

Aspect	Measures to Implement	DfE Guidance	Notes	Risk	Review
<b>Staffing including communication</b>	<ul style="list-style-type: none"> <li>Open door policy for staff to discuss mental health concerns</li> <li>Individual support packages and interventions for staff are available through SAS – make all staff aware.</li> </ul>	<ul style="list-style-type: none"> <li>talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful</li> </ul>	<p>Zoom meetings to be arranged regularly to update staff</p> <p>All DfE guidance sent to staff</p>	H	All staff confident with being in school. 04.01.21
<b>Pupils</b>	<ul style="list-style-type: none"> <li>School to be open to all pupils from 04.01.21</li> <li>Class Bubbles.</li> <li>Full school uniform to be worn</li> <li>Pupils to wear PE kit on PE days</li> </ul>		See individual risk assessments for EHCP children	M	Day 1 (04.01.21) high attendance
<b>Behaviour Policy</b>	<ul style="list-style-type: none"> <li>Home school agreement and addition to behaviour policy.</li> <li>Children are not to be inside the building alone during lunch time or dinner unless they have requested the toilet.</li> <li>Behaviour policy to be updated in Autumn term to include addendum</li> </ul>	<p>Home school agreement sent to all parents of children who are to return to school alongside the behaviour policy addendum.</p> <p>Additional risk assessments completed for certain children (See NJ).</p>	See home school agreement	M	SLT reminded pupils of expectations (04.01.21)

<p><b>PPE</b></p>	<ul style="list-style-type: none"> <li>▪ Teacher should not wear gloves unless directed to do so in medical emergencies.</li> <li>▪ Agreed PPE for intimate care and top tips given to staff.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:             <ul style="list-style-type: none"> <li>▪ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>▪ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> </li> </ul>	<p>PPE ordered for first aid purposes, intimate care and taking temperatures</p>	<p><b>L</b></p>	
<p><b>Class Size and Groups</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Classes to be back to normal size</b></li> <li>▪ <b>Class bubbles with 1m distancing or recording close contact</b></li> <li>▪ <b>Register kept for close contact – cloud based</b></li> <li>▪ <b>Zones for playtime to remain in classes</b></li> <li>▪ <b>Year groups to have specific cubicles in toilets that they use</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</li> <li>▪ In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</li> </ul>		<p><b>M</b></p>	<p><b>Cubicles labelled 1.9.20</b></p>

<p><b>Physical Building</b></p>	<ul style="list-style-type: none"> <li>▪ Desks facing forward year 3 up – 2 to a desk</li> <li>▪ Limited movement around school – only needed to visit toilet – entry and exit playtimes</li> <li>▪ Cloak rooms only for bags and coats on the back of chairs.</li> <li>▪ Children discouraged from bringing anything from home that is unnecessary.</li> <li>▪ Classroom spaces should be accessed from a singular entrance and preferably, directly from outside if possible.</li> <li>▪ Windows to be open for ventilation at least 10mins per hour</li> </ul> <p><b>Isolation Room- ZD’s room by front door</b></p> <ul style="list-style-type: none"> <li>▪ ZD to move into main office if needed</li> </ul> <p><b>Outdoor Space</b></p> <ul style="list-style-type: none"> <li>▪ Allocated area for each class – playtime timetable</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>		<p>M</p>	<p>Staff reminded re ventilation 2<sup>nd</sup> Sept 2020</p> <p>Children reminded re SD in playground 5<sup>th</sup> Sept 2020</p> <p>Change to line up routine at end of playtimes 3<sup>rd</sup> Sept 2020</p>
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	<ul style="list-style-type: none"> <li>Children are not to enter the building alone during break time unless for the toilet. After toileting they must go straight back outside.</li> <li><b>Outdoor space used on a rotation basis for playtimes and lunchtimes.</b></li> </ul>				
<b>Teaching, Learning and Curriculum</b>	<ul style="list-style-type: none"> <li>See separate curriculum document</li> <li>PPA cover within year group, limited staff to cross bubbles – close contact recorded</li> <li>Staff to wash hands before and after handling children’s books to enable quality feedback to be given.</li> </ul>	<p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p>		L	<p>Children to be with new teacher from 7<sup>th</sup> Sept</p> <p>30.9.20 close contact register – cloud based</p>
<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>All physical contact should be avoided wherever possible</li> <li>Staff and adults on site should endeavour to stay 2m apart.</li> <li>Face coverings to be</li> </ul>			M	<p>Staff reminded re social distancing and close contact staff meeting 2<sup>nd</sup> Sept 2020</p> <p>Additional measures added</p>

