

OCC COVID19: **Updated 26.11.2021** Risk Assessment and Action Plan

SCHOOL NAME: Clanfield Church of England Primary School

OWNER: Kim Rogers, Headteacher

DATE: 01.09.2021

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place [for the return to school September 2021](#) and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- School specific Health and Safety Policy
- First Aid Policy
- DFE Guidance relating to COVID19 [Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#)
- [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - HSE](#)
- [The Health Protection \(Notification\) Regulations 2010 \(legislation.gov.uk\)](#)
- Public Health England (PHE) (2017) [Health protection in schools and other childcare facilities - GOV.UK \(www.gov.uk\)](#)

Risk Assessment for September 2021 return:



Clanfield Church of England Primary School

Assessment conducted by: Nicola Graham, Business Manager	Date of assessment: 01.09.2021	
Reviewed by: Kim Rogers, Headteacher	Review interval:	Date of next review:

Actions for early years and childcare providers

Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)

Contingency framework: education and childcare settings (publishing.service.gov.uk)

All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)
Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)

Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend>

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Please note: This risk assessment is a live document which is reviewed and updated in line with changes to government guidance and public health advice. Staff and their health and safety representatives will be notified of any changes to this risk assessment.

SUMMARY OF DFE GUIDANCE – 17TH AUGUST 21

CHANGES

Bubbles	Class bubbles are no longer necessary. No need for staggered break and lunches. Assemblies allowed and other whole school events. Extended Schools no longer needs segregation of key stages.
Face masks	“no longer recommended” unless there are positive cases in school (see Outbreak Management Plan). However, we will ask any visitors from outside of school to either wear a face mask, or prove a negative LFD test result. Staff are asked to continue to wear them in communal areas and at drop off/pick up times
Social distancing	No longer required
Contact tracing	No longer school responsibility. NHS will contact any potential contacts
Self-isolation	“Individuals are no longer required to self-isolate if they live in the same household as someone with Covid-19 or are a close contact of someone with Covid-19 and any of the following apply:” <ul style="list-style-type: none">• they are fully vaccinated (both jabs)• they are below the age of 18 year, 6 months• they have a medical reason why they cannot be vaccinated
Educational visits	Guidance says: “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.” In other words, you can resume school trips but pick sensible venues, which comply closely with the risk assessment we will be adhering to in school. Most venues now have Covid risk assessments, which can be requested before the visit.

CONTROL MEASURES WHICH WILL CONTINUE

Good hygiene	<ul style="list-style-type: none"> • regular handwashing/sanitising • 'catch it, bin it, kill it' continues for sneezing
Cleaning	Cleaning twice a day to continue – at lunchtime and the end of school day
Ventilation	Good ventilation must be continued, but to keep classroom at comfortable temperature for the season. CO2 monitors received 08.11.2021 and to be used in classrooms, Office and Staffroom. Good ventilation <1500
Illness	Staff and pupils must stay home if they have Covid symptoms and take PCR test as per public health advice. If you have cold symptoms, please take a LFD test before coming into school
Staff LFD testing	Staff to continue twice weekly testing from Sunday 29th August until end of T1 when this will be reviewed
Staff room	Everyone can now use the main staffroom. Please be sensible in its usage and ensure the windows are always open
Face coverings	We will ask any visitors from outside of school to either wear a face mask, or prove a negative LFD test result
Attendance	Mandatory for all pupils and staff
Remote Education	Remote education will still be made available for any pupils who are forced to self-isolate
Free School Meals	A meal will still be available for any FSM pupils who are forced to self-isolate
Parents on site	Public Health England are monitoring the rate of transmission in the community and will be analysing the impact that the return to school has on the figures. They will then review their guidance at the end of September when they have the data. We have therefore decided to start the Autumn term with no parents on site for the month of September.
DROP OFF & PICK UP	<p>All children will be picked up and dropped off at the same time at the front of school – drop off is at 08.45am.</p> <p>All gates will be closed at 09.00am in the mornings.</p> <p>Latecomers will need to come to the main Reception entrance through the main gate.</p> <p>Pick up is at the front of school at 3.00pm unless your child has been booked into ASC, when collection will be front the locked green gates.</p>

