

# COVID-19 School Site Risk Assessment (January 2022)



## Astrea Academy Trust

INSPIRING BEYOND MEASURE

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<b>Executive Approval:</b>	
<b>Date:</b>	17 <sup>th</sup> December 2021

## **January 2022**

As the country continues to deal with the risks from COVID 19, the government continue to provide guidance to manage the risk of serious illness from the spread of the virus. The situation is rapidly evolving as the world becomes aware of new variations of the virus and becomes aware of new control measures designed to prevent serious illness.

The current stage of the pandemic provides us with a mixture of enhanced control measures identified as “Plan B” to reduce the risks from new strains of the virus, along with the ability to reduce the chances of serious illness through vaccination.

As COVID-19 becomes a virus that we learn to live with, there is a continued imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered vaccination with the government ramping up the process and availability of booster variations.

Our priority is for you to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.

### **Risk Assessment**

All settings must comply with health and safety law and put in place proportionate control measures. You must regularly review and update your risk assessments - treating them as ‘living documents’, as the circumstances in your school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required of school leaders in relation to health and safety risk assessments and managing risk, see [annex A](#).

### **Control Measures**

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

### **Stepping measures up and down**

All settings should have outbreak management plans outlining how they would operate if there were an outbreak in your school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. The government will review its approach for enhanced response in local areas on a regular basis.

If you have several confirmed cases within 10 days, you may have an outbreak.

You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

The [contingency framework](#) describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

**Instructions for completion – the aim of the risk assessment is to evaluate the hazards associated with COVID-19, what can be done to remove them or minimise the level of risk by adding control measures, as necessary. Please complete all sections and use Red (high risk), amber (medium risk) and green (low risk) as your rating. For further advice on completing a risk assessment please visit the [HSE website](#).**

Consideration	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	School Risk Response / Mitigation	School Risk Rating	Date Assessed
<b>Covid-19 – General</b>	Staff having appropriate knowledge on virus, transmission, and risk	Employee, pupils, agency staff, member of the public	All staff to keep themselves updated and follow the latest <a href="#">Government</a> and national Public Health England/NHS guidelines via <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>	AMM receives regular email from DFE and weekly update from DMBS.  All information shared via weekly bulletin sent on a Thursday and daily updates as needed. This is sent via email to all staff.  Questions and answers shared with all members of staff  Inset day- virtual day planned for January 4 <sup>th</sup> . Any new information can be cascaded to staff and this RA will be discussed.		17/12/21
<b>Transmission of Covid-19 via transport to and from setting</b>	Increased transmission of virus on arrival at school setting	Employee, pupils, agency staff, member of the public	Transport services to education settings should continue to be provided.  Face coverings are now required for staff and students above 11 years of age when using transport  Dedicated school services can take different forms and may include: <ul style="list-style-type: none"> <li>• coaches regularly picking up the same pupils each day</li> <li>• minibuses</li> <li>• services which are used by different pupils on different days</li> <li>• services for pupils with SEND</li> </ul> <p>The precise approach taken will need to reflect the range of measures that are reasonable in the different circumstances. Do speak to the local authority or transport provider so that you understand the approach they</p>	Pupils either walk, cycle or use own cars to arrive at school.  Continue to operate one way system for parents.  Opening windows 8.30- 8.50 am.  Parents of older children encouraged to maintain system of children walking into school independently.		

			<p>are adopting. You might wish to request a copy of their updated risk assessment. It is important, wherever it is possible, that:</p> <ul style="list-style-type: none"> <li>• pupils clean their hands before boarding transport and again on disembarking</li> <li>• additional cleaning of vehicles is put in place</li> <li>• organised queuing and boarding is put in place</li> <li>• fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents</li> </ul> <p>Pupils should not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19).</p> <p>Children, young people and staff can continue to use public transport where necessary. We encourage everyone to walk, cycle or scoot wherever possible and safe.</p>	<p>Children leave from separate doors at 3.15 pm thus allowing for reduction in congestion on school playgrounds.</p> <p>School will use daily post to communicate information below.</p> <p>School to provide direction to Government guidance regarding use of public transport (email, letter, website) - <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers - GOV.UK (www.gov.uk)</a></p>		
<p><b>Effectively implementing infection protection and control</b></p>	<p>Staff and Children/ Young People being unable to adhere to control measures therefore increasing the transmission and spread of Covid-19</p>	<p>Employee, pupils, agency staff, member of the public</p>	<p>You should:</p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol> <p><b>Ensure good hygiene for everyone</b></p> <ol style="list-style-type: none"> <li>1. Hand hygiene Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</li> <li>2. Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important. <a href="#">The e-Bug COVID-19 website</a> contains free resources for you, including materials to encourage good hand and respiratory hygiene.</li> <li>3. Use of personal protective equipment (PPE) Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the <a href="#">use of PPE in education</a>.</li> </ol>	<p>Welcome back assemblies remind children and staff about hygiene routines.</p> <p>Enhanced cleaning rota has been created – all shared areas and classroom door plates will be cleaned at several times throughout the day</p> <p>Cleaning logs for shared areas implemented so that records of cleaning can be obtained (Toilets, Lunch room)</p> <p>Medical room to be maintained and cleaned on a regular basis. PPE for intimate care and cleaning supplies stored here.</p> <p>All used spaces have handwashing/ sanitisation stations – supplies of sanitiser and soap are to be checked on a regular basis by staff and caretaker, HT informed of lack of supplies when caretaker not present.</p>		

