

SEBERT WOOD PRIMARY SCHOOL

Preventing and managing sickness, virus/infectious disease outbreaks

Risk assessment and procedures

From Monday 1 November, Suffolk became an 'enhanced response area' (ERA) for up to five weeks (this will be reviewed on week starting 22 November). Amongst the ERA measures, additional support to Suffolk includes help to reduce transmission in schools with increased testing and additional temporary powers such as reintroduction of face coverings.

All measures are subject to frequent ongoing review and adaptation according to government scientific advice or guidance.

All staff are responsible for being proactive and making ongoing dynamic assessments of risk

All staff are responsible for following the controls within this assessment

Staff receive appropriate instructions in relation to the specific measures that have been put in place by the school setting.

Staff are involved in the practical implementation of the school risk assessments.

*Staff have been instructed on the nature of **COVID-19** and its transmission and confirm they understand the reason for the control measures.*

KEY DOCUMENTS FOR PLANNING AND RISK MANAGEMENT – COVID 19

[https://mcusercontent.com/5c2782ab1264cda5bb7f549a9/files/24ebc6bb-4ec5-63fd-bc01-0866f99984f5/Public Health framework for managing COVID 19 in Suffolk childcare educational settings NOV 2021.pdf](https://mcusercontent.com/5c2782ab1264cda5bb7f549a9/files/24ebc6bb-4ec5-63fd-bc01-0866f99984f5/Public_Health_framework_for_managing_COVID_19_in_Suffolk_childcare_educational_settings_NOV_2021.pdf)

<https://www.gov.uk/government/publications/covid-19-response-autumn-and-winter-plan-2021/covid-19-response-autumn-and-winter-plan-2021>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools>

Duties arise under the following legislation:-

- Sections 2 and 3 of the Health & Safety Act 1974
- Regulations 3 and 8 of the Management of Health & Safety at Work Regulations 1999
- Regulation 4 of the Personal Protective Equipment at Work Regulations 1992
- Regulation 4 of the Workplace (Health, Safety & Welfare) Regulations 1992
- Regulation 7 of the Control of Substances Hazardous to Health Regulations 2002.

PROGRESSION OF RESTRICTIONS / STAGED RESPONSE

At Sebert Wood we have 4 stages when dealing with medical incidents/outbreaks (developed from existing plan, Pre COVID 19)

UPDATED JANUARY 2021 DUE TO COVID NEW VARIANT/LOCKDOWN

REVIEWED AGAIN FEBRUARY 2021 IN PREPARATION FOR RETURN TO FULL OPENING ON 8 MARCH BASED ON UPDATED GOVERNMENT GUIDANCE

REVIEWED AND UPDATED – MAY 2021 IN LINE WITH ROADMAP AND JUNE 2021.

REVIEWED OCTOBER 2021 FOLLOWING NEW GUIDANCE - CURRENTLY AT STAGE 2 (ASPECTS OF STAGE 3 MAY BE IMPLEMENTED IF CASES RISE – UPON ADVICE OF PHE)

REVIEWED NOVEMBER 2021 FOLLOWING FURTHER GUIDANCE – SCHOOL AT SUFFOLK LEVEL 2 (ASPECTS OF SCHOOL STAGE 3 HIGHLIGHTED BELOW)

[https://mcusercontent.com/5c2782ab1264cda5bb7f549a9/files/24ebc6bb-4ec5-63fd-bc01-](https://mcusercontent.com/5c2782ab1264cda5bb7f549a9/files/24ebc6bb-4ec5-63fd-bc01-0866f99984f5/Public_Health_framework_for_managing_COVID_19_in_Suffolk_childcare_educational_settings_NOV_2021.pdf)

[0866f99984f5/Public_Health_framework_for_managing_COVID_19_in_Suffolk_childcare_educational_settings_NOV_2021.pdf](https://mcusercontent.com/5c2782ab1264cda5bb7f549a9/files/24ebc6bb-4ec5-63fd-bc01-0866f99984f5/Public_Health_framework_for_managing_COVID_19_in_Suffolk_childcare_educational_settings_NOV_2021.pdf)

