

Coronavirus (COVID-19): Risk Assessment Action Plan for opening from 1st September 2020. (Updated 28/8/20, 25/09/20, 1/10/20, 23/10/20, 31/10/20, 25/11/20, 16/12/20/, 1/2/21, 1/3/21)

Assessment conducted by: Kate Nester (Head Teacher)	Agreed by the Chair of Governors on: July 2020 Reviewed September 22 nd , October 31 st December 1 st , Feb 1 st	Covered by this assessment: Hindhayes Infants staff and families
Date of initial assessment: 28/08/20	Date of next review: March 31 st	This risk assessment should be reviewed on a weekly basis to ensure that it continues to reflect the daily changes provided by the DfE and National Government at this time.



January 4th 2021 DfE update

Due to the further restrictions announced by the government on the evening of Monday January 4th all schools will only be open for the children of keyworker families and those who the school have deemed to be vulnerable at this time. Hindhayes has responded to this and is, at this time advising families and staff who can to stay home, undertake remote learning and working and support the rest of the staff to work flexibly and when called on to do so.

Feb 22nd update

The government has announced a return to school for all pupils from March the 8th as part of their road map out of lockdown 2021.

The sole purpose of this risk assessment is to reduce the risk of CV19 and support our whole school community to return to school safely

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- The school has ensured that this assessment reflects the local setting & context of the school. Staff have been consulted with regard to this risk assessment.
- This risk assessment has been formulated alongside relevant advice and guidance from the Department of Education and it will continue to reflect any additional and subsequent guidance issued to schools e.g. 20/7/20, 28/8/20.
- Guidance published on the 28th of August 2020 now states that due to the reduction of COVID 19 within the community it is possible for all children to return to school. The risk of COVID 19 is no longer as great as the risk of the long term impact on children and young people through missed education.
- The guidance is detailed but schools are still able to make judgements on a school level about how to balance minimising any risks from CV19 by maximising control measures with providing a full educational experience for children and young people. There are no one size fits all scenarios that can be implemented across all schools. School leaders will be best placed to understand the needs of their schools and communities and to make informed judgements(p5-6)
- Schools must use their existing resources. There will be no reimbursement for any additional cost incurred to implement the guidance (p5).
- Schools must now look to embed the practices outlined within the guidance as part of their whole school culture (p.12).
- We recognise that when working with infant children they will not always be able to understand and adhere to maintaining the required suggested social distancing (p14).
- The new rule of 6 implemented on Monday 14th September does not apply to school settings. However, staff must be mindful of these regulations in their private lives.
- A national lockdown was announced on 31/10/20 to take effect on Thursday November 5th 2020 and last until December 2nd 2020. Schools will remain open at this time to all families and work to the updated guidance provided by the Dfe on October 31st. Appendix D outlines the main changes that will impact Primary Schools following the guidance published at 4.00pm on 4/11/20.
- SLT have supported staff to meet the expectations of the new requirements which came into enforcement on October 22nd 2020 for the implementation of a blended/remote learning offer.
- Attendance: The conclusion at this time is that we are not living in normal times and that attendance is a particularly vexing issue for all concerned. There will be a ‘pause’ on activity to give time to reflect upon ways forward and how capacity can be built to overcome some of the issues

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concerns.
Risk Controls:	The measures that will be taken to minimise the risk.
Impact:	Will be measured as low, medium or high risk.
Likelihood:	Will be measured as low, medium or high risk. IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

General queries for the DFE COVID helpline: 0800 046 8687

Confirmed case in school contact the local health protection team: publichealth@somerset.gov.uk

Out of hours’ number for Somerset Press Office who will provide support for the communication which needs to be provided to families 01823 355020

Eilidh McCulloch: link school improvement officer for Street Schools during COVID pandemic (can contact out of hours 07816082554 or EMcCulloch@somerset.gov.uk).

If symptoms or their condition significantly worsens, use the <https://111.nhs.uk/COVID-19> service. If you do not have internet access, dial NHS 111. In a medical emergency, dial 999.

Risk Description Area of Concern	Level of risk prior to control	Risk Controls	Impact/Severity	Likelihood	Who?	Planned Completion Date	Line Manager Check
The school lapses in following national guidelines and advice.	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE. Information on the school website is updated. Pupils updated via classrooms/email/text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email. <p>As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</p> <p>The school went back into a national lockdown in December 2020 and schools were informed they were only to open for keyworkers and vulnerable families from January 4th 2021. This guidance was updated further on Feb 22nd stating all children must return on March 8th.</p>	H	M	KN/LS/MS	<p>Ongoing as advice is published on a daily basis</p>	<p>The school continues to endeavour to keep up to date with the daily updates from the local and national guidelines that come into school through SAPH and DfE updates e.g. documentation published on 1/10/20 22/10/20 & 31/10/20. 16/12/20, 7/1/21, 31/2/21</p> <p>The school has followed local and national guideline when writing the stay safe on line guidance for families when working remotely.</p> <p>ELIM checklist used to audit the on line platform chosen to provide remote learning</p> <p>The school has also been ensuring that they keep up to date with applications for additional funding to support the additional and unexpected financial pressures that COVID has presented us with this year. These are detailed in the school catch up plan which is published on the school website.</p> <p>All Keyworker families were identified Sat 2nd Jan so that staff were informed of numbers and able to open on Tuesday Jan 5th to those priority families. Keyworker and vulnerable families have attended between 5/1/21-5/3/21. The school will reopen to all pupils on Tuesday March 9th.</p> <p>KN attended PHE COVID 19 educational settings webinar 12/2/21 for updates.</p>

Poor communication with parents and other stakeholders and external organisations	H	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. Teachers are having class check in and out with their classes on Monday and Friday mornings to encourage children to complete learning at home. Designated email addresses are in place again for parents to contact the school office or staff member directly. Head teacher to share Risk Assessment with all staff. Updated risk assessment emailed 25/9, 1/11, 16/12, 1/2/21, 1/3/21 Parents notified of risk assessment plan and shared with parents via website. 25/9/20, 2/11, 16/12, 1/2/21, 1/3/21 Local groups who use school spaces for lettings will be asked to read the schools most up to date risk assessment. They will also share with the school their own risk assessment for how they are going to ensure the safety of their clients while they are using the school facilities. They will be required to leave the space they have used in line with the school's high levels of hygiene. This will be monitored by the Business and Site Manager. Suspended until further notice <p>As a result: All pupils and all staff working with pupils are adhering to current advice.</p> <p>Due to the national lockdown all lockdown measures from March 2020 were reintroduced e.g. whole school newsletter, designated areas on school website for information for parents, virtual meetings for stake holders e.g. weekly staff and termly governors meetings.</p>	H	L	KN/LS/MS	September 4 th	<p>Governor checked the implementation of the risk assessment through a site walk Tuesday Jan 5th 2021, repeated 3rd Feb.</p> <p>Lettings have been suspended again from the 4/11/20 due to the increased restrictions of the lockdown. Awaiting update for March 2021</p> <p>Info on website updated by LS Term 1 week 2, Term 2 week 2, Term 3, Term 4, ongoing</p> <p>Information collated for parents about how to and where to access remote learning</p> <p>Parents communicated with quickly to ensure a smooth transfer to remote learning for most children working from home. LS identified as remote learning lead. Completed remote learning DFe audit and parental questionnaire week 3 to enable any changes needed for week 4,5,6,7,8. Information shared with staff and governors.</p> <p>The school has worked hard to ensure the sense of community has not been lost during the third lockdown. The newsletter, school assemblies, teacher contact, PFSA, learning mentor support have all helped maintain high levels of communication with our families. Parents informed of possible closure on 5th and 8th before half term. Updates for returning to school sent out to parents 23/2/21</p>
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Lack of awareness of policies and procedures.	H	<ul style="list-style-type: none"> All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Recovery curriculum Behaviour policy Visitor Policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Staff are made aware of the school's infection control procedures in relation to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 7th of September. All are informed that they must tell a member of staff if 	H	M	KN/LS/MS	September 4 th	<p>Updated posters have been displayed in the office.</p> <p>Parents have been updated on how to contact the school if COVID concerns/ positive/awaiting results.</p> <p>Additional phone line has now been set up for parents to call and procedures are in place in the event that help is required at the weekend.</p> <p>A checklist is in place for staff to follow if there is a positive case within school.</p> <p>A designated email address is also now in place to enable SLT to provide Half term/Easter cover and be contactable for the required 6 days, covid19.updates-sch329@educsomerset.gov.uk. Staff should continue to contact Kate (07446 062801) or Mike (07841 628882) or Lucy 07703393423 (Appendix G)</p> <p>The school has worked with Brookside who had a positive case in week 3</p> <p>Teachers have been prioritising the rebuilding of relationships with pupils to ensure that they feel confident to tell them if they do not feel well.</p> <p>Parents have been encouraged to register with track and trace.</p> <p>Families have been told to quarantine if they are travelling and be mindful to where they are visiting parts of the country that may be in a higher tier than our local area over October half term, the Christmas holidays, February half term & Easter holidays</p> <p>SLT reached out to ensure that no member of staff fell into the new, updated shielded groups e.g. gestational diabetes parents and staff. The office are now starting to record those members of staff who have been vaccinated.</p>
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		<p>they begin to feel unwell.</p> <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>					
Poor hygiene practice in school.	H	<ul style="list-style-type: none"> Posters are displayed around school and in every classroom reminding pupils of the hygiene practice required in school (e.g. washing hands before entering and leaving school) Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds. Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin (additional bin to be provided for the collection of used tissues) To avoid touching eyes, nose and mouth with unwashed hands. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, school hall, in classrooms and other key locations for staff and pupils. Purchased and arrived Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. Hand washing facilities are supervised by staff when pupils are washing their hands to avoid 	M	L	KN/LS/MS	September 7 th	<p>Pupils have been observed washing their hands at the requested times and for the required amount of time.</p> <p>All cleaning products are now on a rolling re-order so there should always be enough resources in school for pupils to access.</p> <p>Cleaning expectations have been revisited with the cleaning team to ensure there is e.g. capacity with the number of hours</p> <p>Some teachers have established additional handwashing stations to ensure that there are enough spaces for them.</p> <p>Staff continue to use their own cups etc. and the children have their own water bottles and disposable utensils when eating lunch.</p> <p>The school nurse visited the classes at the beginning of December to deliver some of their CV19 sessions with the children. This was aimed at providing the children with a timely reminder.</p> <p>SLT continue to reinforce the importance of cleanliness Hindhayes has now had two confirmed cases within the staff. One teacher and one teaching assistant in two different classes at the end of the Autumn term. A few children and their families have also tested positive and have been ill since the end of the beginning of the Christmas holidays.</p> <p>Following this the school was locked down for two weeks in line with the</p>

