



THE DIOCESE OF WESTMINSTER ACADEMY TRUST

STAYING SAFE IN SCHOOL DURING COVID-19

V6

A handwritten signature in black ink on a grey rectangular background, reading "Patrick Leeson".

SIGNED BY MR .P.LEESON

CHAIR OF THE STRATEGIC TRUST BOARD

CONTENTS

1.	INTRODUCTION	3
2.	WHAT PUPILS AND PARENTS NEED TO KNOW	6
3.	STAFF	14
4.	GOVERNORS / TRUSTEES AND SCHOOL PROCEDURES	25
5.	VISITORS.....	26
6.	SPECIAL EDUCATIONAL NEEDS.....	27
7.	DEALING WITH CONTRACTORS AND SUPPLIERS	28



THE DIOCESE OF WESTMINSTER ACADEMY TRUST

1. INTRODUCTION

- 1.1 The COVID-19 pandemic has had a significant impact on day to day life for individuals across the world. As a result of the pandemic, the UK Government closed all schools from 23 March 2020 in order to control the spread of the infection, though certain priority groups of children (vulnerable children and children of critical workers) can continue to attend school.
- 1.2 As the Government now believes the number of cases has reached its peak, it is starting to introduce a number of measures to allow society to gradually start to function again although these measures are conditional on whether the spread of the virus remains under control. If the data suggests that virus is spreading again, the Government has said that it will re-introduce restrictions which may include the closure of schools again.
- 1.3 One of the proposals suggested by the Government is that primary schools should start to re-admit to pupils in reception, year 1 and year 6 from 1 June 2020 at the earliest. In addition, primary schools with nurseries are also being asked to open from 1 June 2020 to nursery children. Priority groups of children are also being encouraged by the Government to attend school even if they can be safely cared for at home¹. In addition, secondary schools and sixth forms are being asked to offer some face-to-face support to supplement the remote education of year 10 and year 12 students who are due to take key exams next year, alongside the full time provision they are offering to priority groups.
- 1.4 As a result of the proposals to re-open schools, The Diocese of Westminster Academy Trust has developed this policy to explain how we intend to keep our school community safe as we start to welcome back pupils to our schools.
- 1.5 We recognise that there is, understandably, a great deal of anxiety in our school community about how pupils can safely return without them or others being placed at risk. We believe that in order to address these concerns, it is important that we are transparent with our school community about the steps we are taking to minimise the risks and how we propose to manage the gradual re-integration of pupils into our schools.
- 1.6 We are asking our school community (staff, parents and carers, contractors and volunteers) to work with us to help keep staff and pupils safe and ensure that the best education possible can continue to be provided to our school community.
- 1.7 This policy forms part of the Trust's overall response to managing the safe return of pupils to our schools. The Trust has developed various tools and documents to assist with this process including (but not limited to) risk assessments which are subject to regular review, individual school action plans and policies and protocols to manage specific and / or local issues which cannot all be covered in detail in this policy.
- 1.8 In developing this policy, we have considered the following Department for Education ("DfE") Guidance ("Guidance"):

¹ In the case of children with Education, Health and Care Plans this is subject to the risk assessment local authorities are required to undertake for these children. Please see the SEN section of this policy for more details.



- 1.8.1 Coronavirus (COVID-19): implementing protective measures in education and childcare settings: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- 1.8.2 Actions for education and childcare settings to prepare for wider opening from 1 June 2020: <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- 1.8.3 Opening schools for more children and young people: initial planning framework for schools in England: <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>
- 1.8.4 What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak: <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>
- 1.8.5 Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers: <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>
- 1.8.6 Planning guide for primary schools: <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>
- 1.8.7 Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE): <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
- 1.8.8 COVID-19: cleaning in non-healthcare settings: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- 1.8.9 Supporting vulnerable children and young people during the corona virus outbreak: <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>
- 1.9 The Guidance being issued by the DfE is being regularly updated and the Trustees will also keep our policies, risk assessments and approach under review to ensure that it is consistent with the latest Guidance. We will also closely monitor our own procedures



and regularly engage with our school community in order to identify any practices or procedures that require further consideration under this policy.