Response Stage	Trigger	Key Actions	Who
STAGE 1 - everyday hygiene and procedures	None	<ul style="list-style-type: none"> Ensure good hygiene – continue to encourage robust hand-washing and send messages to staff and pupils frequently Effective handwashing facilities and soap available – children taught about effective hand washing Follow standard absence procedures for sickness – see flow chart for Covid Maintain appropriate cleaning regimes and ensure by in-house checks, that this is suitable and sufficient Keep occupied spaces well ventilated, and continue the messaging around that as part of the ‘hands, face, space – and ventilation’ Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 https://www.suffolk.gov.uk/council-and-democracy/council-directorates-services-and-senior-officers/directorates/public-health/ Visitors to school may wear a mask if they wish We continue to encourage parents to communicate via email or phone in the first instance 	ALL
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u> Increased absence rates of pupils or staff Local increases in sickness e.g. flu, gastric, COVID-19 Public health alerts Suspected cases of specific illness in school or within the community</p>	<ul style="list-style-type: none"> Communicating information with all staff, pupils and families, users of the site e.g. email updates, signs/posters, tissues available, hand wash/sanitiser (available for frequent use) Each class area/‘bubble’ frequently wipes down high use surfaces using disinfectant based products – door handles, light switches etc. Increased enforced use of handwashing and hand sanitiser on arrival at school, before and after eating food – and other times as per guidance Specific hygiene instructions and lessons in class – pupils aware of adjustments to behaviour policy for social distancing measures (<i>copy on website for parents</i>) Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. (for COVID – 19 = 10 day isolation) Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) – <i>GOVERNMENT GUIDANCE FEB 21 - NO TRIPS OUT (*Localised outside trips in bubbles allowed)</i> For COVID 19 – mini assemblies in ‘Bubble’ not hall. Review <i>Core Control Measures and make changes as necessary</i> SLT and admin team - Daily review of the situation – frequent MEMO’s to staff 	SLT Admin All Staff Email Updates To Parents