		<p><a href="#">childcare and children's social care settings</a> provides more information on the use of PPE for COVID-19.</p> <p><b>Maintain appropriate cleaning regimes, using standard products such as detergents</b></p> <p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces. PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a>.</p> <p><b>Keep occupied spaces well ventilated</b></p> <p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.</p> <p>Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p> <p>If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.</p> <p>Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature.</p>	<p>Hand sanitisers throughout the school.</p> <p>All staff and students are required to wash their hands on arrival to school, entry to classrooms and after eating, drinking, toilet breaks.</p> <p>Plans are in place for any child needing support with hygiene.</p> <p>All classroom doors and windows open each morning before arrival to air the room.</p> <p>Hall windows open to air the area.</p> <p>Where safe to do so some doors not crucial to the fire safety of a building may be opened to aid in natural ventilation</p> <p>Ventilation monitors are in place in all classrooms and checked by staff.</p> <p>Opening windows wider when monitor alerts to poor ventilation.</p>	
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		<p><b>Face coverings</b></p> <p>Face coverings are currently recommended for all staff and students above 11 years of age in communal areas. You can find more information on the use of <a href="#">face coverings including when to wear one, exemptions and how to make your own</a>.</p> <p>If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in classrooms (by pupils, staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.</p> <p>Due to the use of face coverings in wider society, staff and pupils are already likely to have access to face coverings.</p> <p><u>You should have a small contingency supply available for people who:</u></p> <ul style="list-style-type: none"> <li>• are struggling to access a face covering</li> <li>• are unable to use their face covering as it has become damp, soiled or unsafe</li> <li>• have forgotten their face covering Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</li> </ul> <p><u>When wearing a face covering, staff, visitors and pupils should:</u></p> <ul style="list-style-type: none"> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</li> <li>• avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus</li> <li>• change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose</li> <li>• avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination</li> </ul> <p>When removing a face covering, staff, visitors and pupils should:</p>	<p>Stock of face masks, visors and medical grade gloves if needed in the medical room will be maintained.</p>	
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<p><b>Reducing transmission of Covid-19 through effective hand washing</b></p>	<p>Staff and pupils having sufficient opportunity through the school day to implement effective hand washing</p>	<p>Employee, pupils, agency staff, member of the public</p>	<p>Follow Hand Washing protocol at appendix 1 below  <a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a></p> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. You must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> <li>• when they arrive at the school</li> <li>• when they return from breaks</li> <li>• when they change rooms</li> <li>• before and after eating</li> </ul> <p>Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans.</p> <p>Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff.</p>	<p>All used spaces have handwashing/ sanitisation stations- contents of soap and sanitiser will be checked on a regular basis by site management</p> <p>Hand sanitisers throughout the building.</p> <p>Plans are in place for any child needing support with hygiene.</p> <p>New EYFS children to be supported in hygiene practice.</p> <p>All staff and students are required to wash their hands on arrival to school, entry to classrooms and after eating, drinking, toilet breaks.</p>		

			<p>Pupils who use saliva as a sensory stimulant or who struggle with ‘catch it, bin it, kill it’ may also need more opportunities to wash their hands.</p> <p>Continue to help pupils with complex needs to clean their hands properly.</p> <p>Frequent and thorough hand cleaning should now be regular practice. You should consider:</p> <ul style="list-style-type: none"> <li>• whether you have enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly</li> <li>• if you need to supervise hand sanitiser use given the risks around ingestion – skin friendly skin cleaning wipes can be used as an alternative</li> <li>• building these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them</li> </ul>	<p>Signage and posters are to be used throughout the school as a general reminder to both staff and pupils to wash hands on a regular basis</p>		
<p><b>Intimate care and minimising the risk of Covid-19</b></p>	<p>Members of staff becoming ill with COVID after close contact or passing virus to others</p>	<p>Employee, pupils, agency staff, member of the public</p>	<p>Most staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work.</p> <p>If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</p> <p>During the coronavirus (COVID-19) outbreak, additional PPE is only required in a very limited number of scenarios:</p> <ul style="list-style-type: none"> <li>• if an individual child, young person or student becomes ill with coronavirus (COVID-19) symptoms if treatment and contact is required</li> <li>• when performing <a href="#">aerosol generating procedures (AGPs)</a></li> </ul> <p>Depending on local arrangements, education and childcare settings may be able to access PPE for their coronavirus (COVID-19) needs via their local authority or local resilience forum. In this context, education and childcare settings means all registered childcare providers, schools (including independent schools, special schools, 16 to 19 academies and alternative provision) and FE providers.</p> <p>For information on the arrangements in your local area, read <a href="#">personal protective equipment (PPE): local contacts for providers</a>.</p>	<p>PPE equipment in medical room if needed.</p> <p>Flask mask, apron and gloves.</p> <p>Intimate care plan in place for any toilet changing. This is discussed and agreed with parents and staff. Training is provided, Interventions are recorded and plans are reviewed as necessary.</p> <p>Waste from providing intimate care for pupils displaying symptoms of COVID 19 will be quarantined for 72 hours before being placed in general waste</p>		