- 1.10 This policy and the documents/guidance referred to therein is accurate as at the date of its issue. The COVID19 crisis is a fast changing area particularly in relation to self isolating, test and trace and advice on shielding. Insofar as government/DfE guidance changes to the extent that this policy or any part of it becomes inaccurate or out of the date, the up to date government/DfE guidance and any updated communication issued by the Trust shall take precedence and must be followed.
- 1.11 We will have regard to our duties under the Equality Act 2010 and the Public Sector Equality Duty when we are designing and implementing control measures to manage risks in the school environment.
- 1.12 The Trust takes the health and safety of our school community very seriously. The nature of the risks posed by the coronavirus are such that our schools will have to make a number of significant changes to the way they usually operate in order to re-open safely. We recognise that some of these changes may cause some inconvenience and disruption to staff, pupils, visitors and contractors but we are required to take these steps in order to keep people safe while they are on our school premises.
- 1.13 We also recognise that there may be some uncertainty as we all adjust to new ways of working and interacting with each other. To address this, we will aim to send out regular communications to our school community which are clear and consistent. We will also provide training to members of staff on our new procedures.
- 1.14 We wish to extend our gratitude to everyone who plays their part in complying with our new arrangements and to ask for patience while we all adjust to a new way of educating our children.
- 1.15 The Trustees also wish to acknowledge and extend their gratitude on behalf of the whole school community for the hard work and dedication of all members of staff who are working tirelessly to keep our school community safe in such challenging circumstances.



2. WHAT PUPILS AND PARENTS NEED TO KNOW

- 2.1 The Government's intention is for pupils to return to school in phases. Therefore, in line with Government advice, the primary schools in the Trust will re-open initially for nursery children, reception, year 1 and year 6. Due to the risk assessment and social distancing requirements at each of our schools it is unlikely all of our schools will be able to provide provision for all of these year groups. Provision will be provided based on the government guidance of priority of return. The Government has expressed an ambition for other primary year groups to return to school before the end of the summer term but we await further guidance as to whether this will happen. In addition, the Government are encouraging all eligible children to attend school (where there are no shielding concerns for the child or their household), even if parents are able to keep their children at home.
- 2.2 The Government has also stated that it would like secondary schools to offer some face-to-face support to supplement the remote education of year 10 and year 12 students.
- 2.3 A decision will be made by each school in the Trust as to the date it will open and for which year groups. You will receive a letter notifying you of this and how it will affect your child. Please do not contact the School at this stage.
- 2.4 There is a hierarchy of measures that all schools will be implementing in line with Government Guidance in order to keep our schools safe during the coronavirus pandemic. These include the following:
- 2.4.1 minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend our schools;
 - 2.4.2 cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;
 - 2.4.3 ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
 - 2.4.4 cleaning frequently touched surfaces often using standard products, such as detergents and bleach;
 - 2.4.5 minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).
- 2.5 In addition to the above measures and in order to comply with government Guidance, our schools are required to make a number of changes to school life in order to minimise the risk of the coronavirus spreading in school. Some of these changes are explained in this policy and others are identified in risk assessments, which will be regularly reviewed in light of Government advice. These are being undertaken by the Trust to assess the schools' overall risk levels and to identify additional and specific measures that need to be put in place to address those risks.
- 2.6 Individual school action plans will also be developed by each school which will take into account any particular risks that need to be considered, for example, how pupils are



dropped off and collected by parents / carers, any furniture or equipment which needs to be moved in order to provide adequate space and any other logistical issues which might arise.

- 2.7 We will share with you the specific plans for each School so that you will know where your child is to be dropped off and picked up (for primary year groups). Until further notice, the school's reception office will be closed to visitors and any meetings with parents and carers will be arranged in advance and be conducted by telephone. Please let us know if there might be difficulties contacting you at this time.
- 2.8 The Guidance requires pupils to be split into groups of no more than 15 pupils and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then the guidance states that teaching assistants can be allocated to lead a group, working under the direction of a teacher.
- 2.9 For early years settings, the Guidance states that existing space requirements and staff to child ratios for these age groups, as set out in the early years statutory framework, should allow for small group working. Where the physical layout of a setting does not allow children to be kept in small groups, and to avoid mixing of children between groups, schools will exercise judgement in ensuring the highest standards of safety are maintained.
- 2.10 Each 'group' of children and the staff members who are leading that group of pupils should not mix with others in the school. As far as possible, members of staff who are assigned to a group will remain the same, though for secondary schools there will be some subject specialist rotation of staff. It is therefore likely that some children will be allocated to a group with a member of staff who is not their usual teacher. Where this is the case, we will ensure that members of staff are provided with relevant educational information about all the pupils in their group to assist with pupils being re-integrated into school and to ensure that any safeguarding concerns or special educational needs can be properly taken into account.
- 2.11 Within each group, pupils are required to keep apart where possible although the Guidance recognises that social distancing cannot be maintained at all times especially with younger children. The Guidance also states that while in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk. We will ensure that, wherever possible children and young people use the same classroom or area of a school throughout the day. Objects and surfaces that are touched regularly will be cleaned throughout the day and schools will be thoroughly cleaned at the end of the day in line with Government Guidance². Where appropriate, pupils will be seated at the same desk each day if they attend on consecutive days with space between desks and seats where possible.
- 2.12 As many schools are not designed to cater for small groups of pupils, each school will decide on the steps that need to be put in place to keep contact with others to a minimum. As well as this possibly involving staggered drop off and collection times as noted above, pupils may be required to eat their lunch in the classroom.
- 2.13 We will inform you of what plans are being made to resume schools meals, but in some cases that might mean catered school meals do not restart until September and possibly not even then. We are working closely with our catering teams and suppliers to