		<ul style="list-style-type: none"> • All visitors/parents to wear mask on site (recommendation of PHE – October 21) • All staff to wear masks in communal areas (recommendation of PHE – October 21) 	
<p align="center">STAGE 3 – Mitigate/Delay</p>	<p><u>Where a significant risk is present</u> Staff self-isolating with symptoms Direct case or increased likelihood of cases Positive case of COVID identified in school - Public Health/Test & Trace advice</p>	<ul style="list-style-type: none"> • Increased access to LFD testing for schools and colleges to be used in response to outbreaks or in areas of high prevalence. This can include daily LFD testing for students identified as close or household contacts while awaiting a PCR result. Here the letter emphasises that the daily contact testing trial conducted in 201 schools between April and June 2021 demonstrated that daily testing of exposed students and staff for COVID-19 was non-inferior to self-isolation of whole groups for control of COVID-19 transmission and has the added benefit of keeping children in schools. • Staff who are fully vaccinated and who are household contacts of a positive PCR-confirmed case (e.g., parent, sibling, partner) or identified by NHS Test and Trace as close contacts of a positive case continue to attend the setting, ask to do daily LFD testing and take a PCR test on day 5 from first contact with the symptomatic positive case (if the case was asymptomatic, from their swab date). If PCR negative, continue attending setting. Staff are exempt from this advice if already tested positive via PCR in past 90 days. Unvaccinated staff who have been identified as close contacts should isolate as per national guidance • Reducing/cancel contact situations: - Assemblies, carpet time, school events, Trips, FOSWS events (outside only), concerts/performances • Majority of communication by email • Reduce lettings and buildings use depending upon timings – e.g. after children have departed • Limit visitors based on risk assessment and available hygiene measures • Sending home any children with <u>any</u> COVID symptoms • Additional enhanced disinfecting/cleaning – additional cleaning hours implemented and some teaching based staff to be asked to help out with some cleaning • Identify staff and pupils at greater risk – complete separate risk assessments accordingly • SLT and admin team – daily review of the situation – Email updates to staff • Class bubbles reinstated with staggered start, break, lunch and finish times in line with Autumn term 2020 plan. With some minor adjustments to alleviate pressure points at gates, based on review. • Minimise crossover working of staff between bubbles • ALL staff can return to normal duties – as per government guidance February 2021 • THERE ARE CURRENTLY NO EXTREMELY CRITICALLY VULNERABLE STAFF OR PUPILS ATTENDING SCHOOL but individual risk assessments reviewed for <i>critically vulnerable</i>. <p><i>See process for positive case - outlined below</i></p>	<p>PD/SLT weekly updates to staff, parents, governors (more frequent where necessary)</p>
<p align="center">STAGE 4 – Containment</p>	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u> UPDATED JANUARY 2021 DUE TO COVID NEW VARIANT <u>LOCKDOWN</u> High levels of sickness High rates of staff absence means</p>	<ul style="list-style-type: none"> • All measures for stages 1, 2 and 3 above continue. • PPE provided where social distancing is not possible * applies in Stages 2 & 3 where a pupil has symptoms • Critical worker and vulnerable pupils only attend • Part / full closure of site may be necessary where high rates of staff absence or as instructed by government Test and Trace • Seek Local Authority advice on closure of year groups/key stages/whole school where insufficient staff available to safely operate. • All hygiene and cleaning measures in line with guidance • Deep cleans where cases identified and bubble closes • Closure of lettings and building use • No visitors • No face to face contact between parents and staff, unless for emergency. • Remote communication between all staff 	<p>HT / Chair of Governors/ SLT</p>

	insufficient staff to open safely Significant danger of disease or illness.	<ul style="list-style-type: none"> • Staff teams ready to provide work for pupils and remote learning systems in place 	
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GOVERNMENT GUIDANCE – COVID 19

In making these plans, we note the advice from the Government that:

- the Scientific Advisory Group for Emergencies advising the Government has a high degree of confidence that the severity of the disease in children is lower than in adults and a moderately high degree of confidence that children aged up to 11 are less susceptible
- all staff and pupils are eligible for testing, if they display symptoms, as will any symptomatic member(s) of their household
- Public Health England/Test and Trace will advise on the appropriate course of action, and the relevant group of people with whom the individual has mixed closely, should be sent home and advised to begin isolation but have tests asap

The Government guidance includes

- wearing a face covering or face mask in primary schools is not compulsory but is at discretion of HT where social distancing indoors cannot easily be maintained
- the majority of staff in education settings will not require PPE beyond what they would normally need for their work
- PPE is only needed in a very small number of cases including a) children whose care routinely already involves the use of PPE due to their intimate care needs; b) if a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home

The Government guidance explains that:

- education staff, who are clinically vulnerable can attend work – individual risk assessments in place based on medical advice
- if a child or a member of staff lives with someone who is clinically vulnerable, including those who are pregnant, they can attend school (HT can make discretionary decisions on risk according to individual needs balanced with the operational needs of the school)

The Government guidance recognises that early years and primary age children cannot be expected to remain 1 metre + or more apart from each other and staff, it advises that:

- it is important to reduce contact between people as much as possible and reduce transmission risk by ensuring children and staff where possible
- brief, transitory contact, such as passing in a corridor, is low risk

The guidance sets out that schools:

- ensure that sufficient handwashing facilities are available - where a sink is not nearby, they should provide hand sanitiser
- clean surfaces that children and young people are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
- ensure that all adults and children:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly
 - clean their hands on arrival at the setting, before eating and after sneezing or coughing
 - Clean their hands upon returning to the classroom after lunchtime
 - 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 help is available for children and young people who have trouble cleaning their hands independently
- consider how to encourage young children to learn and practice these habits through games, songs and repetition
- ensure that bins for tissues are emptied throughout the day
- where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units

- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- 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 Government guidance advises reducing mixing within schools by:

- accessing rooms directly from outside where possible
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)
- using outside space for exercise and breaks, outdoor education
- limit large indoor gatherings and event such as assemblies
- adjusting transport arrangements where necessary, including encouraging parents and children and young people to walk to school where possible

CORE CONTROL MEASURES (NOVEMBER 2021 HIGHLIGHTED)

PREMISES/ HEALTH AND SAFETY			
	Risk	Countermeasure	By whom
2	Pupil or staff sent home with symptoms of COVID	<p>PPE for staff member supervising pupil/staff</p> <p>Designated suspected COVID isolation room, separate to normal first aid room.</p> <p>Deep clean of isolation rooms and areas staff member or pupil had contact with.</p> <p>Information provided about testing procedures</p> <p>Request to be informed of test outcome ASAP</p> <p>If a test is positive, follow guidance in conjunction with LA and PHE (test and trace)</p> <p>Twice-weekly LFD home testing for asymptomatic staff</p> <p>Settings are encouraged to ask for evidence of test results.</p> <p>Daily LFD testing of vaccinated staff and primary aged pupils (at parental discretion) who are household and close contacts of cases – ask staff and pupils to continue to attend the setting, undertake a daily LFD test, and take a PCR test on day 5 from first contact with the symptomatic positive case.</p> <p>Whole-genome-sequencing of an identified group - UKHSA will be approached to support, as deemed necessary by SCC.</p> <p>Definition of “likely to have mixed closely” / “linked” cases based on a setting assessment of the links between the confirmed cases and usually means that the cases are within a class, known friendship group or a school club where the cases are likely to have been in close contact with each other (see national guidance on What is meant by a contact). The setting will be best placed to know to what extent particular students may be mixing with other students outside their immediate form group (e.g., a year group may be relevant in secondary schools). Importantly, the percentages in threshold definitions apply to a defined group that are likely to have mixed closely and not to the whole school (e.g., have 10% of a class tested positive within 10 days? Have 20% of a school club tested positive?).</p>	<p>PD</p> <p>All staff</p>