<p><b>CEV Students / Pupils</b></p>	<p>Students or Pupils with pre-existing health conditions may be more susceptible to illness</p>	<p>Pupils / Staff</p>	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</p> <p>Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population.</p> <p>In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p>	<p>School and parents have close liaison regarding needs and adapt plans as needed.</p> <p>Follow government guidance when cases are identified or there is an outbreak.</p>		
<p><b>Managing risk of an individual who display's symptoms</b></p>	<p>Spread of COVID 19 within school to staff, pupils and visitors if not managed</p>	<p>Employee, pupils, agency staff, member of the public</p>	<p>When an individual develops COVID-19 symptoms or has a positive test, pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>.</p> <p>They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to self isolate).</p> <p>If anyone in your school develops <a href="#">COVID-19 symptoms</a>, however mild, you should send them home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the <a href="#">use of PPE in education, childcare and children's social care settings guidance</a>. Any rooms they use should be cleaned after they have left.</p>	<p>All protocols in place and practised.</p> <p>Isolation room set aside in school – well ventilated and stocked with sufficient PPE (face coverings, visors, medical grade gloves)</p> <p>Deep clean to take place once pupil have left the isolation room to ensure it is ready for use again in the same day</p> <p>Waste to be quarantined from the isolation room for 72 hours before removal to general waste streams.</p> <p>Any equipment used by the children in this area should be quarantined for 72 hours.</p>		

			<p>The household (including any siblings) should follow the PHE <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</p> <p><b>Confirmatory PCR Tests –</b></p> <p>Staff and pupils showing symptoms of COVID 19 should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test returns as negative for COVID 19 the individual is permitted to come back to the school.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by UKHSA or the DHSC, they should be recorded as code X (not attending in circumstances related to coronavirus).</p> <p>Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness)</p>	<p>Staff Testing Staff will test before school return, HT notified of result and recorded by staff on portal. Monday and Thursday testing</p> <p>Pupils who are displaying symptoms of COVID 19 or who have tested positive for COVID 19 prior to arrival at school are not permitted to entry to the school</p> <p>Staff who are displaying symptoms of COVID 19 or who have tested positive for COVID 19 prior to arrival at school are not permitted entry to the school</p> <p>If a staff member displays symptoms of COVID 19 during school time, they are to inform their line manager and leave the school premises to follow government advice on self-isolation and testing,</p>		
<p><b>Managing the risk of a confirmed case of coronavirus</b></p>	<p>Spread of COVID 19 within school to staff, pupils and visitors if not managed</p>	<p>Employee, pupils, agency staff, member of the public</p>	<p>Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school</p>	<p>This message to be reinforced through daily news post and website information. This will be reviewed in line with local guidance.</p>		