		<p>overcrowding in hand washing areas.</p> <ul style="list-style-type: none"> Pupils and staff do not share cutlery, cups or food. Staff to bring in own cups and utensils. All utensils are thoroughly cleaned before and after use. Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned twice during the day and paper/hand towels are refilled regularly as required. New Autumn campaign of Hands, Face, Space 10/9/20 <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					<p>timing of the Christmas holidays. No further cases have been identified within the staff during January 2021. There were no further positive cases in school between January 5th and March 1st. Again a couple of parents/families were ill with the virus but these families isolated and the children in school were not positive.</p> <p><u>Due to the Feb 21 changes staff in Primary schools now must wear face masks when leaving their designated bubble or if a 2 meter distance cannot be maintained. If this is not possible then the member of staff must speak to SLT directly.</u></p>
Ill health in school.	H	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, loss of taste, tingling toes and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Appropriate PPE continues to be sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do is a pupil or staff member becomes unwell.</p> <p>Staff who wish to have access to face coverings and can make a personal choice to use or not use a see-through visa. These might be used when working in closer proximity such as a 1:1 intervention cannot be avoided. At this time primary pupils do not need to wear face coverings. Staff may ask visitors to school who are attending meetings to wear face coverings if an area cannot be found to enable the required social distancing. Additional resources to be sourced</p>	H	M	KN/LS/MS	September 4 th	<p>Staff have received ongoing information through SAPH and DFe updates There is plenty of PPE equipment in the First Aid room. Additional forehead thermometers have been purchased.</p> <p>SLT have sourced two possibilities for Perspex screens where it is felt that pupils/staff/visitors etc. would benefit from using this divide. Perspex screens arrived in school and have been used to enable staff to meet safely together and with visitors e.g. the school SEP, educational psychologist</p> <p>At this time no children are wearing face masks.</p> <p>The school has now received and distributed lateral flow test kits for staff. On Jan 13th it was decided that all staff should, if they choose to, begin testing 2x a week to identify asymptomatic cases from with the teaching team. A Small</p>

		<p>if required e.g. desk dividers. Wearing face coverings will be avoided when teaching as it is believed that they will have a negative impact on the learning. The guidance around face coverings may change in light of a local lockdown.</p> <p>Children who are wearing face coverings should be taught the correct cleanliness protocols for the wearing and disposing of their mask e.g.</p> <ol style="list-style-type: none"> 1) Don't touch it when you are wearing it 2) Wash your hands after you have taken it off 3) They are for individual use and should not be shared 4) They should be stored in sealable bags when not being used 5) They should not be worn if they become damp 6) If they are temporary/disposable masks they should be disposed of in black bin liners <p>All staff are informed of the procedure in school relating a pupil becoming unwell in school.</p> <ul style="list-style-type: none"> • Any pupil who displays signs of being unwell is immediately referred to Kate Nester or Lucy Shakesby • Any staff member who displays signs of being unwell immediately refers themselves to Kate Nester or Lucy Shakesby and is sent home. • Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing. • Pupils and staff who have displayed symptoms in school, should be advised to be tested. If they 					<p>team of SLT and teaching staff was established to ensure that the school was able to respond to this within the five day window that schools were given. Please see additional risk assessment for this area of Hindhayes COVID practice.</p> <p>This system is working well. To date no cases have been identified through the testing. Further kits have arrived and are being distributed.</p> <p>Any pupil/member of staff who is deemed to be unwell whilst at school has to be observed by SLT.</p> <p>Internal procedures are working well. Communication between home and school remains a priority. The office team check in regularly with any family who is e.g. isolating.</p> <p>The school has provided staff and families with testing kits where they have been deemed to be a priority e.g. a vulnerable family, a member of staff, a family who do not drive.</p> <p>The office has successfully reordered PPE.</p>
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		<p>test negative, they can return to school.</p> <ul style="list-style-type: none"> • If a pupil needs to go the bathroom, they should ensure that they wash their hands thoroughly after use and again on returning to the classroom • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 1 metre cannot be maintained. • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, the eye protection should also be worn. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • Unwell pupils who are waiting to go home are supervised in the designated first aid area (the Willow Room) where they can be at least two metres away from others • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>					
A pupil or staff member is tested and has a confirmed	H	<p>In line with government advice:</p> <p>The government is confident that there are now</p>	M	M	KN/LS/M S	ONGOING	There is a clear, robust plan to follow if a parent tests positive. All staff have a copy of this plan. This has been written under the guidance of PHE, DfE, Local and

case of coronavirus.		<p>enough places for the general public to access testing should they need to.</p> <ul style="list-style-type: none"> The school will take swift action to contact NHS track and trace and the local PHE. Then PHE's local protection teams will then conduct a rapid investigation and will advise school on appropriate action. the local health protection team The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they may have been infectious Those who are identified as being within this group must self-isolate The school will then work closely with the health protection team to inform parents through the standardised documentation to inform those that they have been in close contact. Close contact is detailed in the guidance p.17. e.g. <ol style="list-style-type: none"> 1) Direct close contact- face to face contact with and infected individual for any length of time, within 1 metre, face to face conversation or skin to skin contact 2) Proximity contacts – extended close contact (within 1 to 3 metres for more than 15 minutes) 3) Travelling a car with an infected person Family members of those who have been required to self-isolate do not need to self-isolate themselves unless the child who is isolating then becomes symptomatic The school will take the appropriate action required if they are contacted by the track and trace team following a member of the school community visiting an area that has been closed 					<p>National requirements (see appendix C)</p> <p>Due to the impact of the need for children to self-isolate e.g. as of 25/9/20 there were 10 positive case in Somerset which has resulted in the need for 1200 pupils to isolate. The local authority are concerned about the interruption that the Autumn term will cause to the learning of our children and so are now asking us to consider the need for smaller safety bubbles.</p> <p>SLT had been considering altering pick and collection times to enable more parents to come into the site at one time, however we believe that this is justification for leaving the bubbles at the size they are.</p> <p>Drop off and collection times to remain in place until further guidance from the Dfe indicates that it is safe to do so.</p> <p>Class teachers to now collect and take their children from and to the main school gate to enable SLT to focus on other duties and to further protect the school staff from illness.</p> <p>A great deal of work has gone into making adjustments and alterations to the main gate and the area where parents are waiting outside. A new crossing patrol officer has been appointed who will start as soon as the LA have complete the training with the individual.</p> <p>Registers are kept of keyworker groups to be able to identify close contacts if required to.</p> <p>From March 9th the school will return to the procedures and practices that were being followed before Christmas e.g. no</p>
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		<p>due to a suspected or confirmed case of CV19</p> <ul style="list-style-type: none"> In the Autumn term schools will be offered testing kits to give to families where there are suspected cases. Staff to offer these to families when they arrive. Documentation is now available to support the school to distribute testing kits to those families who need it. Families who are considered vulnerable, who are unable to travel, where testing is delaying members of staff returning to work should be a priority. Kits must be stored appropriately. It has been possible to order additional tests from 16/09/20. The school will look to identify staff as keyworkers on the track and trace portal. The school will ensure that class teachers keep a reasonable, workable record of visitors who have come to their classroom so that they are ready to contact anyone who has visited <p>If there are two or more confirmed cases within 4 days it may be necessary to undertake outbreak procedures and work with the local health protection team who will advise if additional action is required.</p> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>					<p>parents or visitors on site and all children being met at the school gate. We hope that this can be reviewed again following the Easter holidays and the further easing of lockdown restrictions from April 12th. No parent volunteers will be onsite and this will be reviewed following the easter holidays.</p>
Poor practice leads to the spread of	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> Issue information to young people, parents, carers and visitors not to enter the school if they 	M	M	KN/LS/M S	September 4 th	SLT have been on the school gate during the first weeks of term to reinforce the importance of social distancing and