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<p>Awareness of policies and procedures</p> <p>Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)</p>	H	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures. The Covid folders and Policy folder are stored in the School Office glass cabinet for easy access: • Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> - <u>Health and Safety Policy</u> - <u>Infection Control Policy</u> - <u>First Aid Policy</u> - <u>Behavioural Policy</u> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Health Protection (Notification) Regulations 2010 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE (2021) 'Schools coronavirus (COVID-19) operational guidance (applies from step 4)' - DfE (2021) 'Use of PPE in education, childcare and children's social care' • Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) • All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place via email, particularly any changes to processes to allow for the full opening of the school. • Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. 	Y	Headteacher	<p>02.09.21</p> <p>Reviewed 26.11.2021</p>	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. The SLT reviews relevant school policies to ensure they account for new provisions. 				
Site Arrangements Coronavirus: latest information and advice - HSE news	M	<ul style="list-style-type: none"> Review office space to allow staff to continue to work safely and allow for adequate space between staff members, vulnerable staff should be seated near windows for ventilation and have working from home agreement added to individual RA Review access/egress by pupils, staff, visitors and manage as appropriate for the safety of all-based on summer term processes/procedures. What worked/what didn't. Any other physical changes necessary? Maintain one-way system(s), appropriate signage etc – identify bottlenecks and where one-way system is required e.g. moving classes through the front carpark and into the building (review signage and numbers of staff required). Consideration given to the arrangements for any deliveries/contractors Regular communication with Parents/Carers confirming expectations/requirements when on the school site. Appointment only procedure still in place Enhanced cleaning regime is in place in line with COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) and Safe and appropriate storage of large supplies of alcohol gel 	Y	Headteacher	31.08.21 Reviewed 16.11.2021	L
Emergency Evacuations	M	<ul style="list-style-type: none"> Review Evacuation routes, and signage accurately reflects these procedures. NB In the event of emergency the priority is getting out of the building calmly. Consideration given to PEEP – buddies are assigned or reassigned according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. Review consideration given to PEEPs and their buddies – are they assigned or do we need to reassign according to available persons. Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff 	Y	Headteacher & SBM	31.08.21 Reviewed 16.11.2021	L
Fire safety	M	<ul style="list-style-type: none"> A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. The fire safety officer and headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. Where directed, the headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 	Y	SBM	31.08.2021 Reviewed 16.11.2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Finance	M	<ul style="list-style-type: none"> Review any continuing additional costs incurred due to COVID19; are they clearly documented. Review any claims submitted for reimbursement e.g., increased premises related costs, additional cleaning, additional waste removal, support for FSM etc Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. Insurance claims, including visits/trips booked previously. <p>Reintroduction or re-contracting of services, such as:</p> <ul style="list-style-type: none"> Cleaning IT support Catering Waste management 	Y	SBM	10.09.2021 Reviewed 16.11.2021	M
Cleaning COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk)	H	<ul style="list-style-type: none"> The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment e.g. twice per day. There is a particular focus on frequently touched surfaces. Clarendon Cleaning implement a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. Frequently touched surfaces being cleaned more often than normal. Provision for ensuring toilets are cleaned regularly. The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy. All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed. All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. Adequate amounts of suitable cleaning agents are available. PPE is available to members of staff who require it to carry out cleaning safely. Signs are placed in relevant areas to instruct staff and pupils to always flush toilets with the lids down. 	Y	Headteacher & SBM	31.08.2021 Reviewed 16.11.2021	HL