²<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>



develop a plan which will ensure pupils have a choice of provision and that this accommodates those who are entitled to free school meals.

- 2.14 As far as possible, the school will try to allocate children to a specific group if there is a good reason to do so, for example, twins or if children are being dropped off and collected by one childminder. As far as possible the school will try to accommodate requests from parents / carers if they require their child to be dropped off or collected by a particular time if there is a good reason for this and we are informed about it before the staggered drop off and collection times are communicated to all parents. However, we cannot guarantee that we can accommodate such requests. In addition, once a child joins their 'group' or class, they cannot change groups after that point as the Guidance does not allow children to mix with other groups to reduce the risk of the infection spreading.
- 2.15 If a school is continuing to care for vulnerable children and children of critical workers in other year groups, they will also be split into small groups of no more than 15 and will be required to comply with the arrangements being put in place to keep schools safe.
- 2.16 If a school within the Trust is unable to provide small groups for any reason, we will consider whether alternative solutions are available. In order to manage this situation, the Guidance states that our schools have the flexibility to focus first on continuing to provide places for priority groups and then, to prioritise groups of children as follows:
- 2.16.1 infant schools - nursery (where applicable) and reception; or
- 2.16.2 primary schools - nursery (where applicable), reception and year 1.

Each school within the Trust will inform their parent community about their proposed approach for the phased return of pupils.

- 2.17 There may be occasions when our schools will need to ask certain classes or groups of children not to come if we are unable to comply with the Guidance requiring us to provide small groups, for example, due to staff shortages or if we are informed that the infection threat level has risen significantly in our school community. We may be either advised or directed to close by Public Health England, the Department for Education or other Government department. Where appropriate, we will also assess whether a RIDDOR report is required to the Health and Safety Executive.
- 2.18 We will be monitoring the risk level in our schools on a daily basis, operating a similar traffic light system to that being followed by the Government. We will be asking our staff and contractors to indicate each day whether they are fit for work and we will be asking parents and carers to keep us informed of their child's attendance at school and the reasons for any absence, whether that be as a consequence of self-isolating due to vulnerability or because of a suspected or confirmed case of COVID-19 or because some in the household is being shielded. More detail is set out below.
- 2.19 Our schools will aim to give parents / carers as much notice as possible of any subsequent school closure or arrangements to send groups home but there may be occasions when the decision will need to be communicated at short notice. We understand that this may cause inconvenience and difficulties to parents / carers regarding childcare and working arrangements but any such decisions will be made in the interests of the safety and welfare of our school communities.



- 2.20 In addition, it is also likely that our schools will need to make adjustments to our new arrangements, for example, in order to comply with any updated guidance from the DfE, in order to safely accommodate additional children as they come back to school and / or in order to address any issues which arise when are schools are open again. We will aim to clearly communicate any changes and provide as much notice as circumstances allow.
- 2.21 Each primary school within the Trust will develop and communicate a plan to parents / carers which will explain:
- 2.21.1 which group their child is in;
 - 2.21.2 what time parents / carers are required to drop off their child and collect them from school;
 - 2.21.3 where parents / carers should drop off and collect their child;
 - 2.21.4 any new arrangements for dropping off and collecting children from school including how children will be safely handed over between the school and parents / carers and where / how parents should wait for children at pick up times;
 - 2.21.5 that if their child needs to be accompanied to school, only one parent should attend;
 - 2.21.6 whether or not pupils are required to wear school uniform; and
 - 2.21.7 what our procedures are if parents / carers need to drop off or collect a child outside of their allocated time, for example, due to doctors appointments or if a child becomes unwell.

We will also ask parents / carers to provide up to date contact information to ensure that we can communicate effectively with everyone who is affected by the new arrangements.

As secondary schools start to re-open to initially provide face to face support to pupils in year 10 and year 12 and then to other year groups, they will also send out clear instructions to parents and pupils about the arrangements for attending school.