potential infection at the start of the school day.		<p>display any symptoms of coronavirus.</p> <ul style="list-style-type: none"> • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up. • Inform pupils and parents of their allocated times for the beginning and end of their school day. • Inform pupils and their parents of the allocated entrance and exit points to school and where they should go on arrival. • Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue maintaining social distancing as they wait for facilities. • All staff to wash hands on arrival in school. • All staff to take their temperature before leaving for school. • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the day beginning. • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport. • Issue information to pupils in relation to restrictions on their movement around the site. • For the foreseeable future handwashing is a key way of fighting COVID 19. Sufficient supplies of hand-washing supplies provided to accommodate the required levels of hand-washing e.g. <ol style="list-style-type: none"> 1) On arrival at school 2) When returning from break times 3) When changing rooms 4) Before and after eating 5) After going to the toilet 					<p>parents are now being asked to wear face masks.</p> <p>Staff also worked hard with EAL families who were in some cases struggling to understand the need of the new timings. Links are now available on the school website for translated versions of the Dfe documentation.</p> <p>All staff understand the need for high level of personal hygiene.</p> <p>Parents and staff were informed about the appropriate procedures to follow when using public transport.</p> <p>Children in keyworker bubbles are reminded of the importance of handwashing, space and face etc. on arrival at school and throughout the day. At this time all one way systems have been reintroduced and keyworker bubbles have different drop off and collection times.</p> <p>From March 9th the school will return to the procedures and practices that were being followed before Christmas e.g. no parents or visitors on site and all children being met at the school gate. We hope that this can be reviewed again following the Easter holidays and the further easing of lockdown restrictions from April 12th.</p>
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		<p>6) Before going home at the end of the day</p> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	H	<ul style="list-style-type: none"> • Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend. • Capacity calculations for designated classrooms completed by leaders. Classrooms allocated for provision and arranged so that pupils can TRY to remain apart as far as possible. • Pupils restricted to class pods of 30 to minimise movement around the school. • Recovery curriculum developed and programme communicated to teachers and staff. • Where possible, pupil movement to be limited to make social distancing easier in line with new updated guidance to minimise the number of contacts that a pupil will have during the school day • Leaders to consider how best to supplement remote education with face-to-face support for students should a class be required to self-isolate • Plan how provision for children of critical workers and vulnerable pupils will be delivered alongside provision for those who are still in school in the event of a further lockdown or local lockdown. <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>	M	M	KN/LS	September 4 th	<p>Updated information is on the website regarding what may happen if we go into a local lockdown.</p> <p>Those families who have had children who need to isolate at home have been provided with home learning mats which they can use until it is safe for them to return to school.</p> <p>The school is trying to compile a list of critical workers so that they have an idea of who would be considered to be a keyworker in the future.</p> <p>Professional targets for performance management this year will be set to e.g. providing an appropriate blended curriculum. Teachers Completed 23/10/20 TAs & office team completed 16/12/20, Teacher reviews planned for T4</p> <p>Whilst we have returned to a lockdown, SLT will endeavour to ensure that there are no more than 15 children in the keyworker/wrap around care bubbles. Where possible staff are not working across bubbles in the same day. (If required to, to undertake role e.g. ELSA or SEND TAs then this has been planned with the Head or Deputy Head Teacher)</p> <p>Pupils will return to school on March 9th to their Autumn term class bubbles. Staggered drop off, collection, play and lunchtimes will all mean that pupil groupings are maintained.</p>
Insufficient staff to run face-to-sessions for	H	<ul style="list-style-type: none"> • Leaders advice on the restrictions for shielded adults/children to be updated e.g. if there is no rise in the risk for the local area then individuals 	M	M	KN/MS	September 4 th	<p>To date a couple of staff have had to isolate alongside their families. At this time SLT continue to provide cover where it is needed to ensure classes can remain open</p>

pupils.		<p>are able to return to school.</p> <ul style="list-style-type: none"> • Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school. • Protocols for staff to inform leaders if they need to self-isolate clearly in place. • Teachers and support staff identified and rota in place for cover in the instance that planned staff have to self-isolate. • Children who are shielding to be provided with remote access to monitored home learning. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>					<p>for families.</p> <p>The CLP has tried to look at planning together to enable schools to stay open for longer but this did not present with any additional ideas at this time.</p> <p>To date there has been no issues this staff availability and no staff have been identified as positive through the Lateral flow tests so the school has been able to open as planned.</p>
Staff feel unsupported when they return to school	H	<ul style="list-style-type: none"> • Leaders will ensure that the school workforce feels well supported through providing training in e.g. the recovery curriculum, reconnecting with our community, ACES, teacher relationship styles • Leaders will ensure that time is given for teachers to set up their classrooms under the new guidance • Leaders will ensure that staff have access to additional mental health support where it is necessary • In the first half of the Autumn term leaders will ensure that they support teachers with individual pupils who need support with managing the expectations of the school day • When it may be necessary to deploy existing staff more flexibly and alter their normal working patterns managers will discuss and agree any changes with those who are effected 	M	M	KN/MS/LS	September 18 th	<p>The school improvement calendar has provided staff with ongoing CPD opportunities in e.g. the recovery curriculum, ACES,</p> <p>Tai Chi, INSET day 1,2, 3 and 4 2020-21</p> <p>SLT have been on hand to work with more challenging pupils who have found returning to school a challenge.</p> <p>Some of the lunchtime support staff have been re-deployed to a different role.</p> <p>KN attended Well Being for Education Return Session 1 & 2 October 2020 and 3 & 4 Dec 2020</p> <p>MS has sent out the wellbeing questionnaire to staff to ensure that we have up to date list of any staff who may need to 'take care' in the coming months as they may be CEV Nov 2020</p> <p>Staff have been well supported by LS to enable them to ensure that high quality remote learning is provided for families.</p> <p>Those staff who had to self-isolate over</p>

							<p>the Christmas holidays were provided with care packages for them and their families.</p> <p>The children in these classes were also given holiday packages to keep them busy.</p> <p>These were very well received and only possible due to the support of the Street Salvation Army.</p>
<p>Pupil movement between lesson, at break time and lunchtime, wraparound care increases the risk of infection.</p>	H	<ul style="list-style-type: none"> Staggered starts to be put in place and playtimes and break times to be taken within designated outdoor pod areas One-way circulation to be put in place if it becomes evident that corridors become overpopulated Lunchtime to be reduced to half an hour for all class bubbles. Pupils advised not to play contact games at break time or lunchtime. Ball games to be LIMITED. Pupils to be supervised in washing hands before and after lunch. Tables to be cleaned frequently Where necessary, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked. Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness. All UFSM pupils and FSM pupils to be provided with a picnic style lunch which will be delivered to the classroom door. Pupils to eat in classrooms to reduce movement and maintain social distancing. Wrap around care to be provided at Hindhayes within a designated, allocated space. Children who are using this facility to be closely 	M	M	Lunch time team MS & Class teachers	September 11 th	<p>Teachers are cleaning classrooms during the day e.g. table tops and heavy duty areas where footfall during the day will be at its highest.</p> <p>Teachers have been requested to wear face masks in overpopulated corridors or wait to use a space so that there are less people in it and social distancing can be maintained.</p> <p>Wrap around care has been working effectively at Hindhayes and the children continue to eat their lunch in the classroom.</p> <p>Staff need to be ready to communicate with Jaberwocky re: children attending walking bus</p> <p>A review of the lunch menu was undertaken again and it was decided to try to alter it going forward to include items such as jacket potatoes, hot pasta to help children through the winter.</p> <p>Additional staff has been recruited to provide consistency across the week for the children in after school care and also ensure the children in there are following the expectations in line with the whole school risk assessment.</p> <p>Keys to be purchased for staff so that they</p>