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
[Updated] Attendance	M	<ul style="list-style-type: none"> The school informs parents and pupils that attendance is mandatory for all pupils. Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. The attendance register is taken as normal and absences are followed up, in line with the <u>Attendance and Absence Policy</u>. Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. Any concerns from staff, parents and pupils about being on the school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. The school uses the additional catch-up funding, as well as existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance. Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's <u>guidance</u>, before attending school. The school works the LA to engage with families who are abroad to understand the pupils' circumstances and their plans to return. The school will encourage families to return where they are able to, emphasising the benefits of regular school attendance and reminding them that school attendance is mandatory. Where possible, remote education will be provided for pupils who are abroad, and facing challenges to return due to coronavirus-related travel restrictions, for the period they are abroad. 	Y	Headteacher & SBM	31.08.2021 Reviewed 26.11.2021	M
Behaviour expectations	M	<ul style="list-style-type: none"> The school's <u>Behavioural Policy</u> sets out behaviour expectations for pupils and is updated in line with new rules and measures. Expectations are communicated clearly to staff, pupils and parents. Pupils who are struggling to reengage with school are supported appropriately. 	Y	Headteacher & Teachers	20.09.2021 Reviewed 09.11.2021	M
Catering	L	<ul style="list-style-type: none"> The school's kitchen is fully open and operates within usual legal requirements. The <u>SBM</u> liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with government's '<u>Guidance for food businesses on coronavirus (COVID-19)</u>'. FSM or food parcels are provided for eligible pupils who are not attending school during term time where they: 	Y	SBM	31.08.2021 Reviewed 09.11.2021	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Are self-isolating. Have symptoms or a positive test result. Are not attending as a result of local restrictions advised by the government. 				
Classrooms	M	<p>Classrooms allow as much space between individuals as practical.</p> <ul style="list-style-type: none"> Review classroom entry and exit routes, any further changes required and is appropriate signage in place. Consider lessons learnt from earlier in the year Appropriate resources are available within all classrooms e.g. IT, age specific resources. Review any sharing of equipment as necessary and cleaning measures required Review non-essential equipment or resources which are not easily washable or wipeable. Review information posters which are displayed across the site; at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets, are any changes <p>Increased ventilation (where reasonably practicable – cost versus risk exercise). – see ventilation section for full details.</p> <p>Reminder to keep windows/doors open as much as practically possible and/or purge fresh air at mid-morning and lunch break. Investigating options for improving mechanical ventilation system, where practicable to do so. Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>21/08/21 update from GOV.UK All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)</p> <p>Currently under review by OCC H&S in conjunction with other LA's/DfE/HSE Guidance - The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information.</p> <p>The current Schools COVID guidance states</p> <ul style="list-style-type: none"> “DfE is working with Public Health England, NHS Test and Trace, and the Scientific Advisory Group for Emergencies (SAGE) on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings, where needed.” 	Y	Headteacher & Teachers	<p>31.08.2021</p> <p>Reviewed 16.11.2021</p>	M
Contingency planning	M	<ul style="list-style-type: none"> Remote education plans are in place for pupils who are self-isolating or shielding. The school has a Coronavirus (COVID-19): Contingency Plan – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus. 	Y	Headteacher & SBM	<p>10.09.2021</p> <p>Reviewed 16.11.2021</p>	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Communication	M	<ul style="list-style-type: none"> • The <u>headteacher</u> contacts the DfE's advice helpline for specific recommendations for their school • The <u>headteacher</u> puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. • The <u>headteacher</u> liaises with the LA where necessary and includes any local guidance in the <u>Coronavirus (COVID-19): Staff Handbook</u>, where required. • The school's website is kept up to date with any important information regarding the running of the school during step 4 of the coronavirus recovery roadmap, e.g. local arrangements. • Parents are informed via <u>letter</u> about the relevant information regarding the running of the school during step 4, including any pick-up and drop-off arrangements and the removal of restrictions such as social distancing. An updated <u>letter</u> will be sent out during the Autumn term. • Staff and volunteers are informed via <u>email</u> about the relevant information regarding the running of the school during step 4. • Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues. • All staff, pupils, parents, visitors and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. • The <u>headteacher</u> liaises with the <u>governing board</u> about possible arrangements for running the school during step 4, where necessary. • Pupils are informed via <u>letter</u> about the relevant information regarding the running of the school during step 4, e.g. the removal of restrictions such as social distancing. • The <u>SLT</u> is actively present around the school to provide additional support, advice and reassurance. • The <u>SBM</u> communicates with suppliers and contractors regarding the running of the school during step 4 and reinstating or suspending the supply of any required goods or services. • The <u>headteacher</u> informs staff, volunteers and the <u>governing board</u> about the arrangements for how meetings are carried out during step 4. • A record is kept of all visitors and contractors that come to the school site. 	Y	Headteacher & SLT	03.09.2021 Reviewed 26.11.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Curriculum	M	<p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport. Advice from organisations such as the Association for Physical Education and the Youth Sport Trust • Practical science lessons https://www.cleapss.org.uk/ • DT/ FT https://www.data.org.uk/for-education/primary/ • Swimming https://www.swimming.org/swimengland/pool-return-guidance-documents/Contents (oeapng.info) <ul style="list-style-type: none"> • All pupils are given the support required to make good progress. • Relevant staff members discuss how the government's curriculum expectations can be met and ensure this is communicated across the school. • The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. • The <u>head of the music department</u> ensures staff and pupils are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. • The <u>head of the music department</u> conducts a <u>Music Lesson Risk Assessment</u> and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. cleaning musical instruments after use. • The <u>head of the drama department</u> conducts a <u>Drama Lesson Risk Assessment</u> and ensures the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. limiting the sizes of groups. • The <u>headteacher</u> ensures a <u>Dance Risk Assessment</u> is conducted that ensures protective measures are in place to minimise the risk of coronavirus transmission, e.g. not allowing contact dancing. • The school only permits team sports on the list in the Department for Digital, Culture, Media & Sport's (DCMS) team sport <u>guidance</u>. • Sports equipment is thoroughly cleaned between each use. • School swimming and water safety lessons are conducted in line with Swim England's <u>guidance</u>. • Outdoor sports are prioritised where possible. 	Y	Headteacher & SLT	<p>08.09.2021</p> <p>Reviewed 09.11.2021</p>	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. • Staff overseeing indoor sports pay scrupulous attention to cleaning and hygiene. • Staff are made aware that social distancing in sports is not required unless directed. • Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. • External facilities are used in line with government guidance, including travel to and from those facilities. • The school works with external coaches, clubs and organisations for curricular and extracurricular activities and considers how such arrangements operate within the school's wider protective measures. • Competitions between different schools, whether indoor or outdoor, can take place in line with government guidance. 				
Educational visits Schools COVID-19 operational guidance - GOV.UK www.gov.uk	H	<ul style="list-style-type: none"> • Educational visits will be conducted in line with the government's roadmap. This includes system of controls and the COVID-secure measures in place at the destination. • A full and thorough risk assessment is made in relation to all educational visits to ensure they can be undertaken safely. • The school ensures it is prepared to carry out domestic day trips and residential trips. • The schools makes staff, pupils and parents aware that international travel can resume from the start of the Autumn term 2021; this includes trips that were postponed and organising new trips for the future. • Pupils are allowed on trips to outdoor public places and do not need to be restricted to limits on gatherings, provided: <ul style="list-style-type: none"> - It is for the purpose of childcare. - [Early years settings] The EYFS staff: child ratios are maintained. - A risk assessment is conducted in advance. - Good hygiene is maintained throughout. - Thorough handwashing happens before and after the trip. - The trip is carried out in line with relevant local or national coronavirus guidance. - Appropriate insurance arrangements are in place. • The school ensures that it has adequate travel insurance and discusses any questions about cover with its insurance provider. • The school follows the guidelines relevant to trips to indoor spaces. Once inside: <ul style="list-style-type: none"> - Staff are to remain with the pupils in the group. 	Y	Headteacher & SBM	10.09.2021 Reviewed 16.11.2021	H