3	Parents do not have confidence in the school being safe	<p>Frequent SIMS email updates – outlining all measures – links to govt guidance on website</p> <p>Clear expectations on arrangements and procedures if a child shows symptoms – home school agreement</p> <p>Front office closed - no face to face meetings unless urgent safeguarding matter or emergency – parents can contact via email/phone/ZOOM/TEAMS (STAGE 2)</p> <p>Parents and staff to wear mask on site (although not compulsory) - <i>From 10 May, review weekly according to national and local infection levels. Reintroduce October 2021</i></p> <p>Staff wear face covering if approached by a parent in more restricted spaces such as the class entrance doorways at the beginning or end of the school day.</p> <p>Classroom layouts follow govt. guidance – balance between minimising risk whilst meeting pastoral and emotional well-being needs of pupils.</p>	SLT/TS via SIMS All staff
4	Congestion at start and end of day	<p>Avoid congregating – reminders of social distancing</p> <p><i>It is not possible to mark the whole site</i> – parents to take responsibility for social distancing - home school agreement acknowledged via SIMS</p> <p>Multiple entry/exit gates and staggered start and end times assigned to bubbles – allow some time contingency if run over – these can be adjusted going forward where necessary</p> <p>Review daily routes and timings - adjust where necessary</p> <p>(NOVEMBER 2020) spike in cases in Moreton Hall area – all parents and visitors instructed to wear a face covering at all times on site. All staff to wear a face covering outside and inside in communal areas when not in their bubble and when moving around school – wear a mask on the rare occasion approached at classroom doorway by a parent (whilst maintaining 1m + distance)</p> <p>*MAINTAIN IN 2021 UNTIL ADVISED OTHERWISE</p> <p>*guidance published 10 May 2021 – staff wearing of face masks in classrooms not now required</p>	SLT All staff TS/CA markings
5	Repeated touching of door handles increases risk of spreading infection	<p>Keep doors open with door stops (adjust fire plan accordingly – extra vigilance during day for signs of fire). Doors closed after school hours by site manager/cleaners.</p>	CA + all staff
6	Maintaining social distancing in the event of emergency evacuation	<p>Fire emergency point on field remains but line up in zone areas further apart. (STAGE 2)</p> <p>Fire drill practised as soon as is practicable at start of term.</p>	
7	Insufficient cleaning	<p>Discuss working hours of cleaners and draft in additional if necessary, to ensure sufficient capacity</p> <p>Expect site manager to tour school repeatedly to carry out routine cleaning</p> <p>Staff who carry out cleaning are familiar with cleaning & disinfecting processes required at this time.</p>	PD/TS
8	Cross contamination in shared spaces and resources	<p>Toilet management as above</p> <p>Protocol for pupils – hand sanitisation</p> <p>Regular cleaning of frequently touched surfaces</p> <p>Communicate with parents to reinforce expectations</p> <p>Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management</p> <p>All spaces should be well ventilated using natural ventilation (opening windows), prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. <i>In cold weather – open for 10 minute periods hourly and at break and lunchtimes.</i></p>	SLT – pupils/classroom staff cleaners/premises
10	Parents send children who are unwell to school	<p>Primary aged pupil daily testing is at parental discretion. Pupils who are household contacts of a PCR-confirmed positive case (e.g., parent, sibling has tested positive) or identified by NHS Test and Trace as close contacts of a positive case - are also advised, where possible, to continue to attend the setting,</p>	SLT/Office

		undertake daily LFD testing while awaiting the results of a PCR (exempt if already tested positive via PCR is past 90 days). The PCR should be taken on day 5 from first contact with the symptomatic positive case (if the case was asymptomatic, from swab date). Phone parents accordingly where pupil has specific COVID symptoms – refer to guidance	
11	Increased risk to vulnerable, pupils and parents	Up to date information on staff and pupils in each of the vulnerable categories Risk assessment for staff with severe medical needs Follow government guidance.	TS
12	Parents not aware of testing protocols	Communication planning and review protocols regularly.	SLT
13	Safety around facemasks and inability to maintain social distancing whilst carrying out first aid, intimate care or other tasks	Refer to DfE guidance about face masks – <i>guidance updated Feb 21 does not recommend clear face shields.</i> For intimate care matters where pupils need change of clothes from y1 upwards most children can change onto spare closed themselves. Where staff have to assist then gloves and mask should be worn. Where pupil borrows spare clothes these will have been kept in quarantine (72 hours) prior to any use. Once washed by parent they should be returned to the quarantine bin outside front office.	
15	Unable to provide school meals to pupils safely	Liaise with Vertas team as necessary Packed lunches for children in classroom to reduce movement around building Hot school lunch 'grab n go' delivered by separate staff to classes so lunch hall unused Disposable cutlery used Clear guidance to parents on minimal items in school and no sharing	PD/TS
16	Necessary checks before opening	SLT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire, site security and legionella reviews in line with the checks you would normally undertake at the end of the summer period.	KN/TS
17	Congestion at bike racks - lack of social distancing	Cycles and scooters now permitted – second gate access open to spread entry	PD
18	Travel to from school	Parents and staff are encouraged to only travel with members of the same household in each car	PD
19	Concerns raised about safety of official visitors or professionals and/or visiting contractors	Only emergency/essential works to take place inside school buildings e.g social workers undertaking urgent safeguarding investigations, police, NHS school vaccination teams (masks). Indoor repair work only when building vacated and appropriate cleaning undertaken. NB – photocopy repairs in UKS2 building only to take place when building vacated. Undertake Zoom calls for services such as Speech therapist etc. Contractors working outside only, within separated areas. Do not enter school building.	Office staff - All visitors follow protocol – see below
20	Movement of pupils for transition days in summer term (subject to national Covid status)	Pupils remain in their year group bubble throughout. As per guidance staff can move into other bubbles but minimise contact with pupils and wear a mask. All of the hygiene and social distancing measures in stage 1 – 3 apply. Before start of the transition days deep clean takes place At end of transition days deep clean takes place before return to normal classrooms. Year 6 visit to Secondary schools – refer to their risk assessments + staff here ensure that upon pupil return (where it applies) they maintain social distancing and hygiene measures.	PD All staff