2.22 PUPIL ATTENDANCE

2.23 Many parents / carers are concerned about sending their child to school. Government guidance states that children who are in the year groups identified for the phased return to school can attend school unless the pupil has been classed as clinically extremely vulnerable³ due to pre-existing medical conditions and have been advised to shield. These children are not expected to attend school and they should continue to be supported at home as much as possible.

2.24 If a pupil lives in a household with someone who is extremely clinically vulnerable, it is advised they only attend school if:

³ <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>



- 2.24.1 stringent social distancing can be adhered to; and
- 2.24.2 they are able to understand and follow those instructions.
- 2.25 Therefore parents / carers must notify the Headteacher at their child's school if they believe their child lives in a household with someone who is extremely clinically vulnerable at which point the school will undertake a risk assessment. If following the risk assessment the school concludes that the above conditions cannot be satisfied, those children will not be required to attend school and will be supported to learn at home. This will be kept under review as new guidance is issued by the Government.
- 2.26 Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents / carers should follow medical advice if their child is in this category and must notify their child's school about any medical advice which the school needs to be aware of if the medical advice confirms that the child can attend school. If a pupil lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, the Guidance states can attend school.
- 2.27 In addition, pupils and parents / carers **must not** enter a school if they or anyone in their household are displaying any symptoms of coronavirus or has come into contact with someone who has tested positive for coronavirus. At the time of writing this policy, the NHS website lists the main symptoms as follows:
- 2.27.1 a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature);
- 2.27.2 a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
- 2.27.3 loss or change to your sense of smell or taste.
- The NHS website states that most people with coronavirus have at least one of these symptoms. Stay at home and follow the self-isolating guidance available [here](#).
- 2.28 Detailed and important guidance on when families should self-isolate and the NHS Test and Trace system is set out in Appendix 7 of this policy and must be followed by all parents / carers so that pupils do not attend school when there is any risk that they are carrying or could be carrying the coronavirus.
- 2.29 All children and young people eligible to attend school, and members of their households, can access to testing if they display symptoms of coronavirus (COVID-19). Click on the following link for more details: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>
- 2.30 Until the DfE confirm otherwise, attendance at school for the time being is not compulsory. Our schools will be required to complete an attendance register and the Guidance requires schools to contact parents to find out why a pupil is not attending school and to discuss how a pupil can be re-integrated into school again. Parents / carers can change their minds if they initially decide not to send their child to school when the school re-opens for their child's year group but they must contact the



Headteacher at the school to notify them if they subsequently decide to send their child into school.

- 2.31 We recognise that children have been out of school for a long time in very difficult circumstances. We will therefore ask parents / carers to inform us about any particular issues, anxieties or concerns they have about their child which we need to know about in order to help them to safely reintegrate into school, for example, concerns about physical or mental wellbeing or issues relating to behaviour or your domestic circumstances which could impact on your child. Our communications to parents will explain how parents / carers can notify us about any such concerns in a confidential and secure manner.
- 2.32 Parents and pupils are encouraged to walk to school where possible or cycle if it is safe to do so. Parents / carers and, where appropriate, pupils should ensure they comply with the recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- 2.33 The DfE's guidance recommends that staff, children and learners do not wear any type of face coverings or face masks and instead other measures such as cleaning and hygiene should be used to control the spread of the virus. The guidance also states that face covering should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.
- 2.34 Please see Appendix 1 for further details about the steps the Government is asking schools to consider when re-opening and for Government Guidance on the following issues:
- What happens if someone becomes unwell at an educational or childcare setting?
 - What happens if there is a confirmed case of coronavirus in a setting?
 - Should educational settings ask parents to report pupils' temperatures at the start of each day?
 - Will children and young people be eligible for testing?
- 2.35 Please also see Appendix 2 which contains quick reference guidance for parents and guardians.
- 2.36 **COMPLIANCE**
- 2.37 It will take some time for pupils and parents to adjust to the new measures and arrangements that we are putting in place to keep our school community safe when our schools re-open. We will take reasonable steps to educate and remind our school communities about what they need to do which will include posters around the school site, verbal reminders, staff directing pupils and parents as appropriate, signage, regular communications and information on school websites.