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		<ul style="list-style-type: none"> - Pupils and staff should wash hands thoroughly on arrival and before leaving. • [New] Pupils aged 11 to 17 provide proof of a negative coronavirus test to return to the UK if travelling abroad (pupils aged 10 and under are exempt from this). • [New] Pupils aged 5 to 17 take a coronavirus travel test on or before day two of arrival in the UK. 				
Externally employed adults 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	M	<ul style="list-style-type: none"> • Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared • obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned 	Y	Headteacher	03.09.2021 Reviewed 16.11.2021	M
Extracurricular activities and wraparound provision https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak	M	<ul style="list-style-type: none"> • The school works to provide all before- and after-school educational activities and wraparound childcare for all pupils. • Parents are advised of the provision available and that they should limit the use of multiple out-of-school settings providers where appropriate. • [Schools that hire out their premises for use by external wraparound care providers] The <u>headteacher</u> makes sure external providers of wraparound care who use the school premises have considered the relevant government guidance for their sector and have put in place the appropriate protective measures. • Wraparound provisions are run in line with the current government guidance i.e. are Covid secure. • Parents are able to access wraparound and extracurricular provision for their children, without any restrictions on the reasons for which they may attend. 	Y	Headteacher	03.09.2021 Reviewed 16.11.2021	M

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Face coverings	H	<p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college. Contingency framework: education and childcare settings (publishing.service.gov.uk)</p> <ul style="list-style-type: none"> • Staff, pupils and visitors are informed via <u>letter</u> what the face coverings in school will be. • In the event of a school or local outbreak, the school adheres to advice from a director of health that may include bringing back face coverings temporarily in communal areas and classrooms for staff, pupils and visitors. • In the event that the school must return to using face coverings, the school remains sensitive to the fact that some people are less able to wear face coverings and that the reasons for this may not be visible to others. • Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communicate, are worn where appropriate. • Face visors or shields are not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. • Face visors or shields are only used after carrying out a risk assessment for the specific situation and always be cleaned appropriately. • Individuals are provided with clear instructions on how to put on, remove, store and dispose of face coverings. This includes instructions to: <ul style="list-style-type: none"> - Clean hands before and after touching a face covering. - Store face coverings in individual, sealable plastic bags. - Avoid wearing damp face coverings. • Where face coverings are required, individuals are not prevented from entering or attending school on the grounds that they are not wearing a face covering. • The school has a contingency supply of face coverings. • Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. • Face coverings should be worn in enclosed and crowded places – this includes on school transport. • Updated – the revised DfE guidance published on 16.11.2021 reads “Education settings should make sure their contingency plans cover the possibility that it may be advised that face 	Y	Headteacher & SBM	03.09.2021 Reviewed 16.11.2021	M / H