	<p>worn in communal areas and wherever possible</p> <ul style="list-style-type: none"> <li>▪ Any close contact to be recorded</li> <li>▪ Only essential contact eg first aid or nurture should breach this guidance</li> </ul>				<p>to office area 11<sup>th</sup>          Sept – zoned areas          Close contact register set up 23/9/20          Letter for visitors and coaches re close contact and recording when this has been breached          Reiterated to staff in email 3.1.21 and staff meeting 4.1.21</p>
<p><b>Timetable for Day</b></p>	<ul style="list-style-type: none"> <li>▪ <b>8.35-9.00 Children arrive at classroom having washed hands</b></li> <li>▪ <b>10.30.-11.00- playtime then hand washing (split 5 classes 10mins each)</b></li> <li>▪ <b>12.00 (12.15 ks2) - 1.00 lunch then hand washing</b></li> <li>▪ <b>3.15pm to 3.30pm Pick up</b></li> <li>▪ Children to stay in designated zones</li> </ul>	<p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> <li>• staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</li> <li>• staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms</li> </ul>		<p>M</p>	<p><b>No change as working well 5.9.20</b></p> <p><b>Pick up changed to be staggered between 3.15&amp;3.30pm due to crowding at the gates. Email sent to parents reminding them of gate times</b></p>

	outsides.				<p><b>and not to arrive too early.</b>  <b>7.9.20</b>  <b>Pick up and drop off working well</b>  <b>8.10.20</b></p>
<b>Lunchtimes</b>	<ul style="list-style-type: none"> <li>▪ Lunch to be eaten at the same desk in the classroom area.</li> <li>▪ Children are not to access the building during lunch time unless for toileting</li> <li>▪ Middays to be allocated year group bubbles</li> <li>▪ Middays to do first aid outside where possible</li> </ul>	<ul style="list-style-type: none"> <li>▪ staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms</li> </ul>	Review packed lunch offer after 2 weeks as hot meals preferable	M	<p>At this point no staggering is needed but this will need reviewing if more children attend</p> <p>Review 10<sup>th</sup> Sept</p> <p>KS2 pupils to be taken outside at 12.30 by midday after eating packed lunch 3<sup>rd</sup> Sept 2020</p> <p>From 21<sup>st</sup> Sept nursery, R, yr1, yr2 to have hot lunch in canteen – staggered with clean down in between</p> <p>From 12.10.20 pupils other than R&amp;N to eat in</p>

					classrooms
<b>Movement-Children</b>	<ul style="list-style-type: none"> <li>▪ Limited movement around school as outside doors will be used and toilets allocated to each year group.</li> <li>▪ R&amp;Y1 to use classroom doors</li> <li>▪ Y2&amp;3 to enter through KS1 door</li> <li>▪ 5A, 5S, 6J and 6B will use classroom door</li> <li>▪ 5B, 4S, 4M and 6S will use KS2 door</li> </ul>	<ul style="list-style-type: none"> <li>▪ accessing rooms directly from outside where possible</li> <li>▪ considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> </ul>		L	Changes to hand washing routine to ensure no busy corridors. Staff reminded to monitor children moving around school 2 <sup>nd</sup> Sept 2020
<b>Movement-Staff</b>	<ul style="list-style-type: none"> <li>▪ Teachers can use staffroom (max occ. 5 people at one time) but must remain 2m apart</li> <li>▪ Signs for one staff member at a time at worktops</li> <li>▪ Teacher should stay in their designated areas as much as possible.</li> </ul>	<ul style="list-style-type: none"> <li>▪ stagger the use of staff rooms and offices to limit occupancy</li> </ul>		L	
<b>Movement-Parents</b>	<ul style="list-style-type: none"> <li>▪ Parents should not enter the school building</li> <li>▪ Parents will be encouraged to wear face coverings where distancing is not possible</li> <li>▪ Markings on the floor for 2m distancing from drop</li> </ul>	<ul style="list-style-type: none"> <li>▪ encouraging parents and children and young people to walk or cycle to their education setting where possible</li> </ul>		L	Following the first drop off and pick up, additional measures were put in place: one way system on entry to KS2 and KS1 playground,