STAFFING/HR AND CAPACITY			
	Risk	Countermeasure	By whom?
1	Staff absence due to sickness (Flu and cold season may increase absence) Insufficient staffing levels to safely open	In order of priority: For teacher cover: 1. HLTA/Sports Coaches cover 2. Supply cover from agency 3. SLT cover 4. TA cover in teams 5. TA cover only (during COVID may be an option where necessary to maintain school opening) 6. Remote learning where positive cases result in bubble closure or levels of staff absence extremely high (see Remote Learning Policy) It is not school policy to automatically cover support staff and is it not always possible to do so. Where specific needs of pupils (e.g.1:1 support) is required we may move TAs around or endeavour to cover the position if feasible.	PD/SLT
2	Unable to staff provision of breaks/lunch for teaching group leaders Inclement weather at breaks (PE)	Maintain bubbles for pupils outside – supervised by bubble staff only Use of specific zoned areas MDSAs assigned to specific bubbles ALL pupils have to wait until all eaten in class then all go out together (in part opening bubbles Jan 2021) Wet play = all indoors and remain in class Currently no indoor PE - identified PE zones on school field (use playground zone when field too wet/muddy)	Bubble staff
3	Staff not confident they will be safe – particularly in nursery settings	Clear guidance for staff on availability and use of PPE with sufficient PPE in stock to ensure compliance Specific instruction for site staff on infection control. Risk assessments to support these decisions Schools well-being line available via Jamie Winch (well-being lead)	SD
5	Infection enters the school site	Hand washing stations. Clear communications with parents and school signs reinforce social distancing measures Entrance to school site limited for key staff only No face to face conversations with parents unless prior appointment and distancing in place Protocols for visitors, peripatetic teachers and deliveries to school (see appendix) Protocols for staff bringing equipment into school Limiting number of people entering school (no parents or visitors to enter the building during lockdown period/partial opening)	TS/CA
6	Increased risk to vulnerable staff	Up to date information on staff and pupils in each of the vulnerable categories. Follow government guidance and individual risk assessments where required	PD/TS
7	Staff not aware of testing protocols	Reinforce support available for staff and their families Remind staff of self-referral testing process – flow chart Testing results to be communicated to school leadership	PD/TS All staff