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		coverings should temporarily be worn in settings in their area. This may include face coverings in communal areas or classrooms.”				
Hand cleaning and respiratory hygiene	H	<ul style="list-style-type: none"> • Staff, pupils, visitors and contractors are informed via <u>letter</u> that enhanced hygiene practices are in place. • Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> - Arrival at school - Return from breaks - A change in rooms - Before and after eating • The school considers how often pupils and staff need to wash their hands and time for this is incorporated into timetables and lesson plans, allowing for additional opportunities for some staff and pupils to wash their hands more frequently, e.g. pupils who use saliva as a sensory stimulant. • There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser. • Adequate amounts of tissues and bins are available in the relevant areas. • Skin-friendly sanitising wipes are used as an alternative for pupils who are at risk of ingesting hand sanitiser, where appropriate. • Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the ‘catch it, bin it, kill it’ approach. • A plan is created to assimilate the hand-washing routine and ‘catch it, bin it, kill it’ approach into school culture, supplemented by behaviour expectations and communication around the importance of the measures. • Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. • Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. • Pupils wash their hands after they have coughed or sneezed. • Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. • Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 	Y	Headteacher & SBM	10.09.2021 Reviewed 09.11.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
PPE	M	<ul style="list-style-type: none"> PPE is distributed to staff who provide intimate care for pupils and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained. Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. When working with pupils who cough, spit or vomit but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for the disposing of PPE. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 	Y	Headteacher & SLT	03.09.2021 Reviewed 26.11.2021	M
Protecting clinically vulnerable individuals Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk) Coronavirus: how to stay safe and help prevent the spread - GOV.UK (www.gov.uk)	H	<ul style="list-style-type: none"> Clinically vulnerable and clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision. Pupils who live with someone who is CEV continue to attend school as normal. All CEV pupils attend the school unless they have been advised by their GP or clinician not to attend. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. The school collaborates with the LA to ensure that alternative arrangements for CEV pupils are in place are in place to prepare for the event that the school site is required to close. If CEV pupils are self-isolating and cannot attend on-site provision, procedures are put in place to maintain contact and make sure their parents know that the decision not to attend can be revisited at any time. CEV staff continue to work from home where possible. If this is not possible, they are supported to attend the school site. Clinically vulnerable staff continue to attend school provided they follow the <u>system of controls</u> to minimise the risks of transmission. Staff who live with those who are CEV attend the workplace but ensure they maintain good prevention practice in the workplace and at home. Line managers hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. 	Y	Headteacher & SLT	10.09.2021 Reviewed 26.11.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> If required, CEV staff can adjust their working hours, as agreed by the SLT. The headteacher ensures that the school can be adequately and safely staffed. A separate risk assessment is carried out for pregnant staff. The school follows the relevant specific guidance for pregnant employees. Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. The school ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. The above principles on protecting pregnant staff also apply to pregnant pupils. The school encourages staff to get vaccinated if possible, and enables these staff members to attend booked vaccination appointments, even during term time. 				
Resources	L	<ul style="list-style-type: none"> Staff and pupils have their own individual and frequently used items, e.g. pencils and pens. Classroom resources, e.g. books and games are cleaned regularly. Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones. Pupils are permitted to bring bags to school. Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rota is put in place. 	Y	Headteacher & SBM	03.09.2021	L
Remote learning	M	<ul style="list-style-type: none"> While attendance is mandatory, remote learning is provided for pupils who are following clinical or government guidance to stay at home, e.g. where they are self-isolating. All such pupils not physically unwell are given access to remote education as soon as reasonably practicable. [Primary schools only] The headteacher ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. [Secondary schools only] The headteacher ensures that pupils taught remotely in KS3 and KS4 are set work that as a minimum covers five hours a day. [Special schools and AP settings only] The setting ensures robust remote education is provided to those who are not attending in person. Teaching staff deliver all remote education in line with the expectations set out in the <u>Pupil Remote Learning Policy</u>. 	Y	Headteacher & Teachers	03.09.2021 Reviewed 09.11.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The <u>headteacher</u> ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the <u>headteacher</u> in the first instance, and that parents may contact Ofsted directly if they feel their concerns have not been satisfactorily addressed. 				
Safeguarding https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#B	H	<ul style="list-style-type: none"> The school's <u>Child Protection and Safeguarding Policy</u> is reviewed as necessary to reflect the current operations of the school. The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns, e.g. ongoing bullying. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care. The DSL and their deputies are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies. If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA. 	Y	Headteacher & DDSL	31.08.2021 Reviewed 26.11.2021	MH
Social distancing, mixing and bubbles Schools COVID-19 operational guidance - GOV.UK (www.gov.uk)	M	<p>GOV.UK no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p> <ul style="list-style-type: none"> Staff and pupils are informed they no longer need to adhere to social distancing measures in school unless directed. Pupils are informed they no longer need to be separated into bubbles in school. In the event of a school or local outbreak, the school adheres to the advice of a director of public health, which may include returning to social distancing measures, including pupil bubbles, temporarily. <p>Approach to assemblies –</p>	Y	All Staff	01.09.2021 Reviewed 26.11.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks 				
Transport	H	<ul style="list-style-type: none"> In the event of a school or local outbreak, the <u>headteacher</u> speaks to the school's LA or transport provider to assess the approach to dedicated school transport they are adopting. Pupils do not board home to school transport (taxi) if they, or a member of their household, has a positive test result or symptoms of coronavirus. The school liaises with the LA and other transport providers to ensure they are adopting COVID-secure protocols, and requests a copy of their risk assessment, where relevant. Pupils are advised to clean their hands before boarding transport and again on disembarking. Additional cleaning of vehicles is carried out regularly. Fresh air through ventilation is be maximised, particularly through opening windows and ceiling vents. Face coverings are recommended and expected to be worn in enclosed and crowded places – this includes on public and dedicated school transport where the school encourages the use of face coverings. Updated – the taxi drop off/collection point has been moved to avoid congestion with parents crossing their children 	Y	Headteacher & SBM	03.09.2021 Reviewed 26.11.2021	M
Uniform	L	<ul style="list-style-type: none"> The usual rules on school uniform apply; however, the school takes a mindful and considerate approach to non-compliance. Expectations of uniform are communicated to pupils and parents. To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 	Y	All Staff	01.09.2021 Reviewed 26.11.2021	L
Ventilation and heating	H	<ul style="list-style-type: none"> Staff and pupils are made aware that enhanced ventilation is in place. Updated – New CO2 monitors received and implemented. Readings above 1500> should be reported to the Office for advice on improving ventilation. Monitors are intended to help identify areas that may be poorly ventilated at different times of the day so we can take steps to improve ventilation. Updated – The <u>Office Staff</u> check that all ventilation systems, including fume extraction systems, are in working order in accordance with manufacturer's recommendations, and that there are no blockages present in external or internal vents. All ventilation systems remain energised in normal operating mode. 	Y	All Staff	01.09.2021 Updates shared 08.11.2021	H