	<p>off point</p> <ul style="list-style-type: none"> <li>▪ Only one parent should drop off and collect children.</li> <li>▪ No go zone for teachers to stand in and release pupils</li> <li>▪ Yr 6 pupils to be left at the gate at drop off</li> <li>▪ Yr 4,5,6 to enter grounds through KS2 gate</li> <li>▪ R&amp;Y1 through first gate on Minshull New Road</li> <li>▪ Yr2&amp;3 through second gate on Minshull New Road (at pick up, parents to wait in allocated zone on playground)</li> </ul>			<p>change to pick up area for yr2&amp;3 – 3<sup>rd</sup> Sept 2020</p> <p><b>Pick up changed to be staggered between 3.15&amp;3.30pm due to crowding at the gates. Email sent to parents reminding them of gate times and not to arrive too early. 7.9.20</b></p> <p>From 21<sup>st</sup> Sept parents required to wear face coverings at drop off and pick up. Letter sent out 17<sup>th</sup> Sept</p>
<p><b>Hygiene</b></p>	<p><b>Hand Hygiene</b></p> <ul style="list-style-type: none"> <li>▪ Wash hands and wrists when they are visibly soiled.</li> <li>▪ Employees, children and accompanying adults, must wash hands and wrists at the sanitiser</li> </ul>	<ul style="list-style-type: none"> <li>▪ follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>▪ ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</li> <li>▪ clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors,</li> </ul>		<p>H</p> <p>Handwashing taking too long so agreed that sanitiser can be used in between and children to use soap and water when</p>



	<p>stations on arrival at the setting.</p> <ul style="list-style-type: none"> <li>▪ Use only disposable/washable materials such as, washcloths, towels, aprons, handkerchiefs and paper towels.</li> <li>▪ Employees must wash their hands and wrists at appropriate intervals during the day or when necessary.</li> <li>▪ Employees wash hands and wrists with water and liquid soap or use hand spray if they move from one room to another or are forced to be in contact or close physical contact with children from another room than their own.</li> <li>▪ Children and staff must wash their hands and wrists on entry to school, after going to the toilet, before eating, after blowing their nose, after coughing or sneezing in their hands or a disposable handkerchief, and when they come in</li> </ul>	<p>sinks, toilets, light switches, bannisters, more regularly than normal</p> <ul style="list-style-type: none"> <li>▪ ensure that all adults and children: <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the <a href="#">guidance on hand cleaning</a></li> <li>○ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing</li> <li>○ are encouraged not to touch their mouth, eyes and nose</li> <li>○ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>▪ ensure that help is available for children and young people who have trouble cleaning their hands independently</li> <li>▪ consider how to encourage young children to learn and practise these habits through games, songs and repetition</li> <li>▪ ensure that bins for tissues are emptied throughout the day</li> <li>▪ where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</li> <li>▪ prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</li> <li>▪ get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed</li> <li>▪ there is no need for anything other than normal</li> </ul>			<p>toileting and at one other point in the day or if hands are dirty.</p>
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	<p>from outside. Employees should give instructions and encouragement to the children to wash their hands and wrists properly.</p> <ul style="list-style-type: none"> <li>▪ Pedal bins used for tissues</li> <li>▪ Handwashing facilities and hand sanitiser stations will be designated to each individual class group.</li> <li>▪ Classroom areas will have their own spray and cloths to sanitise areas and clean equipment.</li> <li>▪ Pupils should be encouraged not to touch their eyes, nose and mouths.</li> <li>▪ Tissues/blue roll available for each child</li> <li>▪ Classroom spaces should be well ventilated.</li> <li>▪ Children will be educated in good hygiene, how to wash hands properly and reminded to dry hands well to avoid skin conditions</li> <li>▪ Liquid soap available on every classroom entrance</li> </ul>	<p>personal hygiene and washing of clothes following a day in an educational or childcare setting</p>			
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<b>Toilet facilities</b>	<ul style="list-style-type: none"> <li>▪ Pupils should only enter two at a time into toilets and stand at least 2metres apart when washing their hands</li> <li>▪ Toilet cubicles to be labelled for each year group</li> <li>▪ Caretaker and cleaner to check soap supply is adequate</li> </ul>	<ul style="list-style-type: none"> <li>▪ ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> </ul>		H	Cubicles to be labelled by start of term
<b>First Aid</b>	<ul style="list-style-type: none"> <li>▪ PPE should be worn (gloves and masks) when dealing with a pupil with symptoms.</li> <li>▪ On site first aiders to administer first aid</li> <li>▪ Serious injuries should be seen by a fully trained first aider.</li> <li>▪ Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn).</li> <li>▪ Permanent onsite paediatric first aider and cover available</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>		H	
<b>Cleaning</b>	<b>Cleaning</b> <ul style="list-style-type: none"> <li>▪ Toilets will be deep cleaned throughout the day – 10.00am, 12pm 1.30pm and after school</li> <li>▪ Tables and contact</li> </ul>	<ul style="list-style-type: none"> <li>▪ discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this</li> <li>▪ follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>▪ ensure that sufficient handwashing facilities are</li> </ul>		H	