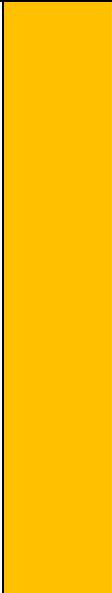
		<p>setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact.</p> <p>This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Children who are between 5 and 18 years and 6 months old are not required to self-isolate if identified as a close contact of COVID 19 if they are showing no symptoms – they should conduct daily LFT for a period of 7 days – if a positive LFT is obtained the pupil should self-isolate for a period of 10 days and obtain a PCR - if the PCR is negative they may return to school, if the PCR is positive they should complete their 10 day isolation</p> <p>Staff will not need to self-isolate if they are fully vaccinated (2 doses of the vaccine), they are taking part in a vaccine trial or they are not able to get vaccinated for medical reasons, if they are a close contact of a COVID 19 case. They will be required to take daily lateral flow tests for a period of 7 days, if a positive LFT is obtained they should self-isolate and seek a PCR. If the PCR is negative they can come back to school, if it is positive, then they must complete self-isolation.</p>	<p>Parents will receive phone call/alert letter to discuss next steps.</p> <p>Visitors to school will receive school COVID leaflet on entrance and talked through school routines.</p> <p>Pre booked contractors and visitors will receive this information electronically prior to visit. This leaflet explains school protocols.</p> <p>Testing system is in place and should continue initially- with testing for staff twice weekly (testing risk assessment in place)</p> <p>Any suspected cases in school to be placed in isolation room- PPE available for staff member and windows are opened daily in this room as part of procedures with full cleaning/ sanitation products available</p>	
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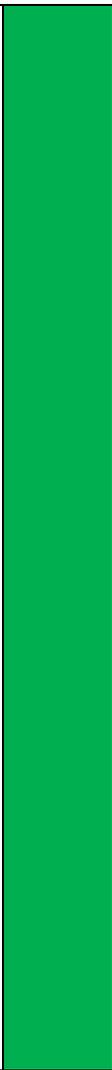
		<p>Any member of staff who is identified as a close contact but is not vaccinated is to self-isolate for 10 days</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures</p> <p><b>Asymptomatic testing</b></p> <p>Testing remains important in reducing the risk of transmission of infection within schools.</p> <p>Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart.</p> <p>Testing remains voluntary but is strongly encouraged. There is no need for primary age pupils (those in year 6 and below) to test.</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>Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school</p> <p><b>Confirmatory PCR tests</b></p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID[1]19</a>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p>			
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			<p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available</p>		
<p><b>Managing the risk of containing any outbreak of coronavirus</b></p>	<p>Rapid spread of COVID 19 throughout school if outbreaks are not managed or outbreak not identified</p>		<p>If you have several confirmed cases within 10 days, you may have an outbreak.</p> <p>Additional measures may be required if the following parameters are met:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul> <p>You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>The <a href="#">contingency framework</a> describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p>	<p>An Outbreak Management Plan has been produced and will be implemented in the event an Outbreak is declared after consultation with local health protection teams – appropriate resources have been allocated to be used in the event an Outbreak is declared</p>	
<p><b>Travel and Quarantine</b></p>	<p>Education can suffer due to self-isolation requirements</p>	<p>Pupils, members of Staff</p>	<p>All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19).</p> <p>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</p>	<p>This advice is published on our website.</p>	

			For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.		
<b>Ongoing provision of food</b>	Children, staff not receiving meals whilst in school	Employee, pupils, agency staff	<p>You should continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time.</p> <p>More information on <a href="#">providing school meals during the COVID-19 pandemic</a> is available</p>	<p>All pupils in school will still have access to hot or cold dinners as per normal school operating procedures</p> <p>Self-isolation or positive cases</p> <p>School business manager will liaise with Chartwells and the school cook to ensure pupils continue to receive entitlement either by food pack pick up or voucher.</p>	
<b>Ongoing management of the estate</b>	Increase in risk with regards to other hazards in schools	Employee, pupils, agency staff	<p>All regular servicing and maintenance is to be conducted in line with regulatory requirements. Schools are to ensure that maintenance/servicing is conducted to ensure that the estate remains operational and safe for staff and students. The following list provides some considerations:</p> <ul style="list-style-type: none"> <li>• Fire Risk Assessment (Annual)</li> <li>• Fire Alarm Service (6 monthly)</li> <li>• Fire Extinguishers Service (Annual)</li> <li>• Legionella Risk Assessment (2 Yearly)</li> <li>• PAT Testing (Annual)</li> <li>• Fixed Wire Testing (5 Years)</li> <li>• Tree Survey (Dependant on last report)</li> <li>• Gas Inspections</li> <li>• Air Conditioning Service (Annual)</li> <li>• Inspection of Machinery (Annual)</li> <li>• Inspection of Sports/Play Equipment (Annual)</li> </ul> <p>Caretakers and site managers also have responsibility for items and checking of items – this is to be maintained at all times</p> <p><b>Ventilation</b></p> <p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people</p>	<p>Caretaker carries out all safety checks.</p> <p>Fire drill carried out in before Christmas break – results of fire drill recorded so that feedback obtained and any lessons can be learned. New drill before ½ term.</p> <p>Fire Risk Assessment and Legionella Risk Assessment will continue to be carried out when required</p> <p>Statutory testing such as fire alarm checks, fire system maintenance, fire extinguisher maintenance, emergency lighting testing will continue to be conducted</p> <p>Flushing of little used outlets carried out by the care taker on a weekly basis and recorded – temperature checks on water systems conducted with results recorded to identify any corrective actions required</p> <p>If areas of the premises are identified to have had little use over the Christmas break such as taps in classrooms – water outlets will be flushed for a period of 5 minutes before general use is resumed</p>	

