed in plastic bag, provided by home, and remain with child’s other home equipment. Hands to be washed immediately.
* Parents to leave the playground immediately they have dropped off their child.
* All children to wash hands on arrival in the classroom.
* Class teachers to decide on safest system for accessing cloakroom areas, based on their class layout, and share expectations with children.
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| **Classroom Organisation** |
| * Staff unaware of risk assessment procedures
* Staff not prepared for the children’s return to school
* Contact with others outside your family home
* Children unable to distance themselves socially
* Wider contact of children in other groups in the educational setting
* Resources/equipment having multiple users
 | * *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.*
* *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.*
* *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.*
* *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, dining halls, and toilets, and the provision of specialist teaching.*
* *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.*
* *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.*
* *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, … 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. 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.*
* *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.*

Use of shared resources:* *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.*
* *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.*
* Teachers should make sure they wash their hands and surfaces, before and after handling pupils’ books.
 | * Staff briefing (virtual and up to 22 in the school hall) to deliver updates to the risk assessment and any additional information.
* 2m reminder posters displayed throughout corridors and in staff meeting places (staff room, photocopy room etc.)
* Year groups to be a socially isolated unit (SIU)
* Class teachers to go through new school rules in place to stop the spread of corona virus on a weekly basis and display in class where appropriate:
	+ following any altered routines for arrival or departure
	+ following school instructions on hygiene, (handwashing at specified times)
	+ following instructions on who pupils can socialise with at school
	+ moving around the school staying on the left of the corridor – not stopping to talk if they meet a friend. Queuing outside toilet blocks, if class cubicle it is not empty when they arrive
	+ expectations about sneezing, coughing, tissues and disposal (‘catch it, bin it, kill it’), use of bin for tissues. Avoiding touching your mouth, nose and eyes with hands
	+ tell an adult if you are experiencing symptoms of coronavirus
	+ rules about sharing any equipment or other items including drinking bottles
	+ use of toilets
	+ clear rules about coughing or spitting at or towards any other person
* Children to sit at forward facing desks, which are spaced as far apart from each other as possible (Y1 – Y6)
* KS1 children to face forwards when sitting on the carpet learning area, with as much room between them as space allows.
* Movement in corridors to be kept to a minimum. Teachers to coordinate with each other.
* Corridor doors to be propped open throughout the school day (closed at end of day lock up by caretaker). In the event of an emergency evacuation, nominated staff will be responsible for ensuring these doors are closed.
* Windows and internal doors to be open throughout the day to aid ventilation in all classrooms. External doors must be kept closed.
* EYFS classes to have stationery equipment for the use of their SIU only, washed regularly.
* Individual boxes of equipment (pens, pencils, glue, scissors etc.) to be allocated to each child and remain on their desk for their use only - Y1 to Y6.
* Children access their books through use of an individual tray or teachers distribute and collect class books.
* No toys or other objects to be brought into school from home. Children’s bags to contain packed lunch and drink bottle, reading book and home school diary only.
* PE kit and coats scarves, hats and gloves to be stored on individual coat pegs.
* Teachers delivering from the front of the class, facing the children, should keep the maximum distance possible in individual classrooms.
* Teachers to come alongside pupils to view their work, offer support or provide feedback and avoid face to face working as much as possible.
* When working with one child or small groups, when a 2 m distance is not possible, teachers to keep time in contact with the group to 15 minutes or less.
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| **Classroom organisation – EYFS** |
| * Contact with others outside your family home
* Children unable to distance themselves socially
* Wider contact of children in other groups in the educational setting
* Resources/equipment having multiple users
 | * For younger children, the resources made available for child-initiated learning should be carefully considered. For example, malleable resources, such as play dough, should not be shared and consideration should be given to their safe use, depending on circumstances.
* Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after and where possible, children should be discouraged from sharing these.
* Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys.
* *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*
 | * Guidance on group sizes and SIUs as for all school.
* Teachers to go through new rules as above. Reinforce with Communication in Print symbols where possible.
* Reception playground to be used by classes two and three.
* Nursery children to use the Nursery garden as their outside space.
* Spray disinfectant to be used on soft furnishings regularly.
* Toys that are hard to clean, with intricate parts should be stored away once used and not reused for 48 hours (72 hours for plastic).
* Construction toys should be kept to a minimum of two sets, per class, per week, which are cleaned weekly.
* Children to have individual pots of playdough
* The use of malleable resources, water and sand should be only used by the children in the same bubble and should be changed regularly (water daily, sand changed half termly, turned over weekly)
* Trikes, scooters and wheeled toys to be allocated to each SIU and children to wash their hands after using them. Handles, pedals and seats to be cleaned regularly.
* ‘Snack time’ should take place in each SIU’s classroom. Children sitting spaced apart.
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| **Hygiene procedures** |
| * Contact with others outside your family home
* Children unable to distance themselves socially
* Wider contact with children in other groups in the educational setting
* Resources/equipment having multiple users
 | * ensure that at least one first aider appointed within each SIU
* ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time