		<p>monitored as they will be moving across multiple class groups. Where possible they will be kept in small, consistent groupings and follow the same risk reduction procedures as the rest of the school setting.</p> <p>As a result, the risk of infection during unstructured time is reduced.</p>					<p>can open and close the gates in the morning to avoid disruption at the beginning and end of the school day.</p> <p>Keyworker bubbles are not mixing and the children who are going to wrap around care are using the hall and the Willow room. They are spending almost all of their time after school time outside at Forest School with KH and AF. Wrap around care will resume in Birch class as arrangements for the Autumn term.</p>
Spread of infection in classrooms/ shared areas.	H	<ul style="list-style-type: none"> Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible e.g. restricted/no carpet time. This distanced seating to be, where possible, side by side and not directly opposite someone. Where possible children should avoid face to face contact. Tissues and hand sanitiser to be located in each classroom/learning space. Bins to be emptied at least twice daily in classrooms. Contact with communal surfaces, such as door handles etc. to be minimised. Where possible doors to be kept open if the children can have the door open and also understand that they must stay in the classroom area. Where possible, windows to be opened to provide ventilation. Whilst classroom resources can be shared within a bubble all children must be provided with their own stationary. So KS1 children will be provided with a named pencil case. They must use their own pencil, whiteboard pen, rubber etc. In Reception children will have named pencils. No stationary resources within the classroom 	M	M	KN/LS/M S	September 11 th	<p>All children have their own designated seat and table spot within the classroom. Some of the staff have started to do a social distance shuffle over the weekend to help with the feeling of getting on top of each other.</p> <p>Staff have tried really hard throughout the colder weather to ensure that windows are opened. Moving forward to ensure that the minimum temperature of 16 degrees C in line with the national working standards (and 18 degrees for schools) is met staff must continue to keep a well ventilated room by, leaving a small open gap at the top of the window, leaving a door, window open over the children's playtimes for about 15minutes, leave a door open that goes out into an internal corridor.</p> <p>MS to look into the purchasing of Co2 monitors for the classroom so that we can assess the level of ventilation needed within the classrooms. Also look at air purifying units for some of the smaller classrooms. Monitors arrived and were tested within the school office.</p> <p>Parents have been told that they can</p>

		<p>should be shared with other classrooms.</p> <ul style="list-style-type: none"> • The quad area can be used in rotation e.g. a day for each reception Pod in turn. This will enable the larger physical resources to be cleaned at the end of each day. • Designated areas to be established under class canopy areas e.g. outside the Reception and year 1 classrooms to enable table top activities to be set up for class pods. These areas must be maintained and no class pods should mix with each other. • Pupils/staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use • No more than 3 members of staff to use the staff room at one time to ensure social distancing requirements are maintained. Year group teams to be allocated a different room to take their break within e.g. Reception: Birch, Year 1: Willow and Year 2 and SLT: staff room. Staff use of toilet areas to also be allocated e.g. Reception: Disabled toilets, Year 1: Willow toilets, Year 2 staff room toilets. • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc. No more than 2 members of staff to be admitted to the PPA room at one time to ensure social distancing can be maintained. • JM to continue to collate and distribute all photocopying from the PPA room to support teachers with not needing to enter the PPA room. Therefore limiting the amount of staffing in this area. • Staff must wash and dry their own cups, plates 					<p>choose to send their child to school in additional clothing if they feel that this will help them to stay warm. This does not have to be school uniform.</p> <p>Appendix C outlines guidance from the NEU on ventilated classrooms</p> <p>From January 2021 staff are welcome to come to school in clothing fit for the temperature and their role. SLT are concerned that the weather may turn very cold and want to ensure that all staff are warm. From Easter all staff and pupil uniform expectations will be back in place.</p> <p>Risk assessments have been completed around e.g. the giving of Christmas cards, the providing of raffle prizes and giving of medals to ensure that there is time for items to be isolated and then distributed back out to the community. Where possible items have also remained within their own class bubbles.</p> <p>Staff have continually presented their ongoing concerns about the impact on the quality of teaching as a result of the organisation of classroom tables. Where it is felt it is necessary and teachers can see that children are not making the progress that they might if classrooms were arranged in line with 'normal times' they can speak with SLT and try a rearrangement to their table groupings. This arrangement will be regularly reviewed and staff may be required to reorganise their classrooms at any time.</p> <p>This is no longer possible due to the national lockdown Jan 2021</p>
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		<p>and utensils.</p> <ul style="list-style-type: none"> • Staff to consider doing e.g. assembly through zoom invitations to stop the need for whole school gatherings • No singing to take place in classrooms • Where required to enable staff to complete their role they can work across different classes to e.g. run interventions and support individual pupils • Children can take resources such as reading books home but where possible resources should not be shared • Where possible PE provision and physical activity will take place outside. Where appropriate staff will use guidance published by Sports England. Ventilation opportunities will be maximised if an indoor space needs to be used. School coaches are now able to come into school and work alongside children and staff in line with the school's visitor policy <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					<p>Children are using their own stationary packs and sitting where possible sitting in the same seat. In the Year 2 bubble there is now a break our group on a Monday and Tuesday to enable more than 15 children to attend.</p> <p>Children are using and taking home reading books from their keyworker bubbles.</p> <p>The kitchen and keyworker awards have been given to the children through Year group assemblies over teams on a Thursday afternoon.</p> <p>Where possible staff are working at home. Almost all PPA is completed on line. One of our more challenging children is currently using Birch classroom to de-escalate.</p> <p><u>Signage to be placed in the staff rooms to remind staff of the restrictions and the number of staff in the room at one time. No more than 4 people in one staff room area at one time.</u></p>
Poor practice leads to the spread of potential infection at the end of the school day.	H	<ul style="list-style-type: none"> • Issue information to parents about departure procedures, including safe pick-up. • Inform pupils and parents of their allocated times for the end of their school day. • Inform pupils and parents of the allocated exit points and pick up points. • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely. • Ensure parents are aware that at any time their 	M	M	KN	September 11 th	<p>From March 9th the school will return to the procedures and practices that were being followed before Christmas e.g. no parents or visitors on site and all children being met at the school gate. We hope that this can be reviewed again following the Easter holidays and the further easing of lockdown restrictions from April 12th. No parent volunteers will be onsite. This will be reviewed after the Easter Holidays.</p>

		<p>place can be withdrawn if they do not adhere to the requirements of the school setting.</p> <ul style="list-style-type: none"> • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport. • Request that the Victoria Club reopens their car park to enable safe distanced parking. • Recommend to families that they cycle or walk to school where possible. Additional posters available to encourage families to be careful when travelling to and from school. • School employees to be mindful of spending too much time together for events e.g. staff meetings. Consider running staff meetings in school but through zoom so that teachers who wish to can remain within their class bubbles. • Due to GDPR schools are not able to share information regarding CV19 when they might be concerned about siblings being ill. HH have contacted other local schools to see if we can get round this through a parental permission information sharing form <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>					
Poor pupil behaviour increases the risk of the spread of infection.	H	<ul style="list-style-type: none"> • Pupils are reminded of the behaviour policy on their return to school. • Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy temporarily adjusted as consequence. • Pupils' individual behaviour plans are reviewed, and specific control measures identified and shared with pupils and staff where necessary. • Pupils can now be excluded if they do not follow PHE guidance and e.g. refuse to self-isolate. 	M	M	KN/LS/S	September 11 th	<p>SEMH support has been provided through recommended resources from the ELSA to help with pupil behaviours both in school and out of school. Some families have been struggling with emotional outbursts from their children during the third lockdown.</p> <p>Staff Training during lockdown has focused on SEMH needs e.g. 10/2/21: Supporting ASD pupils in COVID 25/2/21: Lego therapy training, 1/3/21: ACES and Emotional Coaching</p>