		<p>breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area.</p> <p>It is important to ensure your school is well ventilated and a comfortable teaching environment is maintained. These can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</li> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> <li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> <li>• opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing.</li> <li>• rearranging furniture where possible to avoid direct draughts</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>	<p>Staff reminded to report any defects with building or facility to site management team – communicated through staff meetings/emails</p> <p>Ventilation regimes to continue. All classroom and shared space doors to remain open, all windows to remain open. Extra playtime in place to allow pupils more fresh air.</p>	
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<p><b>Managing the ongoing cleaning of the school building</b></p>	<p>Reducing the risk of contact infection</p>	<p>Employee, pupils, agency staff, member of the public</p>	<p>In line with this risk assessment, put in place and maintain an enhanced cleaning schedule. This should include:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms or shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• cleaning toilets regularly</li> <li>• encouraging pupils to wash their hands thoroughly after using the toilet</li> </ul> <p>PHE has published guidance on the <a href="#">cleaning of non-healthcare settings</a>. This contains advice on the general cleaning required in addition to the existing advice on cleaning when there is a suspected case.</p>	<p>KS1 and KS2 toilet cleaning in place.</p> <p>Wipes and sprays available for shared spaces so that members of staff can clean areas after use</p> <p>Staff cleaning own keyboards, desk area in addition to daily clean.</p> <p>If child / staff unwell either isolate room or wipe down space used.</p> <p>Enhanced cleaning of school in general is currently in place to ensure surfaces are cleaned on a more frequent basis</p> <p>Cleaning logs in place for all areas and also for Breakfast club.</p>		
<p><b>Provision of Uniform</b></p>	<p>Pupils may not have access to uniform due to financial pressures or constraints</p> <p>Potential for colder temperatures in school due to increased ventilation increasing general illness</p>	<p>Pupils &amp; Parents</p>	<p>Encourage all schools to maintain their usual uniform policies. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.</p> <p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>Schools should consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures.</p> <p>Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing pupils to wear additional items of clothing in addition to the school's current uniform. Where this occurs, no extra financial pressure should be placed on parents.</p>	<p>School uniform policy in place and communicated to parents</p> <p>Allowance for school colours and extra jumpers.</p> <p>PE- pupils wear PE uniform all day on selected PE days.</p> <p>School will allow provisions of additional clothing to be worn on colder days due to the ventilation required to reduce the potential spread of COVID 19</p>		

<p><b>Effective Contingency Planning for Outbreaks in the community</b></p>	<p>Rapid transmission in the local community can lead to increased transmission in schools</p>	<p>Employees, pupils, agency staff</p>	<p><b>Stepping measures up and down</b></p> <p>You should have outbreak management plans outlining how you would operate if there were an outbreak in your school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p> <p>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.</p> <p>Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.</p> <p>Schools subject to the <a href="#">remote education temporary continuity direction</a> are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</p> <p>You should maintain your capacity to deliver high quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</p> <p>The remote education provided should be equivalent in length to the core teaching pupils would receive in school.</p> <p>You should work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education.</p> <p>Full expectations for remote education, support and resources can be found on the <a href="#">get help with remote education service</a>.</p>	<p>Structure for sending of advice for parents directing them to class web pages where links to online learning are found.</p> <p>Remote teaching offer in place for any bubble closure.</p> <p>An Outbreak Management Plan has been produced and will be implemented in the event an Outbreak is declared after consultation with local health protection teams – appropriate resources have been allocated to be used in the event an Outbreak is declared</p>	
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## Education Specific Guidance

Consideration	Risk	Who might be harmed?	Minimum control measures to reduce risks to an acceptable level	School Risk Response / Mitigation	School Risk Rating	Date Assessed
<b>Wraparound Provision and extra-curricular activity</b>	Staff and children and young people being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19	Employees, pupils, agency staff	<p>Out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend.</p> <p>You should ensure that key contractors are aware of your setting's control measures and ways of working.</p> <p>Out-of-school settings are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds.</p> <p>Where applicable, out-of-school settings should follow guidance on mandatory certification for events.</p> <p>Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds.</p> <p>You should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, or any other day-to-day activities that are part of education or training.</p>	<p>Existing class structures in place for the new term. This enables staff to teach children in groups within their own teaching space.</p> <p>School to continue with online assemblies. This will support the limiting of spread of Covid and aid identification of contacts,</p> <p>Ability to resume bubbles if needed – in the event an outbreak is declared</p> <p>Currently no large scale events taking place in school.</p> <p>Breakfast club in place between 8- 8.30 am.- regular cleaning of surfaces and hand hygiene will be adhered to as per regular operation of the school</p> <p>Places booked through the school office.</p> <p>No other clubs are in place at this time.</p>	Low	17/12/21