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. • Ventilation to the cleaning Shed and Kitchen remain operational. • Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> - Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs - High level windows are opened in preference to low level to reduce draughts - Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes • The <u>Teaching Staff</u> adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. • Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. 				
Wellbeing http://schools.oxfordshire.gov.uk/cm/content/employee-assistance-programme	M	<ul style="list-style-type: none"> • The SLT nominates a lead member of staff to receive training as part of the Wellbeing for Education Return programme, who can then disseminate the learning and practice to staff and pupils within the school. • Staff are vigilant in discerning pupil mental health and report any concerns to the <u>pastoral care leader</u>. • The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. • Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. • Updated – The Headteacher regularly checks with parents to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. • Updated – Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. • The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimize the risk of stress. • The <u>headteacher</u> and the <u>DSL</u> liaise with the LA to determine what additional support is available for pupils who are suffering with their mental health. 	Y	Headteacher	01.09.2021 Reviewed 26.11.2021	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The <u>headteacher</u> and the <u>SENCO</u> identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. • Teachers and the <u>SENCO</u> work together to ensure pupils with SEND are prepared for changes to their routine. • The <u>headteacher</u> and <u>DSL</u> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. • The <u>DSL</u> ensures that adequate pastoral care is in place to support pupils and staff who require it. • The school engages with local immunisation providers to ensure immunisations programmes can be provided on site in line with the relevant protective control measures. • Safeguarding issues are managed in line with the <u>Child Protection and Safeguarding Policy</u>. • Staff and pupil bereavement is managed in line with the <u>Bereavement Policy</u>. 				
Workforce	M	<ul style="list-style-type: none"> • Appropriate support for pupils with SEND remains in place. • Line managers discuss and agree any proposed changes in role or responsibility with members of staff. • The <u>headteacher</u> ensures safe staffing ratios are met and that all staff have the relevant training to undertake their roles. If there are concerns about staffing capacity, the <u>headteacher</u> talks to the <u>LA</u>. • Arrangements are made to enable specialists, therapists, clinicians and other support staff for pupils with SEND to continue to provide interventions as usual. • The school continues its recruitment processes as normal. 	Y	Headteacher & SLT	01.09.2021	M