		As a result, pupils understand the behaviour policy in context.					<p>reminder from PFSA</p> <p>From March 8th Yr2 still attending forest school</p> <p>Planning of appropriate curriculum expectations and timetables e.g. LS and SS work on Lit and Maths</p> <p>Supporting planning to return to school using EEF documentation</p> <p>Engagement record for vulnerable children.</p>
Pupils with complex needs are not adequately prepared for a return to school or safely supported	H	<ul style="list-style-type: none"> Leaders and staff should review individual pupils' handling plans, including the use of PPE Additional advice should be sought from external agencies where appropriate in relation to moving and handling (Amend TEAM TEACH & OT plans if necessary) Review individual communication plans where close proximity is expected e.g. on-body signing Plans should be understood, shared and followed consistently by all staff working with those pupils Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. <p>As a result, pupils with complex needs are well supported.</p>	M	M	KN/SS/L M	September 11 th	<p>A new member of the COVID team will be appointed in the Spring term to support schools with ensuring the accurate provision for the Critically vulnerable.</p> <p>Staff Training during lockdown has focused on SEMH needs e.g. 10/2/21: Supporting ASD pupils in COVID 25/2/21: Lego therapy training, 1/3/21: ACES and Emotional Coaching reminder from PFSA</p>
Vulnerable pupils and pupils with SEND do not receive	H	<ul style="list-style-type: none"> Appropriate planning in place to support the mental health of pupils returning to school. Agree what returning support is available to pupils with SEND in conjunction with families 	M	M	KN/KD/A L	September 4 th	<p>Risk assessments and individual pupil profiles updated</p> <p>Visiting professionals have attended to ensure progress towards e.g. the completion of the EHCP.</p>

appropriate support.		<p>and other agencies.</p> <p>As a result, pupils with SEND and those concerned about returning to school are supported.</p>					<p>LA risk assessments have been completed in line with local requirements to ensure that children with EHCPs are able to access some provision within school. One very challenging child has his own bubble three mornings a week in Cherry class. This was maintained until March 5th.</p> <p>SLT worked with AOT to support vulnerable child back into school through review meeting on Feb 26th 2021.</p>
Increased number of safeguarding concerns reported following lockdown.	M	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning children. Ensure that key staff (DSL & Deputies) have capacity to deal with arising concerns and handovers with e.g. PFSA and social workers who have been supporting families over the holidays If referrals made by staff, these are followed up appropriately and swiftly and social distancing practice maintained. <p>As a result, safeguarding remains of the highest priority and practice</p>	L	L	KN/LS/KD/AL	ONGOING	<p>A DSL email address has been set up to enable concerns to be shared directly to the DSL team.</p> <p>PFSA support has been provided for a family who are continuing to non-attend to ensure the ongoing welfare of the children in the home.</p> <p>All staff have done KCSIE cascade training and all DSL training is now up to date. Vulnerable meetings have been held for term 1 & term 2 to ensure that the DSL team were up to date with all relevant information.</p> <p>Welfare and community links have been maintained to look to identify families who may benefit from additional support via local charities and food banks. School staff are ready to provide vouchers to any vulnerable families through the holidays as the PFSA works all year round. Work has been completed to provide families with support over the Christmas period e.g. food vouchers and Christmas treat hampers.</p> <p>The PFSA and Learning Mentor are very busy with responding to and meeting the needs of families whose children are suffering due to emotional wellbeing. KN</p>

							<p>raised this concern in HT briefing with LA on 1.2.21. The fallout from this is very concerning for pupils to return to school in March. Continue to monitor from the 8th of March</p> <p>SLT are working on a rota basis to be in school and this is helping to manage the ongoing pressures on individual workloads. This was maintained until 5th March 2021.</p>
Emergency evacuation due to fire etc	H	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained. Leaders to communicate procedures to all staff. Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. A fire drill, applying social distancing to take place at the earliest opportunity. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	M	M	MS	September 11 th	<p>Fire drill was completed in term 1 and term 2 & term 3 and it was felt that there was no increased COVID risk. Classes came together on the school field as they would do normally. No pods crossed and the risk of fire is deemed to outweigh the risk of COVID</p>
Poor hygiene practice in office spaces increases the risk of infection.	H	<ul style="list-style-type: none"> For any administrative staff, place of working area to be appropriately distanced to support social distancing. Tissues/sanitiser to be placed in office locations. Staff to wash hands in line with government advice on arrival. Everyone is responsible for wiping down own desk/place of work before and after use. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	M	M	MS/SC/V S	September 4 th	<p>In light of the new lockdown planned for the 5/11/20 the office staff reflected on their safer worker practices and concluded that there was no reason for them to be working from home at this time. This will be continually reviewed.</p> <p>Office team have returned to operating a 1 in the office and 1 at home rota until further notice. All office staff will return to working in school from march 9th.</p>
Poor hygiene practice at school entrance/ reception increases the risk of	H	<ul style="list-style-type: none"> Clear signage in place re social distancing Staff to ensure social distancing when dealing with any contractors. All contractors to enter school site once the children have left at the end of the day. 	M	M	MS/SC/V S	September 7 th	<p>Office staff are now taking visitors temperature on arrival at school.</p> <p>All visitors are logged through signing in for track and trace reasons.</p> <p>No visitors are coming into the school site</p>

infection.		<ul style="list-style-type: none"> Any touched areas wiped down. Parents to continue to communicate through email and telephone. No parents will be admitted to the school building. Rearrange furniture in reception to facilitate social distancing. <p>As a result, reception staff are protected.</p>					unless it is to undertake unavoidable maintenance.
Cleaning is not sufficiently comprehensive .	H	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening. A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures. Audit undertaken to review the capacity of the current cleaning team to undertake the increased cleaning requirements. Whilst the pupils are involved in outdoor time, remaining staff to clean handles with a disinfectant spray. Gloves may be worn if required during this to stop the impact on an individual's skin and then hands washed afterwards. Disposable gloves/wipes/sprays next to photocopiers/printers etc Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the EY, etc) – pupils to clean IT equipment (esp. keyboards) with anti-bacterial wipes after use. <p>As a result, high standards of cleanliness are maintained in school.</p>	M	M	MS/DA All staff	September 4 th	At this time only half of the school site is being used to enable the cleaning team focus on deep cleaning the school building. This was maintained until March 5 th . The school will close on March 5 th for deep cleaning. The cleaning team will work on the 5 th and the 6 th before staff return to reset rooms on the 8 th .
Contractors, deliveries and visitors	H	<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential prior to entry to school. 	M	M	MS/DA	September 7 th	

increase the risk of infection		<ul style="list-style-type: none"> Contractors to come onto site/leave site at staggered times so as not to have contact with pupils or staff. All contractors/visitors to wash hands prior to entry to school site in the visitor's toilet. Any contractors who feel unwell on site to report to Mike Sales and leave the site immediately. Advice from PHE sought. All areas in which contractors work are cleaned in line with government guidance. Contractors to bring own food/drink and all utensils onto site. Staff who receive deliveries to the school to wash hands in line with government guidance after handling. Where possible, delivery drivers to leave post/parcels and packages in a safe location with coming into contact with staff or pupils. Drivers not to enter school premises when making deliveries. If it is unavoidable and drivers must enter the school site, they are advised to follow most up to date government advice on social distancing. Drivers to hand wash/sanitise hands before entering school buildings. Surfaces to be cleaned after the deliveries have been made. Known supply cover to be sourced and contacted should the need to arise to quarantine a class that they have covered. At this time guidance is advising schools to not plan to take work experience/college students. <p>As a result, any external visitors/contractors are kept safe and the risk to other members of the school is minimised.</p>					
Areas within the school that	H	<ul style="list-style-type: none"> Use premises re-opening checklist to ensure 	M	M	MS/DA & GOV	September 4 th	Prior to the school reopening to all pupils all the necessary site checks will be

have not been used for some time will provide an unsafe environment for the staff and children		<p>that the school is ready for the safe return of staff and pupils.</p> <ul style="list-style-type: none"> • Complete safety walk with Governors prior to re-opening areas. Complete fire alarm checks of all call points. • Ensure flushing of all taps is completed before children re-enter school to reduce the Legionella risk due to non-use of water system in areas of school. • Consider whether parts of the school should be temporarily closed to reduce the spread of the virus on surfaces. (library) • Fire doors have not been used for extended period, possibility of not working. Check operation of fire doors. • Possibility of fire alarm system not working due to period of non-use. Check function of all call points before offer is widened. • Necessary procedures to be undertaken following on from a local lockdown. <p>As a result the areas of the school that have not been used for some time will provide a safe working environment</p>					completed by MS and DA to ensure the site is clean and safe for pupils to return to.
The required Paediatric First Aid ratios are not provided	H	<ul style="list-style-type: none"> • First Aid provision in line with national requirements e.g. Paediatric for EYFS children 	M	M	KN/MS/LS	September 7 th	<p>New staff recruited for wrap around care have the required first aid qualification</p> <p>Two members of wrap around care undertook first aid training in last week of December term.</p> <p>All keyworker rotas have ensured that there is adequate coverage for the children who are in school between the hours of 7.30-5.30.</p>