			<p>Wraparound childcare and other organised activities for children may take place in groups of any number</p> <p>There are currently no restrictions on mixing of persons attending extracurricular activities</p> <p>Schools should ensure that control measures such as cleaning, hygiene and ventilation are adhered to and persons who have symptoms are not permitted to attend sessions</p>			
<p><b>Effective Management of Classes</b></p>	<p>Staff and children and young people being unable to adhere to control measures and/or resources not being kept clean, therefore increasing the transmission and spread of Covid-19</p>	<p>Employees, pupils, agency staff, members of the public</p>	<p>Classrooms should be set up to adhere to the measures of control, in particular:</p> <ol style="list-style-type: none"> <li>1. Maintain appropriate cleaning regimes</li> <li>2. Keep occupied spaces well ventilated</li> <li>3. Promoting good hygiene for everyone</li> </ol> <p><b>Music, dance and drama in school</b></p> <p>You should continue teaching music, dance and drama as part of your school curriculum, especially as this builds pupils' confidence and supports their wellbeing. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.</p> <p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance,</p>	<p>Windows are to be left open to aid in natural ventilation</p> <p>Teachers educated on the need for ventilation in each room and encouraged to keep windows open where appropriate. Communicated via staff meetings/emails/bulletins</p> <p>Waste bins to be emptied from classrooms at the end of each day. In the event of potential COVID case waste from a classroom will be quarantined for 72 hours before entering general waste streams</p> <p>Classroom monitors in place.</p> <p>No peripatetic teachers at present.</p>		

			<p>including guidance provided by the DCMS for professionals and non-professionals, available at <a href="#">working safely during coronavirus (COVID-19): performing arts</a>.</p> <p>Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Further information on the <a href="#">music education hubs</a>, including contact details for local hubs, is available at music education hubs published by the Arts Council England.</p> <p>Schools that offer specialist, elite provision in music, dance and drama should also consider this guidance alongside the DCMS guidance on the performing arts. Specialist provision delivered by further education (FE) providers or higher education (HE) providers should consider the respective DfE guidance for these sectors.</p>		
<b>Teacher disconnected from online lesson</b>	Children left 'unattended' in an online environment for which the school maintains responsibility	Pupils Teachers Students	<p>Schools should ensure that reporting procedures are in place which issues can be raised with disconnection</p> <p>School to allocate a back up member of staff to an online session to be used in the event of a disconnection</p>	<p>School will use Oak Academy and other recorded resources.</p> <p>School will revert to protocol for remote taught lessons-</p> <ul style="list-style-type: none"> <li>• 2 staff members participate in all lessons.</li> <li>• Lessons are recorded and stored</li> </ul> <p>Parents and children are talked through safety protocols and what to do if there are connection issues. Alert an adult at home.</p>	
<b>Effective Communication to Parents and Carers</b>	Parents and carers having appropriate knowledge on virus, transmission, and risk within an education setting	Employees, pupils, agency staff, member of the public	<ul style="list-style-type: none"> <li>• Make clear to parents the latest changes in government guidance</li> <li>• Make clear to parents and carers that anyone with symptoms of coronavirus cannot come into the education or childcare setting</li> <li>• Make clear to parents and carers that pupils will be sent home to self-isolate if they develop symptoms of coronavirus in the education or childcare setting</li> </ul>	<p>All information to be placed on weekly news post and sent out on the training days.</p> <p>Regular reminders of policy and process on our daily bulletin.</p> <p>All queries are answered through daily interaction with Head/ Parent Support Advisor who are on playground duty at the start of the day and also through the School Business Manager via phone calls, parent app and emails.</p>	

			<ul style="list-style-type: none"> <li>Ask parents and carers to inform the education or childcare setting immediately of the results of any COVID-19 tests, ensuring the collective understanding of the necessary protocols should the test results be positive as outlined in <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>If parents/carers of pupils with significant risk factors are concerned, discuss their concerns with them and provide reassurance of the measures that have been put in place to reduce risk in school</li> <li>Involve parents and carers, as appropriate, in discussions around health and safety decisions to help them understand the reasons for the measures being put in place</li> </ul>		
<b>Pupil Wellbeing and Support</b>	Pupils / Students may be experiencing a variety of emotions as a result of pandemic	Pupils / Students	<p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood.</p> <p>You can access useful links and sources of support on promoting and <a href="#">supporting mental health and wellbeing in schools</a></p>	<p>Staff know the children well and support is available when needed.</p> <p>Children's needs are reviewed weekly at BASI meetings.</p> <p>Children's mental health week in place as well as regular assemblies.</p>	
<b>Effective Use of Outside Space &amp; Physical Activity in Schools</b>	Groups encountering one another increasing the risk of transmission and spread of Covid-19	Employees, pupils, agency staff	<p>You have the flexibility to decide how physical education, sport and physical activity will be provided while following the control measures.</p> <p>Sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your control measures.</p>	<p>PE resources cleaned between groups by members of staff</p> <p>Review taking place on what is being taught to minimise impact of this.</p> <p>As much PE as possible to be held outside in open areas where possible</p>	

For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) and paying scrupulous attention to cleaning and hygiene.