CONFIRMED CASES + TESTING

Confirmed cases of coronavirus	H	<ul style="list-style-type: none"> Parents are informed, via <u>letter</u>, of how the school responds to confirmed cases of coronavirus. Where an individual in the school community tests positive for coronavirus, the school follows public health advice and the <u>headteacher</u> contacts the DfE's dedicated advice service immediately. The school works with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated) to carry out a rapid risk assessment and identify appropriate next steps. Household members of individuals who develop symptoms or test positive also begin self-isolating, starting from the day the individual's symptoms started, or the day of their positive test result if asymptomatic, and continue to self-isolate for the next full 10 days. Household members of close contacts of positive or symptomatic individuals do not self-isolate unless they, or the close contact, develop symptoms or test positive. Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). The individual who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. [Early years settings only] Any confirmed cases are reported to Ofsted as soon as possible, through the usual notification channels. [Early years settings only] Changes to the setting's operating circumstances are communicated to Ofsted via email. 	Y	Headteacher & SBM	01.09.2021	M
Contact with potential or confirmed coronavirus cases	M	<ul style="list-style-type: none"> Pupils, staff and other adults do not enter the school premises if: <ul style="list-style-type: none"> They have any symptoms of coronavirus. They have tested positive for coronavirus in the last 10 days. They are required to quarantine having recently visited countries outside the <u>Common Travel Area</u>. Parents are informed in writing not to bring their children onto the school premises if they show symptoms of, or have tested positive for, coronavirus. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change in sense of smell or taste, and a high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. 	Y	Headteacher	01.09.2021	M

		<ul style="list-style-type: none"> • Staff, parents, pupils and visitors are informed of the national legal requirements regarding self-isolation, including that if they are required to self-isolate, this must be for a full 10 days from the start of their symptoms, or the date of their positive test if they did not have symptoms. • Pupils and parents are made aware that pupils under the age of 18 are no longer required to self-isolate if they are identified as a close contact of a positive case. Instead, pupils will be advised by NHS Test and Trace to take a PCR test and will only need to isolate if they produce a positive test. • Pupils and parents are made aware that fully vaccinated adults who are identified as a close contact of a positive case do not need to self-isolate unless they develop symptoms or produce a positive test, as long as they are fully vaccinated. • Staff who have only had one dose of the vaccine are made aware that they still need to self-isolate if identified as a close contact until two weeks after receiving their second dose. • Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the <u>Infection Control Policy</u>. • Pupils and parents are made aware that staff and students over the age of 18 should follow the same self-isolation rules as those under 18 until four months after their 18th birthday, at which point they will begin to follow the same rules as adults. This time should be used to ensure they are vaccinated if possible. • If anyone in the school develops coronavirus symptoms while at school, they are: <ul style="list-style-type: none"> - Sent home to begin isolation – the isolation period includes the day the symptoms started and the next 10 full days. - Advised to follow the guidance for households with possible or confirmed coronavirus infection. - Advised to arrange a PCR test as soon as possible. • Pupils being sent home after displaying symptoms who are awaiting collection by a parent are moved to a room where they can be isolated behind a closed door, with an open window for ventilation where possible. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance and the <u>Infection Control Policy</u>. • In exceptional circumstances, where a pupil's parents cannot arrange to have their child collected, if it is age-appropriate and safe to do so, the child is directed to walk, cycle or scoot home. If this is not possible, the school makes alternative arrangements. • Symptomatic individuals who are sent home are directed to not use public transport to get home. 				
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		<ul style="list-style-type: none"> • If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. • Emergency assistance is called immediately if the pupil's symptoms worsen and they require further medical care. • PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and running warm water or hand sanitiser. The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. • Staff members who have helped someone with symptoms and any pupils who have been in close contact with them are informed that they do not need to self-isolate unless they develop symptoms themselves. • The school does not routinely take the temperature of pupils. • The school refuses to admit a pupil who is displaying symptoms of coronavirus where their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. 				
<p>Testing</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	H	<ul style="list-style-type: none"> • All testing is carried out in line with the <u>Coronavirus (COVID-19): Asymptomatic Testing Policy</u>. • It is made clear that testing is voluntary. Individuals not undergoing testing attend school in line with normal school arrangements. • [Early years setting and primary schools only] Pupils do not undergo testing. • Staff in all education settings are encouraged to test twice weekly at home until the testing guidance is reviewed in September. • The school obtains written consent from staff to process and store their testing data prior to beginning testing. • Individuals with negative test results continue to attend school unless they have been advised by NHS Test and Trace or another health professional to stay at home. • Staff and pupils undergoing testing are supplied with LFD test kits to self-swab and test themselves twice a week at home. • Staff, pupils and parents are fully informed of the testing programme. • Individuals report their results to NHS Test and Trace as soon as the test is completed, either online or by telephone. • Individuals who receive a positive result from an LFD test complete a 10-day period of self-isolation and are asked to arrange a confirmatory PCR test. 	Y	Headteacher & SBM	01.09.2021	M