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>
- Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Appendix A: Risk assessment template to be completed in light of a confirmed case

Notification of:	Possible/confirmed case
Notification of outbreak:	Yes/No
Premises Name/Postcode:	
Date of reporting:	
Name and role of person reporting:	
Type of school/setting:	
Denominator of total children:	
Denominator of total staff:	
Number of children affected:	
School Year/Age group:	
Number of staff affected:	
Any confirmed cases:	
Reported symptoms:	
Onset date first case:	
Onset date most recent case:	
Schools processes:	Eg. Bubbles, start and finish times, transport arrangements
Any additional information:	
Contacted Department for Education:	
Outcome of DfE notification:	

Appendix B: Health and Safety Executive Spot Checks

A recent Health and Safety Executive (HSE) bulletin associated with ensuring a safe return to schools has indicated that the HSE will be undertaking spot-checks in schools in relation to COVID-19. These spot-checks will initially take place as a phone call to talk through the school's risk assessment and the associated measures that are in place within the school environment. If the HSE has further concerns which are unable to be resolved via the telephone conversation, then it is possible that this may trigger a visit from the HSE Inspector.

The HSE are aware of the challenging situations that schools face, particularly as the Government guidance evolves at frequent intervals. In this respect, the HSE will always apply their professional judgement and discretion and will endeavour to take a proportionate approach.

It is important that schools liaise fully with the HSE Inspectors to demonstrate that they are COVID-secure. Any serious risks which cannot be successfully resolved, could potentially result in enforcement action. The HSE is due to start the spot-checks from **Monday 7th September 2020** and the full HSE bulletin is available here: <https://content.govdelivery.com/accounts/UKHSE/bulletins/29c406f>

The HSE will want to ask the Head Teacher the following questions:

- *Are you fully open?*
- *Do you have 0 -50 staff or more?*
- *Do you have a risk assessment? How do we know that our risk assessments are robust?*
- *Who was involved in writing the risk assessment? Is the risk assessment available to staff? Was there involvement from the Unions?*
- *Are staff aware of the need to 2m distance? (or something like have you shared with staff the need to 2m distance). What measures are in place to ensure that the staff socially distance? How confident are you that staff can 2m distance? Please choose from the following - Very confident / fairly confident etc*
- *Are you aware that hand gel should have a 70% alcohol content?*
- *Measures in place to protect children and staff – staggered start and finish times etc.?*
- *Measures in place for handwashing? Do all children have access to sinks?*
- *Measures in place for additional cleaning? Do you have areas that are 'high touch points' and what is happening to those areas?*
- *Procedures in place for anyone showing symptoms - staff and pupils?*

If the Head Teacher is not in school, they will ask the following questions of the person that they are speaking to

- *who am I speaking to?*
- *have you seen the risk assessment?*
- *How are you being kept safe?*
- *What would you do if...?*



Appendix C: NEU Guidance on COVID and ventilation within classrooms through the winter 4/11/20



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16-10-2020

Coronavirus: ventilation and temperature

What practical measures can schools and colleges take to ensure, so far as reasonably practicable, that work areas are both well ventilated and comfortable to work in during the autumn and winter?

[Government guidance](#) is very clear about the importance of ventilation as part of safety measures in relation to Covid-19. "SARS-CoV-2 (Covid-19) is primarily transmitted between people through respiratory (droplet and aerosol) and contact routes. Transmission risk is highest where people are in close proximity (within 2 metres). Airborne transmission can occur in health and care settings in which procedures or support treatments that generate aerosols are performed. Airborne transmission may also occur in poorly ventilated indoor spaces, particularly if individuals are in the same room together for an extended period of time."

And, with the possibility of symptomless carriers, there is really no way of knowing just how many people could be spreading it around a room. Bringing in outside air helps dilute any aerosols in a room that may contain the virus.

As winter approaches, staff and students will be spending more time indoors. Ventilating indoor work areas, whilst at the same time ensuring a comfortable working temperature, will become more and more challenging. (Sixteen degrees C is the legal minimum workplace temperature but the NEU has always argued for a minimum of 18 degrees C based on previous standards for schools).

There is very little guidance for schools and colleges on this topic. The NEU has been pressing the Government to provide practical guidance about how to safely achieve this balance but so far nothing has been published. Until such time as Government guidance is forthcoming, here are some practical suggestions from the NEU, based on [guidance from the Federation of European Heating, Ventilation and Air Conditioning Associations \(REHVA\)](#).

The guidance identifies the need to optimise the amount of fresh air entering a classroom, balancing this with thermal comfort and the risks associated with open windows. The guidance recognises that it is challenging to secure enough ventilation, particularly in most schools/colleges which rely on natural ventilation.

The NEU view is that in order to help with the balance between ventilation and warmth, uniform and dress codes should be relaxed to allow staff and students to dress more warmly but, in addition, schools and colleges should where necessary have the heating turned up higher and for longer, starting earlier in the morning, to keep the temperature comfortable throughout the working day.

Practical suggestions for ensuring adequate ventilation

- The maintenance team should check ventilation is functioning well. Airbricks should not be obstructed. Windows must be able to be safely opened. Ventilations grids need to be kept clean, so that the air supply is not obstructed. Any mechanical ventilation systems should be checked for their efficient functioning by the maintenance company.
- Start ventilation ahead of the school/college day and allow it to continue after classes have finished as cleaners and other maintenance staff will be working in those rooms.
- Set air handling units to maximise outdoor air over recirculation.
- Open windows and internal/external doors as necessary (noise, security and fire restrictions dependent).
- Ventilate classrooms and other areas properly between classes and uses, including at breaks and at lunchtime. This is one of the most important measures to ensure effective ventilation and would involve opening windows fully for a short period of time.
- Any ventilation at other times is better than none, so keeping the windows open a crack will help to reduce the concentration of any virus in the air.
- Staff should be instructed how to achieve the most effective ventilation – eg: opening top windows and moving obstructions such as curtains/blinds.
- Make sure that ventilation facilities are not obstructed or blocked by curtains or furniture.
- Use ceiling fans or desk fans to prevent pockets of stagnant air, provided good and external ventilation is maintained.
- Introduce a target maximum capacity for smaller rooms to ensure greater dilution – this may mean reducing numbers of students in smaller classrooms.
- Some poorly ventilated areas of the premises may need to be restricted to single occupancy or very short durations.
- Where poorly ventilated spaces cannot be adapted to improve ventilation, they should not be used as a teaching location.

- If there are any existing issues with the functioning of the heating system, these need to be addressed as soon as possible since any breakdowns will make it even more difficult to maintain ventilation and a comfortable working environment.
- As well as through ventilation, the risk of aerosol transmission can be reduced by limiting activities that have been shown to increase aerosol generation, such as aerobic exercise, singing and talking loudly, so such high aerosol-generating activities may need to be limited in smaller and less well-ventilated classrooms.

Schools and colleges should consider the installation of CO2 monitors. In teaching and learning spaces, carbon dioxide is taken to be the key indicator of ventilation performance for the control of indoor air quality. A CO2 monitor, with traffic light indications, sited away from windows, can be used to show a precise reading of the CO2 level in a room to identify where there may be challenges in ensuring adequate ventilation.

Where this is the case action can then be taken, whether opening a window/more windows, or reducing the number of people in the room. Where these are installed in classrooms, staff can assist by keeping an eye on them, as can pupils. Moving the sensor around the school to check each classroom should give an indication of any areas where ventilation may need to be increased.

Portable HEPA (high efficiency particulate air filter) air cleaners based are another option. They are basically a box with a fan that draws air through a high efficiency filter. The filter removes nearly all virus relevant aerosols. HEPA air cleaners need to be of the right size of the room. They should be considered as part of the risk assessment, particularly where other measures aren't possible or aren't working.