This is particularly important in a sport setting because of the way in which people breathe during exercise.

External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

[guidance for safe provision including team sport, contact combat sport and organised sport events.](#)

Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports [guidance for safe provision including team sport, contact combat sport and organised sport events.](#)

Indoor and outdoor competition between different schools can take place.

Refer to:

- guidance on [grassroot sports for public and sport providers](#) , [safe provision](#) and [facilities](#), and guidance from Sport England
- advice from organisations such as the [Association for Physical Education](#) and the Youth Sport Trust
- guidance from Swim England on school swimming and water safety lessons available at [returning to pools guidance](#) documents
- [using changing rooms safely](#)

			You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do.		
<b>Events – Performances, plays, fayres</b>	Events that involve members of community can increase transmission risks within school	Pupils, Staff, Visitors	<p>Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds.</p> <p>Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds.</p> <p>You should not use the NHS COVID Pass as a condition of entry for education or related activities such as exams, teaching, extra-curricular activities or any other day-to-day activities that are part of education or training</p>		
<b>Effective Use of Resources</b>	Staff and children and young people being unable to adhere to social distancing and/or resources not being kept clean, therefore increasing the transmission and spread of Covid-19	Employees, pupils, agency staff	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items.</p> <p>Classroom based resources, such as books and games, can be used. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment you should either:</p> <ul style="list-style-type: none"> <li>• clean it before it is moved between groups</li> <li>• allow them to be left unused for a period of 48 hours (72 hours for plastics)</li> </ul> <p>You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment.</p> <p>Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or</p>	<p>Maintain own stationary packs for pupils to reduce contact on items</p> <p>Workbooks stored in individual trays or boxes to minimise contact handling</p> <p>Pupils asked to sanitise before giving out books or staff give out.</p> <p>Library TT over a fortnight rota allowing for 48 hours between classes.</p> <p>Staff to choose books for the classrooms so that children have a choice.</p> <p>Any resources which are to be shared between classroom are to be cleaned before removal – if not able to be cleaned they will be left for a period of 48 or 72 hours before further handling</p>	

			<p>disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> <li>• restricted to one user</li> <li>• left unused for a period of 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Outdoor playground equipment should be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out of school settings providers.</p> <p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> <li>• lunch boxes</li> <li>• hats and coats</li> <li>• books</li> <li>• stationery</li> <li>• mobile phones</li> </ul> <p>Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>			
<p><b>Effective Management of Educational Visits</b></p>	<p>Staff and children and young people being unable to adhere to social distancing and/or resources/surfaces not being kept clean therefore increasing the</p>	<p>Employees, pupils, agency staff, members of the public</p>	<p>If you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.</p> <p>International Visits are currently permitted however schools should monitor the government's foreign travel advice closely. Schools should liaise with the Trust on overseas visits as soon as possible</p> <p>You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red.</p>	<p>Monitor the situation regarding travel and make a decision on residential visits – all educational visits will require a risk assessment through the Evolve system, these will then require approval from the trust</p>		

	transmission and spread of Covid-19		<p>The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.</p> <p>You should speak to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.</p> <p>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.</p>			
<b>Effective recruitment and deployment of staff</b>	Staff and children and young people being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19	Employees, pupils, agency staff, members of the public	<p>School leaders are best placed to determine the workforce required to meet the needs of their pupils.</p> <p><u>CEV Staff:</u></p> <p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</p> <p>CEV staff are advised to seek advice from their health professional if they believe they are at risk.</p> <p>Schools should ensure that contents of 1:1 risk assessments are reviewed in light of new information from a medical professional</p>	<p>Ensure all new staff completed a 121 risk assessment and have read COVID procedures on induction/inset on training day.</p> <p>Face to Face recruitment processes such as interviews are permitted to continue ensuring that hygiene measures and ventilation measures are adhered to at all times</p> <p>SEN Time Table in place.</p>		