	<p>points must be cleaned regularly.</p> <ul style="list-style-type: none"> <li>▪ Equipment that has been used (and that can be cleaned) should be identified by the teacher at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected.</li> <li>▪ No toys can be brought from home.</li> <li>▪ Resources that cannot be cleaned according to the instructions must be packed away until after the CO-VID-19 epidemic is over.</li> <li>▪ Tablets should be wiped several times daily and between use. If possible, avoid children sharing tablets.</li> <li>▪ Contact points should be cleaned by cleaner at least three times daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to</li> </ul>	<p>available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <ul style="list-style-type: none"> <li>▪ clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> <li>▪</li> </ul>			
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	<p>clean surfaces and touch points when used.</p> <ul style="list-style-type: none"> <li>▪ Bins must be emptied before they are full and at least once daily.</li> <li>▪ Pedal bins used for tissues</li> <li>▪ Communication from teacher to cleaner should be left on the whiteboard in the classroom area at the end of each day.</li> </ul> <p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li>▪ <b>Reception:</b> Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use (more detailed guidance on this will be included in the guide for early years providers) and where possible, children should be discouraged from sharing these.</li> <li>▪ <b>Reception:</b> Children should be taught to wash their hands frequently Children should be encouraged where</li> </ul>				
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	<p>possible not to touch their faces or to put objects in their mouths. Sharing stories, singing and playing outdoor games will help all children to socialise and resettle into familiar everyday classroom routines.</p> <ul style="list-style-type: none"> <li>▪ <b>KS1&amp;2:</b> Desks should be wiped regularly. Teachers should have a spray bottle and cloth (washable) Any objects the children touch should be disinfected once use has finished.</li> </ul>				
<b>Communication to children</b>	<ul style="list-style-type: none"> <li>▪ Handwashing and hygiene – central to curriculum</li> <li>▪ Rules discussed and reiterated</li> </ul>	<ul style="list-style-type: none"> <li>▪ noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</li> <li>▪ tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>▪</li> </ul>		L	
<b>Communication to and from Parents</b>	<ul style="list-style-type: none"> <li>▪ Essential correspondence sent out via email</li> <li>▪ Any forms or messages</li> </ul>	<ul style="list-style-type: none"> <li>▪ tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend</li> </ul>		M	Email sent to parents 1 <sup>st</sup> Sept, 2 <sup>nd</sup> Sept and 4 <sup>th</sup>