Action points for reps/health and safety reps

- Check whether the risk assessment has been updated to address the issue of ventilation during the winter months and where necessary suggest the introduction of some of the measures listed above. The individual risks to staff who are more medically vulnerable need to be re-assessed too.
- Check the position of medically vulnerable staff. Those most at risk are the clinically extremely vulnerable (CEV) followed by the clinically vulnerable (CV). The NEU urges schools and colleges to permit those who are clinically extremely vulnerable to work from home, and in areas of intervention, allow those who are clinically vulnerable. To do so as well where risk assessments suggest this is appropriate. Where these staff are in school/college, it is imperative that they do not spend extended periods of time in poorly ventilated classrooms.
- Identify any rooms which present a greater hazard either because they are smaller but contain the same number of pupils as larger classrooms, or because there are other factors preventing ventilation, and seek to agree that these are only used by smaller groups, or not at all.
- Urge that CO2 monitors are made available so that measurements can be taken in all working areas. Where necessary, further action should then be taken to increase the flow of outdoor air into the space or bring in HEPA air cleaners.

Appendix D: Guidance: Education and childcare settings: New National Restrictions from 5 November 2020

How New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings. <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

Schools: Schools continue to remain open for all children and young people as they have since the start of the autumn term for the duration of the national restrictions.

Being at school is vital for children's education and for their wellbeing. Time spent out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of education, and children's future ability to learn. It continues to be our aim that all pupils, in all year groups, remain in school full-time.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. For the vast majority of children, the benefits of being back in the classroom far outweigh the low risk from coronavirus (COVID-19) and schools can take action to reduce risks still further.

We published [actions for schools during the coronavirus \(COVID-19\) outbreak](#) guidance to support schools to welcome back all children from the start of the autumn term. Schools should continue to undertake risk assessments and implement the system of controls set out in this guidance. These measures provide a framework for school leaders to put in place proportionate protective measures for pupils and staff. If schools follow the guidance and maximise control measures, they can be confident they are managing risk effectively.

We would expect schools to ensure any changes required in light of national restrictions are in place as soon as practically possible, and by Monday 9 November at the latest.

Home tutoring and elective home educating: Home tutoring and out-of-school activities to support elective home education can continue to operate provided that they are primarily used by home educating parents as part of their arrangements for their child to receive a suitable full-time education.

Music, dance and drama: Music, dance and drama can be undertaken in school so long as safety precautions are undertaken. Advice is provided in the [full opening guidance for schools](#).

Face coverings: In primary schools and education settings teaching year 6 and below, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.

In schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This was already the case for pupils in year 7 and above, and staff and visitors for those schools that were in areas where local alert level 'high' and 'very high'.

Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs.

Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college.

Clinically extremely vulnerable children and staff: Children: More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow



original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.

Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.

Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.

Parents of clinically extremely vulnerable children will be receiving a letter shortly confirming this advice.

Staff: Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.

All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.

Clinically vulnerable staff and children: Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.

Transport: The [transport guidance](#) sets out a framework for local authorities and schools to follow when arranging transport to and from schools from the autumn term.

We are clear that there cannot be a 'one size fits all' approach where the system of controls describes every scenario, but it provides a set of principles to support informed local decision making and risk assessment.

Children and young people aged 11 and over must wear a face covering on public transport. Face coverings should also be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college. This does not apply to those who are [exempt](#).

Travel in or out of local areas should be avoided, and parents, carers and staff should look to reduce the number of journeys they make - but travelling to deliver and access education is still permitted.

Staff, children and their parents and carers are encouraged to walk or cycle when travelling to and from school where this is possible, and to plan ahead and avoid busy times and routes on public transport. This will allow social distancing to be practised.

Sport and physical education: It is important that children continue to remain fit and active and, wherever possible, have the 60 active minutes of daily physical activity recommended by the Chief Medical Officers.

Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.

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 are permitted. Schools must only provide team sports listed on the [return to recreational team sport framework](#). Competition between different schools should not take place, in line with the wider restrictions on grassroots sport.

Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups.

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), distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports 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. Schools are able to work with external coaches, clubs and organisations for curricular activities where they are satisfied that it is safe to do so. Where schools are offering extra-curricular activities (that is, before and after school clubs) they should only do so where it is reasonably necessary to support parents to work, search for work, or undertake training or education, or where the provision is being used for the purposes of respite care. Schools should consider carefully

how such arrangements can operate within their wider protective measures. Activities such as active miles, making break times and lessons active and encouraging active travel help to enable pupils to be physically active while encouraging physical distancing.

Children's social care, vulnerable and disadvantaged children and young people

Children's services and social care provision will continue as they have been to protect and support the most vulnerable and disadvantaged children and young people for the duration of the national restrictions.

Local authorities are reminded of the [guidance for children's social care](#) that was issued at the start of the first national restriction. We continue to recommend that no one should have to leave care during this period if they do not feel confident to do so. Where young people do leave care during the national lockdown, it should be right for that young person and take account of their wishes and feelings. Settings they are moving into should be safe in relation to risk factors arising from coronavirus (COVID-19). As set out in the [guidance for full schools opening](#) and [FE autumn term guidance](#), schools and colleges should continue to take steps to ensure vulnerable children and young people who can't attend their school or college are able to access their remote education. Contact should be maintained to ensure they are doing so. Vulnerable children include those with an education, health and care (EHC) plan, children with a social worker and children who are 'otherwise vulnerable'.

Appendix E: Staff and Parent Wellbeing: Do you need to talk?



Inclusion Somerset Educational Ps 
@EPSomerset

Schools Wellbeing Helpline and Support; free daily support for any member of staff in Somerset education

Please contact:

0300 790 6844 - Monday to Friday from 3pm-4:30pm

epshelpline@somerset.gov.uk – we can provide an email response or we can arrange to call you back



Inclusion Somerset Educational Ps 
@EPSomerset

@MindlineSomerset has extended its opening times to 9am-11pm Mon-Fri and 8pm-11pm Sat-Sun to target those affected by the Coronavirus. They are able to listen, support and try to help people if they need further emotional support. Please share with schools and settings.

Mindline Somerset
Emotional support helpline
Coronavirus



01823 276 892

Available

Mon - Fri 9am – 11pm

Sat - Sun 8pm – 11pm

Appendix F: National Tiered system: Somerset remains in Tier 2 as of 16/12/20

	TIER 1	TIER 2	TIER 3
HOUSEHOLD MIXING	The rule of six applies, indoors and outdoors	No mixing with other households indoors apart from support bubbles. Rule of six applies outdoors	No mixing with other households indoors apart from support bubbles. Rule of six applies outdoors
PUBS AND RESTAURANTS	Venues can open, but table service only and last orders by 10PM, close 11PM	Pubs and bars to close unless they can operate as restaurants. Alcohol can only be served with a substantial meal, last orders 10pm and close by 11pm.	Hospitality closed except sales by takeaway, click & collect, drive through and delivery
SHOPS, GYMS AND HAIRDRESSERS	All allowed to open	All allowed to open	All allowed to open
THEATRE AND CINEMA	Can open, with social contact limits	Can open, with social contact limits	Indoor venues closed
WORK	Work from home if possible to do so	Work from home if possible to do so	Work from home if possible to do so
TRAVELLING	Walk or cycle if possible and avoid travel into tier 3 areas except where necessary	Reduce the number of journeys where possible and avoid travel into tier 3 areas	Avoid travelling out of the area except where necessary and reduce the number of journeys
HOTELS	Can open	Can open	Closed, with limited exceptions such as work purposes or where people can't return home
EDUCATION	Nurseries, schools, colleges and universities can all open	Nurseries, schools, colleges and universities can all open	Nurseries, schools, colleges and universities can all open
RELIGIOUS SERVICES	Places of worship will open but must abide by the rule of six	Places of worship will open but people must stick to their own household/support bubble	Places of worship will open but people must stick to their own household/support bubble
WEDDINGS AND FUNERALS	No more than 15 guests at weddings, wedding receptions, wakes. 30 guests for funerals	No more than 15 guests at weddings, wedding receptions, wakes. 30 guests for funerals	No more than 15 guests at weddings, 30 for funerals. Wedding receptions not permitted
AMATEUR SPORT AND EXERCISE	Classes and organised adult sport can take place outdoors and indoors, but follow rule of six	Classes & organised adult sport allowed outdoors & indoors if household mixing is avoided. All children's and elite athlete sport allowed	Classes & organised sport allowed outdoors but not indoors. All sport for children and elite athletes allowed
SPECTATOR SPORT	Audience limited to 50% capacity or 4,000 outdoors / 1,000 indoors (whichever is lower)	Audience limited to 50% capacity or 2,000 outdoors / 1,000 indoors (whichever is lower)	No events can take place

Appendix G: Guidance: Requirements to provide cover over the Christmas period

The DfE recommend all schools ensure staff, parents and carers are aware of the following information and relevant arrangements regarding positive cases in the holidays:

- Where a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms more than 48 hours since being in school, the school should not be contacted. Parents and carers should follow contact tracing instructions provided by NHS Test and Trace.
- For the first 6 days after teaching ends, if a pupil or staff member tests positive for coronavirus (COVID-19), having developed symptoms within 48 hours of being in school, the school is asked to assist in identifying close contacts and advising self-isolation, as the individual may have been infectious whilst in school.
- School staff are not asked to remain on-call or conduct any contact tracing more than 6 days after the final day of teaching. Where a school's last teaching day is on Thursday 17 December, there should be no pupil contact tracing asks beyond Wednesday 23 December.