Ensure that all adults and children:* frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)
* clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
* are encouraged not to touch their mouth, eyes and nose
* use a tissue or elbow to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)
* ensure that bins for tissues are emptied throughout the day
* there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting
* the location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying
* *supervision of hand sanitiser use given risks around 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*
 | * At least one first aider allocated to each year group to deal with first aid issues in the year group in class or during playtimes.
* Hand sanitisers stationed in every classroom. Throughout SIUs and portable supplies outside
* School’s posters reminding children of the importance of 2m distancing, hand washing and catch it, bin it, kill it to be displayed throughout the school.
* Classes to have allocated toilet cubicle and sink (labeled).
* Markers outside the toilet to show waiting spaces if child’s toilet cubicle is occupied by another child on arrival.
* Children to be trained to check their class toilet is empty before entering.
* All children to wash hands after using the toilet and to use paper towels to dry hands, dispose of in a bin.
* Disposable tissues, a bin and a designated area for these available in all classes. Children trained to ‘catch it, bin it, kill it’. The bin to be used for tissues and hand towels only, and emptied and placed outside the classroom at lunch time and at the end of the day.
* Frequent training of children on hand washing procedure.
* Daily class reminders on not touching mouth, eyes, nose. 1:1 reminders when observed by adults.
* Regular hand washing for 20 seconds with soap under running water or use of sanitiser. Young children to be supervised/assisted when hand washing or using hand sanitiser.
* Minimum times for hand washing/sanitising: on entry, before and after eating, after sneezing or coughing, after any time spent away from the SIU.
* Staff and children to observe normal personal hygiene and clothes washing.
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| **Outside spaces and shared inside spaces and movement around the school** |
| * Contact with others outside your family home
* Children unable to distance themselves socially
* Wider contact with children in other groups in the educational setting
* Resources/equipment having multiple users
 | Use outside space:* for exercise and breaks
* for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff
* staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time
* *Groups 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).*
* *Outdoor playground equipment should be more frequently cleaned.*
* *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.*
* *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.*
 | * School rule of staying on the left hand side when walking in the corridors to be strictly adhered to. Children reminded daily and SLT members to regularly monitor corridors throughout the day to ensure it is upheld.
* Children to be reminded daily that saying hello as they pass is acceptable, but they must not stop and talk to friends in the corridor.
* Classes to have allocated outside play space:
	+ YR: EYFS playground
	+ Nursery: Nursery garden
	+ KS1: KS1 playground
	+ KS2: KS2 playground
* Outside times to be staggered. No more than 2 year groups outside together on their own half of the playground. Teachers to stagger leaving and returning to class.
* Static outside play equipment can be used, but should be cleaned more frequently.
* Use of hall for lunch to be staggered. No more than 2 year groups in the hall together and to use their own half of the hall. Separate entrances to be used to access year groups individual section (i) door accessed through courtyard ii) internal hall doors). Hall to be ventilated with doors and windows open, whatever the weather.
* MTAs to clean down tables and benches between each sitting.
* Cutlery and crockery = 1 set per child to eliminate the need to reuse in the same day.
* Classes to collect their own PE resources, keep within their SIU and clean before returning to the general store.
* KS1 and KS2 playgrounds to be zoned into two halves in order for 2 year groups to use the outside space together
* Class teachers to establish rules for outside play with children and remind regularly. Games that need close contact are not allowed. Teachers to spend time with children discussing/listing games that could be played, so children have minimum physical contact with each other when outside.
* Staff room use – staggered lunches will minimise numbers and reduction in spaced seating
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| **Intimate care** |
| Adult/child close contact  | * 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
 | * Staff performing intimate care to wear gloves and apron throughout the care process.
* Face shield used for nappy changing in FS
* Follow school’s intimate care procedure as normal
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| **Symptoms of Corona Virus** |
| Child/adult transmitting the virus to others at school and/or bringing infection home | *Ensuring 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 7 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 7 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). Other members of their household (including any siblings) should self-isolate for 14 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).****Engage with NHS track and trace process:****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 7 days from the onset of their symptoms 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 7-day period starts from the day when they first became ill. 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.*