		<ul style="list-style-type: none"> • Individuals who test positive using an LFD test arrange their PCR test within 2 days of the positive result. All positive results from LFD tests, whether conducted at home or at school, are confirmed with a PCR test. • Staff, pupils and parents are made aware that negative results from confirmatory PCR tests taken within 2 days of LFD tests override positive results from LFD tests; therefore, individuals who receive negative PCR test results can return to school, provided they do not have symptoms. • Individuals do not take an LFD test if they have tested positive for coronavirus within the last 90 days. • Individuals are informed that LFD tests are not to be used if they begin to develop symptoms of coronavirus; they instead begin self-isolating immediately and book a PCR test. • Testing kits are stored indoors between a temperature of 2 to 30°C. • Individuals are instructed to collect test kits from the designated collection point. • A test kit log is in use and kept up-to-date with the relevant information required. • A test result log is in use and kept up-to-date with the relevant information required. • The data held in the test kit log and test result log is stored in line with the school's Data Protection Policy at all times. 				
<p>[Updated] NHS Test and trace</p>	H	<ul style="list-style-type: none"> • The school makes staff aware that is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service. • The school makes staff aware that the NHS Test and Trace service will inform staff and pupils if they have been in close contact with a positive case of coronavirus and will advise them to take a PCR test. • The school continues to work with local HPTs in the event of a school or local outbreak. • Staff members and parents are informed that they will need to engage with the NHS Test and Trace programme if they are contacted, meaning they need to be ready and willing to: <ul style="list-style-type: none"> - Book a PCR test if they (or their child) display symptoms. - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. - Take a test if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. - Self-isolate if they display symptoms or produce a positive test. • Anyone in school who displays symptoms is encouraged to get a PCR test. • If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a PCR test. • PCR tests stored on the school site are stored securely at ambient room temperature (5 to 22°C). • The school considers offering a symptomatic staff member a PCR test if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. 	Y	Headteacher & SBM	01.09.2021	M

		<ul style="list-style-type: none"> • PCR tests are delivered safely and with due regard for transmission risk. • Individuals are asked to inform the school immediately of test results. • If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> - They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. - They feel well. • If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period unless they are fully vaccinated adults or under the age of 18. • Staff and pupils aged 16 and over are encouraged to download the NHS Test and Trace app – rules on mobile phones in school are relaxed to accommodate this. • Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. • Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. • If a pupil receives notification to self-isolate, the school ensures appropriate arrangements are in place for the pupil to self-isolate when they are directed to, and begin remote learning. • If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. • [New] Individuals are made aware that they are not required to self-isolate if they live in the same household or are a close contact of someone with coronavirus, and any of the following apply: <ul style="list-style-type: none"> - They are fully vaccinated. - They are below the age of 18 years and 6 months. - They have taken part in or are currently part of an approved vaccine trial. - They are not able to get vaccinated for medical reasons. • [New] Pupils under 18 and 6 months that have been identified as a close contact are made aware that they should continue to attend school as normal. 				
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