8	Staff communal areas do not cater for social distancing	Clear protocols for staff breaks / times / rooms / refreshments / toilets - see timetable Each bubble given allocated space for break times, staff encouraged to use outdoor zoned spaces where practical, weather permitting Refreshments and catering equipment provided for each staff break room Max of 8 staff in main school staffroom (as of September 2020 – review) Use alternative staff meeting spaces in UKS2 and Early years block - max 4 staff in Nursery staff room and UKS2 group room/staff area – also use studio (refreshment facilities moved to studio) Max of 4 staff in main offices	SLT
9	Staff sharing equipment	Staff responsible for cleaning their own equipment with disinfectant wipes Rigorous cleaning of shared equipment Regular cleaning of equipment between home and school such as laptops Disinfectant wipes after every use of photocopier	SLT All staff
14	Unable to provide wrap around care	Limit before and after school care to zones on first come first served basis. Specific assigned staff throughout. SIMS cap set in booking system – review weekly Close before and after school clubs where necessary – give as much advance warning to parents as possible	TS
18	Anxious staff	Protocols reassure on how risks are being managed to protect staff –regular staff updates and memos. Weekly email briefing (or more frequent if necessary) Access to PPE and face coverings if needed. On site test kits available for exceptional reasons. Constant reminder of wellbeing scheme and other support available including occupational health. Jamie Winch to publish updates and speak to staff (1:1 socially distanced or by phone/email) Discuss opportunity of unpaid leave in exceptional cases.	SLT JW
19	Staff work at more than one setting/school	Discuss safety arrangements with member of staff to ensure both settings compliant and happy to proceed with joint working. Minimise contact and movement with the member of staff – only work part time hours in separate Nursery block in dedicated office (2 members of staff only). Minimise movement outside of Nursery block and around school - wear mask if having to enter main building – use phone and email where possible and limit use of external photocopier.	
20	Asymptomatic staff on premises	As of 27 January 2021, system of Lateral flow tests introduced by government. All staff on premises invited to test x2 weekly and report results to school and to test and trace. Distribution of tests to specific groups of staff at specific times/days to ensure social distancing. Levels of uptake monitored and recorded centrally.	

PERSONAL DEVELOPMENT INCLUDING SOCIAL/EMOTIONAL WELL-BEING, BEHAVIOUR INCLUDING ATTENDANCE/EXCLUSION, VULNERABLE CHILDREN (SEND/LAC)			
	Risk	Countermeasure	By whom?
1	Children aren't clear on school routines	Home school agreement prior to opening includes behaviour expectations. Staff videos (new academic year or new starts) intro to new school life - key focus on wellbeing – shared with parents prior to opening Clear system for any accepted movement around the building with clear signage	All staff
2	Children don't follow hygiene rules	Schools have regular and repeating notices/training using technology where possible for staff (one pre-recorded video to be used when needed?), children and parents on expectations for hand washing, tissues, coughing, hand gel, not sharing equipment Home school agreement reinforces expectations	SLT/Class teachers
3	Unable to safely use play equipment	Outside play equipment closed/taped off	CA
4	Children require additional support to follow these measures	Discuss by phone with parents in advance where possible. Use of technology to model (video)	SD
6	Behaviour for learning takes time to establish and are challenged by some pupils	Adjust class compositions, if necessary (*September –new academic year) to create a better balance Re-establish expectations and the principles of learning that the school already has in place To support full return to school - adjusted curriculum with additional dedicated timetable slots for PSHE lessons during first week/fortnight back.	All staff
7	Attendance is poor or pupil arrives late Pupil attending doctor or dentists appointment during school day	Remind and work with parents/ carers to quickly re-establish good attendance habits. March 8 onwards – inform parents that compulsory attendance for all pupils (unless GP letter explicitly instructing child to continue shielding) – Where family chooses not to attend due to anxiety etc School to discuss with them to address concerns so child returns. Where concerns cannot be resolved, refer to DFE re-issued guidance on elective home education should parents withdraw child. Parent update includes statement that if you running late must phone the school office ahead of arriving. Gates unlocked = parent takes pupil to external bubble entrance. Gates locked = await member of bubble staff to come and let child through. For appointments parent must phone school in advance.	PD/Office team
8	Returning to an unfamiliar setting causes anxiety for pupils – particularly EYFS/reception	Send out photos, books, social stories in advance – possibly video from teacher/TA	SD/ Class teachers
9	High risk pupils with challenging behaviour require restraint posing additional risk to themselves and staff	Staff allocated according to relationships thereby reducing potential for risk Clear expectations on need for social distancing – work with families if pupil unable to comply Change to behaviour policy including section on having to send pupils home if they cannot follow rules – clear in home school agreement. Fixed term exclusions for unsafe behaviour may apply as per policy	SD/SLT
10	Higher than usual numbers of safeguarding disclosures	Ensure all staff and any volunteers are equipped to receive disclosures and know who and how to pass them on/record them via CPOMS	SD
11	Pupils return having been traumatised by their experience of the COVID-19 restrictions	Ensure staff are aware of sources of help and resources available Every PM review to start with dedicated to pastoral matters and circle time activities	SD
12	Children with SEND not having needs met	Risk assessment on meeting the needs of children with SEND	SD
13	Children have suffered trauma, both in existing challenging situations known to the school, or new situations previously unknown to the school	Utilise ELSAs to support individual and small groups of children affected – socially distanced ELSAs maintain contact with vulnerable pupils trauma informed sessions for parents / carers so they can support their children at home	SD
14	Children have identified gaps in learning	Continue to adjust curriculum, undertake range of assessments and implement catch up/recovery plan (started in September 2020) <i>See separate plan</i>	