***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#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 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 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/)*.****9. Contain any outbreak by following local health protection team advice****If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to 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.* | * Parents/carers/staff and other adults must not come into school if they have any corona virus symptoms. They should immediately book a test and inform the school.
* Child taken to isolation room (Meeting Room) immediately symptoms are observed/reported. Window opened to provide ventilation.
* Supervising adult x 1 to wear gloves, apron, face mask/shield and eye protection.
* Parents of child to be contacted immediately.
* Disabled toilet allocated for the child’s use while they are still at school.
* Class the child was in to all wash their hands under supervision and go to a different space while their classrooms is cleaned with regular cleaning products.
* After child has left, all areas used to be cleaned with usual cleaning products.
* Child/adult with symptoms to book a test/ complete the test provided by school immediately.
* Person with symptoms to begin to self-isolate for 7 days and their family members for 14 days, while awaiting test results.
* Any adult/child in the same SIU or supporting the child with symptoms while waiting for parents, does not need to self isolate, unless they begin to show symptoms themselves, or unless requested to by NHS track and trace.
* Once test results received parent/member of staff to inform school immediately of result: If test is negative, return to setting and isolation of all can end; if positive inform NHS of contacts, in order for them to complete the track and trace process. School will then follow the advice of NHS track and trace.
* School office will inform [*Public Health England health protection team*](https://www.gov.uk/guidance/contacts-phe-health-protection-teams)if school is informed of a positive test result from any pupil or member of staff. The school will then follow the guidance and advice of PHE.
* Any pupil or member of staff who has been in close contact with the person who tested positive (see middle column for definition of close contact) will be sent home and asked to self-isolate for 14 days from the day they last had close contact with the person who has tested positive.
* Teachers must alert the office if there are any changes/different contacts that occur during school hours in order to fully inform PHE of the contacts of any person with a positive test result.
 |
| **Cleaning** |
| Surfaces/resources/equipment harbouring the virus | * *Ensure… a thorough cleaning of the rooms at the end of the day.*
* *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*
* *all frequently touched surfaces, equipment, door handles and toilets used during the day will need to be cleaned thoroughly each day. All frequently touched surfaces, equipment, door handles and toilets used during the day will need to be cleaned thoroughly each day.*

*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*
* *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*

*By the end of the summer term, Public Health England will publish revised 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*](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)*.* | * Daily pack of cleaning supplies available in each class throughout the day. (Windmill invincible spray and cloths, gloves, supply of clear and black bin bags)
* Resources not to be shared across classes or groups of children.
* Shared materials and surfaces within each SIUs should be cleaned and disinfected throughout the day.
* Staff to clean all hard surfaces regularly within their SIU.
* Enhanced cleaner in school from 1:30pm daily to clean toilets, door handles, shared areas (inside and out) and collect bin bags.
* Daily cleaners arrive at end of day to complete daily clean.
* MTAs to clean down tables and benches in the hall between each sitting.
* All cloths and mop heads used each day to be washed at 90 degrees at the end of the day. Collection point for used cleaning materials for washing at the front office.
 |
| **Staff integration** |
| Staff coming into contact with adults outside their family home. | * Stagger the use of staff rooms and offices to limit occupancy
 | * Staff to maintain social distancing (2 metres) whenever using staff room and other staff only spaces.
* Shared resources/areas (i.e. photocopier/ toilet doors) to be disinfected, where touched, by member of staff after use.
 |
| **Information Gathering and sharing** |
| Information gathering, sharing and communication with the school stakeholdersHR information and guidance for staff | * Ensure government advice being regularly accessed, assessed, recorded and applied
* Ensure changes are reviewed by SLT/Governors
* Nominate a governor for COVID19 matters, and ensure their contact details known and that they on call
* Ensure changes are regularly communicated to staff, pupils, parents and governors
* Communicate effectively with all parents and staff who have not returned to school for fear of infection
* Identify likely numbers of pupils and staff who are returning on the 1st June
* Consider RA for those staff returning with underlying health conditions
* *Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school.*
 | * Emails and bulletins from the DfE and LA shared within the Senior Management Team (SMT). SBM checks school email box regularly throughout the day.
* Regular meetings between SMT members review information received. Relevant information regularly shared with staff and governors
* Nominated Governor – Chair, Liam Cottrell, email contact on school website, phone number issued to all governors and SMT
* Regular correspondence with Governors via email
* All staff have been provided with a copy of the risk assessment and will receive a briefing of expectations on the 3rd/7th September.
* We will follow relevant guidance, request advice from health professionals and complete individual risk assessments for individual staff members.
* Risk Assessment will be shared with Local Authority prior to Monday 7th September
* Information and guidance from staff unions will be read and considered.
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| **Premises Health & Safety** |
| Maintenance of Premises H&S during COVID19 | * Caretaker and School Business Manager both returned to normal working hours with effect from the 1st June 2020
 | * Caretaker and School Business Manager working during summer holidays and both on call. Police have mobile numbers in case of vandalism or serious incident.
* SBM ensuring that all required H&S checks and emergency repairs to the building are completed with contractors following social distancing and school hygiene guidelines.
* A whole school Fire Drill will be conducted during the first week of term so that all children can evacuate from their new classrooms.
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| **Extended Services** |
|  | * *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. 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.*
 | * 4 bubbles (FS, KS1, LKS2, UKS2) of no bigger than 15 (FS no bigger than 8).
* Extended services on offer from 8:00am – 5:00pm.
* Priority given to children of staff and key workers.
* Places booked half a term in advance.
* Snacks provided will be fruit served by an adult or individually wrapped items.
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