For the first 6 days after the end of term, schools are not asked to be on-call at all times. Staff responsible for contact tracing may designate a limited period in the day to receive notification of positive cases and advise close contacts to self-isolate (this can be done by text or email). The Department for Education coronavirus (COVID-19) helpline and PHE advice service are available to support with any queries you have about positive cases in your school.

Where pupils are required to self-isolate due to contact with a positive case after the first 6 days following the end of term, schools do not need to be informed about their absence until the first day of the new term.

Department for Education coronavirus (COVID-19) helpline – holiday hours

The DfE coronavirus (COVID-19) helpline and the PHE Advice Service (option 1) will be available over the holidays to answer any questions you have about coronavirus (COVID-19) relating to education settings and children's social care. These helplines will, however, close on the bank holidays, and have shortened opening hours on Christmas Eve and New Year's Eve.

Phone: 0800 046 8687

Opening hours:

24 December – 8am to 4pm

25 to 28 December – Closed

29 to 30 December – 8am to 6pm

31 December – 9am to 4pm

1 January – Closed

2 to 3 January – 10am to 6pm

Until 24 December, the helpline opening hours are:

Monday to Friday from 8am to 6pm

Saturday and Sunday from 10am to 6pm

Please listen carefully to all of the available options before selecting the most appropriate option for your nursery, school, college or university.


Please select option 1 or 2 if you require specific advice on the action to take to respond to a positive case of coronavirus (COVID-19) in your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts and will inform you what action is needed based on the latest public health advice.

Please select option 3 or 4 for any other questions about coronavirus (COVID-19) relating to education settings and children's social care.

School URN Number **123664**

Coronavirus Incubation Timeline

It can take up to 14 days to develop symptoms after coming into close contact with a case of covid19 - this is called the incubation period.



December 13
Harry was a close contact of someone confirmed with covid-19 (Harry must immediately self isolate for 14 days)


December 18
Harry doesn't self isolate and instead gets a test. The test is negative. (This is wrong. He had no symptoms and should not have got a test. He could still be incubating the virus so should self-isolate for 14 days despite the negative test result)

December 20
Thinking he didn't have coronavirus, Harry went to the pub with five other people. They shared a table for four hours.

December 22
Harry developed symptoms and tested positive. He was contagious for 48 hours before his symptoms started (known as asymptomatic) and exposed five people to coronavirus. These five people must now self-isolate for 14 days.

They are all in self-isolation over Christmas

If you are a close contact of someone with coronavirus, you MUST complete your full isolation period, even if you feel well



Support this Christmas

The Coronavirus Helpline
Call 0300 790 6275 for help with food, prescriptions, housing, financial support, employment, emotional support, transport, waste and more.
Village Agents
CCS Village Agents can provide confidential, practical, community-based solutions for food and other support. Visit somersetagents.org
Carers
If you are a carer of any age in need of support you can phone CCS on 0800 3168 600
Mindline
Anyone with concerns around mental health issues and emotional wellbeing can be supported by calling Mindline on 01823 276 892

Support for Families
Schools and Colleges will receive £30 funding for every child who qualifies for free school meals, which will provide £15 per week of support over the Christmas holidays.
Schools will also be allocated a fund to support other families in need of help.
Early years
Visit healthystart.nhs.uk for help for under 4s
Over 16s
Families with children over 16 not in Education, Employment or Training can access food support by emailing somersetworks@somerset.gov.uk


SOMERSET CORONAVIRUS
A single number is now available for anyone in Somerset who needs Coronavirus related support from Somerset's Local Authorities. Anyone who can't find help within their community can use the helpline to get help and advice.

0300 790 6275



Coronavirus Incubation Timeline

It can take up to 14 days to develop symptoms after coming into close contact with a case of covid19 - this is called the incubation period.



December 18
Jane was a close contact of someone confirmed with covid-19 (Jane must immediately self isolate for 14 days)


December 20
Jane is bored of self-isolating and feels fine so gets a test which is negative. (This is wrong. She had no symptoms and should not have got a test. She could still be incubating the virus so should self-isolate for 14 days despite the negative test result)

December 25
Thinking she didn't have coronavirus, Jane spent Christmas day with her extended family bubble of 12 people. Her Aunt is having chemotherapy for Breast Cancer and is clinically extremely vulnerable (CEV)

December 27
Jane developed symptoms and tested positive. She was contagious for 48 hours before her symptoms started (known as asymptomatic) and exposed 12 people to coronavirus. They must all now self-isolate for 14 days.

Jane feels better after a few days, but her Aunt becomes extremely unwell and is taken to hospital where she is placed in the Intensive Care Unit.

If you are a close contact of someone with coronavirus, you MUST complete your full isolation period, even if you feel well



Appendix H: Public Health Guidance: Update to the isolation guidance

From Monday 14th December there will be a change to the national guidance for self-isolation periods for returning travellers and close contacts of confirmed cases.

- People who are close contacts of confirmed cases should self-isolate for 10 days instead of 14 days. The definition of close contact is more than fifteen minutes at a distance of less than two meters. Breaks of less than fifteen minutes (fourteen minutes for example) does not constitute close contact. Contact is also considered 'close' if they are face to face within one meter, regardless of the time. So Public Health will identify the friendship group and the assumption is that the one meter rule will apply because pupils who are friends do congregate close to each other.
- People who return from countries which are not on the travel corridor list should also self-isolate for 10 days instead of 14 days.
- People who test positive should continue to self-isolate for 10 days from onset of symptoms or 10 days from point of taking a positive test if asymptomatic.
- Self-isolation periods will begin on the day after exposure, a test or the start of symptoms – we will count the day of exposure, test or onset of symptoms as day zero and then count 10 complete days from then.
- The change to the isolation period for contacts will apply to all those who are currently self-isolating including those who commenced self-isolation before Monday.
- Therefore, from Monday 14th December, anyone who has been identified as a close contact of a confirmed case will be able to end their period of isolation and return to school following 10 complete days (on day 11).
- Schools should look back 48 hours prior to the onset of symptoms to see if there were any other symptoms
- Schools should look back five days from a positive test to see if there were any other symptoms

Appendix I: Guidance: Establishing the facility for mass testing within schools January 2021

Recent pilots have shown how rapid testing can be used effectively and have positive impacts in schools and colleges. The lateral flow tests that will be provided to schools and colleges produce a result in 30 minutes and do not require a laboratory to process.

From the beginning of January, schools and colleges will be provided with testing kits including personal protective equipment (PPE). They will be provided with comprehensive guidance and training materials and support to introduce a testing programme that works for staff, students and pupils.

Schools and colleges should make clear to staff and pupils that a negative test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested.

Anyone who is showing symptoms of coronavirus (COVID-19) who has a negative result from a rapid test will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known.

Schools and colleges should make clear to staff and pupils that a negative test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures whether or not they have been tested.

Flow testing Update: 22/2/21:

If staff have recently (within 90 days) had a positive PCR test for COVID-19, they are likely to have developed some immunity. **Individuals are exempt from testing by both PCR and LFD within 90 days of a positive PCR test, unless they develop new symptoms.** However, individuals may choose to take a LFD test after the isolation period, for example as part of a workplace or community testing programme. This should only be done after completion of the required self-isolation period as per the NHS stay at home guidance. If they test positive with a LFD test, they will be required to self-isolate for 10 days or longer if symptomatic. They are still required to self-isolate if they are identified as a close contact of a positive case, even if this is within the 90 day window.