		<p><u>Vaccinations:</u></p> <p>Schools are encouraging vaccine up take and will support employees by enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible, even during term time.</p> <p>Settings can liaise with HR regarding staffing and are asked to consider the following:</p> <ul style="list-style-type: none"> <li>• Staff deployments should ensure that support for SEND pupils is in place whilst also ensuring that safe / specific ratios are met and specific training undertaken to ensure effective care for pupils with complex needs</li> <li>• When deploying ITT students, take into account the skills and capacity of the trainee <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</a></li> <li>• Ensure that only those with appropriate checks can engage in regulated activity</li> <li>• Ensure that any leave arrangements that may impact on a staff member's ability to work in the Autumn term have been discussed with HR Advisor, as well as considered when considering staffing ratios and minimum operating levels</li> <li>• For volunteers, ensure that the setting continues to follow the checking and risk assessment process as set out in the volunteer section in Part 3 of keeping children safe in education. Mixing of volunteers across groups</li> </ul>	
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			<p>should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p> <p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>• Recruitment can be completed remotely or face to face with the appropriate adherence to guidance</li> <li>• Liaise with HR to ensure that all pre-appointment checks are completed (<a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</a>)</li> <li>• Through liaison with HR, put in place arrangements for all pre-appointment checks to be carried out remotely and verified in person on start date.</li> </ul>			
<p><b>Effective management of safeguarding</b></p>	<p>Staff not equipped or deployed effectively in order to manage the potential influx of concerns</p>	<p>Pupils, staff, parents</p>	<p>All staff to be briefed on any changes in Safeguarding arrangements – specifically staff who have not worked on site during a self-isolation period.</p> <p>DSL to have time and resource to manage potential influx in concerns – including monitoring net support notifications following the return of laptops.</p> <p>Where pupils who are self-isolating are within our definition of vulnerable, it is very important that you put systems in place to keep in contact with them, particularly if they have a social worker.</p> <p>Some children may be vulnerable who are not officially in statutory systems and schools should seek to support any children who they believe may have challenging circumstances at home.</p> <p>When a vulnerable pupil is asked to self-isolate, you should:</p>	<p>2 DSLs on site who are available for advice and support on safeguarding matters,</p> <p>Regular staff meetings and communications to share any changes in school policy regarding Safe Guarding</p> <p>Parent Support Officer maintains regular contact with children away from school. This is recorded and monitored via BASI meetings.</p>		

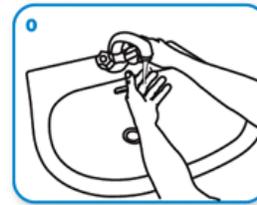
		<ul style="list-style-type: none"><li>• notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head</li><li>• agree with the social worker the best way to maintain contact and offer support You should have procedures in place to:</li><li>• check if a vulnerable pupil is able to access remote education support</li><li>• support them to access it (as far as possible)</li><li>• regularly check if they are accessing remote education</li></ul> <p>Keep in contact with them to check their wellbeing and refer onto other services if additional support is needed.</p>		
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**Appendix 1: Clean hands protect against infection (WHO protocol)**

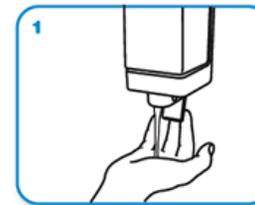
Protect yourself - Clean your hands regularly.

Wash your hands with soap and water and dry them thoroughly. Use alcohol-based hand rub if you do not have immediate access to soap and water.

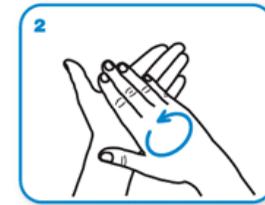
How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below:



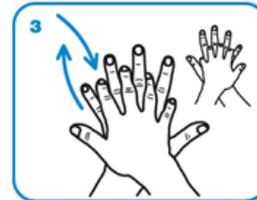
Wet hands with water



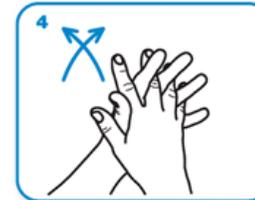
apply enough soap to cover all hand surfaces.



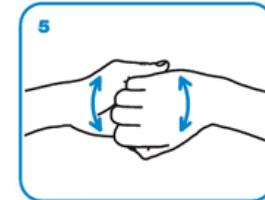
Rub hands palm to palm



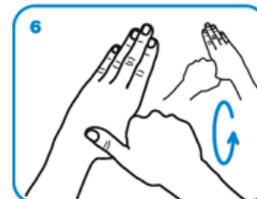
right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



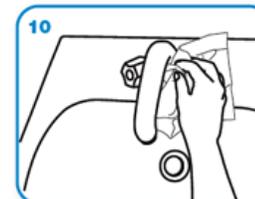
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



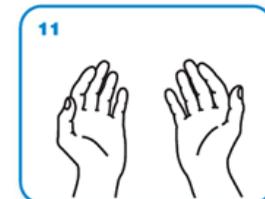
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

<b>Review Log</b>			
<b>Version</b>	<b>Review Date</b>	<b>Comments</b>	<b>Approval</b>
V1.1	December 21	Review of previous version to reflect changes in Government Guidance	K Godfrey