MANAGING A CONFIRMED CASE OF COVID-19 IN THE SCHOOL COMMUNITY

UPDATE – SEPTEMBER 2021 – Schools are no longer required to undertake Test and Trace procedures

Schools take swift action when they become aware someone who attended tested positive for COVID

1. Contact dedicated advice service Public Health England/NHS Business Services Authority.
2. Schools talk to a team of advisers who inform them of actions based on latest health advice. **01473 263942**
3. Advice team 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.
4. If, following triage, further expert advice is required the adviser will escalate the school to PHE local health protection team
5. *Advice service will work with schools to guide them through the actions they need to take and provide definitive advice on who must be sent home.*
6. Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.
7. **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**
8. **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. 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.**
9. A template letter for parents & staff is provided on advice of health protection team.
10. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
11. **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.**
12. 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.

13. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
14. They should get a test, and:
 - If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period).
15. *In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.*
16. The PHE local health protection 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. 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.
17. 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.
18. The PHE local health protection 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.

COVID VISITOR PROTOCOL – UPDATED OCTOBER 2021



DO NOT ATTEND OR ENTER THE SCHOOL if you have had a positive test for Covid, you are awaiting a PCR test result, you have one or more Covid symptoms, or you are quarantining because you recently visited countries on the red list.

Keeping Our Community Safe

- Visitors must inform the school before attending the school site
- The front office is now open but we continue to encourage parents to contact the school by email and phone in the first instance.
- On arrival please press the buzzer and wait for the office staff to respond.
- Sign in on arrival using the electronic system which is frequently sanitised.
- Appointments and meetings should be pre-booked, unless it is an emergency.
- Sanitise hands on arrival/departure and wash hands/sanitise as necessary during the visit.
- New guidance (October 2021) requests that masks should be worn on site (unless exempt)
- *Visitors inside the school building and in close contact with a pupil or group of pupils are strongly recommended to wear a mask.*
- External club providers should ensure their space is well ventilated, hygiene measures are rigorously followed and they take regular LFT tests.

We have comprehensive processes in place to keep our community safe. Key points include:

- A clear protocol in the event of a member of staff or pupil presenting with COVID-19 symptoms whilst at school.
- We have put in place a comprehensive communications plan, through frequent staff and parent updates, various signs/posters and verbal reminders, to ensure adherence to government guidance, best practice for hygiene/cleaning measures and good hand and respiratory hygiene.
- We have enhanced cleaning provision and hand sanitiser points throughout the building.
- All spaces are well ventilated.

How You Can Help Us:

Limiting the spread of infection is everyone's responsibility. You can help us by:

- Washing your hands frequently, with soap and water. (Use sanitiser where not available)
- Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.

Please respect and support all of the safety measures that we have put in place. If having read this protocol and upon commencing work you feel uncomfortable about the area you are working in please cease working and return to the school office to report your concerns. If you have any questions about health and safety, and especially if it relates to the controls we have put in place to minimise the risk from Covid-19, please contact a member of the school office team, or SLT as soon as possible.