	<p>from parents should be emailed to the school office</p> <ul style="list-style-type: none"> <li>▪ Communicate methods of entry and exit to the school grounds.</li> <li>▪ Final procedures emailed on 1<sup>st</sup> Sept following updated guidance 11<sup>th</sup> August</li> <li>▪ Teachers to do weekly email to parents including learning for the following week and reminder of PE days</li> </ul>	<ul style="list-style-type: none"> <li>▪ tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>▪ make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>▪ also think about engaging parents and children in education resources such as <a href="#">e-bug</a> and <a href="#">PHE schools resources</a></li> </ul>			<p>Sept re guidelines and drop off and pick up.</p> <p>Further email 7.9.20 re symptoms/illness and staggered end time.</p> <p>Email reminding parents of mitigations and expectations re symptoms/contact sent 03.01.21</p>
<p><b>Procedures for medical care, isolation and confirmed cases</b></p>	<ul style="list-style-type: none"> <li>▪ Use of isolation room if symptoms are apparent. PPE to be used if 2m distancing is not possible – ZD’s room</li> <li>▪ Parents to be called and children to be sent home to have test and self-isolate for 10 days. Fellow household members should self-isolate for 10 days</li> <li>▪ PHE to be notified of positive test result and advise on procedure moving forward – see</li> </ul>	<ul style="list-style-type: none"> <li>• See guidance below</li> </ul>		<p>H</p>	

	<p>numbers 7,8,9 in guidance below</p> <ul style="list-style-type: none"> <li>Contact number North West PHE 03442250562</li> </ul>				
<b>Visitors</b>	<ul style="list-style-type: none"> <li>Any visitors who are not critical to teaching individual class groups should not enter the school building unless by prior arrangement.</li> <li>Visitors must wash hands on arrival, wear a face covering and distance</li> <li>Parents should not enter the school building. Any communication should be done via email, telephone or conference call. Where this is not possible, face coverings and 2m distance must be adhered to</li> </ul>			L	<p>Review 21<sup>st</sup> Sept – prospective parent walk rounds</p> <p>Parent walk rounds to be done on an individual basis wearing face coverings, distanced and no entering of classrooms.</p> <p>04.01.21 essential visitors only – students cancelled (review 8<sup>th</sup> Jan 21)</p>
<b>BASC – LA Stars</b>	<ul style="list-style-type: none"> <li>LA stars to resume normal hours on 7<sup>th</sup> September 2020</li> <li>Children to be kept in year group bubbles where possible and split into 2 groups of 15</li> </ul>			M	<p><b>Ensure cleaning materials available for LA stars</b></p> <p><b>LA Stars staff to clean toilets used at end of</b></p>



	<ul style="list-style-type: none"> <li>▪ Hall to be used where possible</li> <li>▪ Canteen to be split into areas</li> <li>▪ Enhanced cleaning routine to take place</li> <li>▪ Dishwasher used to wash plastic equipment</li> <li>▪ Table activities to be used where possible</li> </ul>				<p><b>shift. Children to be delivered to classes in distanced year groups. 7.9.20</b></p>
<p><b>Use of school facilities for external companies</b></p>	<ul style="list-style-type: none"> <li>▪ Red dragon karate will use the facilities on Monday and Thursday evenings. There will be no Leighton children or staff in school.</li> <li>▪ RDK will disinfect all touch points before leaving and toilets will not be used.</li> </ul>			L	<p>RA seen to start 7<sup>th</sup> Sept (with the exception of the lockdown 2 period)</p>
<p><b>Contingency planning in consultation</b></p>	<ul style="list-style-type: none"> <li>▪ School to remain open</li> <li>▪ In the very unlikely event that evidence supports limiting attendance in primary schools, DfE may advise that only vulnerable children and children of critical workers should be allowed to attend.</li> </ul>	<p>See <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities">https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities</a></p>			

## **System of controls**

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

### **Prevention**

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

**Response to any infection:**

9) Engage with the NHS Test and Trace process.

10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they

can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test:

if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

## 8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual

travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on testing and tracing for coronavirus (COVID-19).



## 9. Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.



Covid 19 Risk Assessment Joanna Young– reviewed 04.01.21

DFE helpline - 0800 046 8687

PHE North West – 03442250562

0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.