- 2.38 We will also take additional steps to support younger pupils who are less able to understand the reasons for many of the changes as well as vulnerable pupils, including pupils with special educational needs, especially where their needs are such that they may struggle to cope with a school day and building layout which is unfamiliar to them. We will work with parents / carers and local authorities to put in place strategies to help children with special educational needs to re-integrate back into school.
- 2.39 We are also relying on all members of the school community to ‘play their part’ to help us to keep the school safe for everyone. The various measures that are being introduced are an integral part of our health and safety responsibilities. If a parent has a particular concern about any of the measures introduced by schools, please contact the Headteacher at your school.
- 2.40 Younger members of the school community and some children with special educational needs will require significant direction from members of staff and, where appropriate, parents / carers to help them to understand and comply with the new arrangements.
- 2.41 Pupils who do not comply with the ‘staying safe rules’ will be reminded by staff about the rules and what they need to do in order to comply with them. However, if:
- 2.41.1 a pupil repeatedly breaks the staying safe rules;
 - 2.41.2 a member of staff is satisfied that a pupil has deliberately broken the staying safe rules; and / or
 - 2.41.3 a pupil breaks the staying safe rules in such a way that, in the member of staff’s judgement, puts others at risk,
- then, depending on the circumstances and taking the pupil’s age and special needs (if relevant) into account, a school is entitled to deal with the matter as a disciplinary issue under its behaviour policy. Therefore, this policy is expressly amending our schools’ behaviour policies to take the staying safe rules into account. Members of staff are expected to exercise their professional judgment and act reasonably if they are responding to any such behaviour or conduct. Any sanctions that are applied will be reasonable, proportionate and fair and may include a fixed term or permanent exclusion provided it is compliant with the DfE’s statutory exclusions guidance. Our ‘Staying Safe in School Rules’ for pupils are set out in Appendix 6 of this policy.
- 2.42 Our schools’ behaviour policies will also be modified if any of the sanctions cannot be applied due to the measures in place to keep our school community safe.
- 2.43 We also require parents / carers to follow the procedures that we implement in order to safely manage visitors on our school site and to comply with the rules where relevant, for example, by not sending pupils to school if they or anyone in their household is showing coronavirus symptoms or has come into contact with someone who has tested positive for coronavirus. We ask parents / carers to set a good example to our pupils when they attend school by following our rules. All families should also comply with any ‘lockdown’ restrictions that are in place from time to time in order to minimise the risk of the virus being transmitted in school.
- 2.44 If a pupil comes to school and they or the adult with them is displaying symptoms of coronavirus or we reasonably believe that they or someone in their household has tested positive for coronavirus or has come into contact with someone who has tested positive for coronavirus, the pupils will be sent home. This will not be classified as an



exclusion but will instead be a measure being taken by the school to manage health and safety.

2.45 **LEARNING**

- 2.46 Staff, pupils and parents will be eager to ensure that children start learning again as soon as possible in order to catch up on lost time. Although our schools will aim to deliver education as best as they can, the Government has said that schools are not expected to provide a 'broad and balanced curriculum' when they re-open and the initial priority will be to ensure that everyone is safely reintegrated back into school. It will take some time for staff and pupils to adjust to their new learning environments and, in some cases, staff will be teaching a new cohort of pupils. In addition, teachers will need time to assess pupils' progress and development following the school closure to all students except vulnerable pupils and keyworker students and many pupils will need time to adapt to being in a school environment again.
- 2.47 For these reasons and in order to comply with the measures being put in place to reduce the risk of the virus spreading in school, it is likely that timetables and lesson plans will change during this period and it is also likely that teachers will need to implement different learning strategies to what pupils may be used to. Our schools will need to adapt to a new way of learning as in some cases the usual equipment and resources that teachers normally use might not be available in order to comply with DfE guidance and to reduce the level of cleaning required.
- 2.48 It is also likely that many pupils will struggle with their mental health because of the impact of the coronavirus. Our schools will encourage parents / carers to have an open dialogue with teachers so that our staff have enough information to support pupils as they return to school. Where appropriate, schools will discuss with parents / carers whether pupils will benefit from additional support from external agencies. Pupils should also be encouraged to talk to a member if they are struggling with mental health issues.
- 2.49 Our schools' safeguarding policies will continue to apply as schools re-open to pupils.
- 2.50 For the year groups that have not yet returned to school, staff will use reasonable efforts to continue to provide online learning resources for those pupils. As the main focus will be on safely reintegrating the pupils who are returning to school, it is possible that staff availability for online learning will be affected but schools will try to minimise this where possible.



3. STAFF

3.1 RETURN TO WORK AND ABSENCE

3.2 This Staff procedure applies to all employees regardless of length of service. Some parts may apply to workers and contractors. Insofar as a relevant provision does apply to workers and contractors this will be expressly stated. Please refer to the appendices for further information.

3.3 When the Government confirms that it is safe for schools to partially reopen⁴, the Trust expects all employees and workers who have been asked by the School to return to school to do so and work when the school would normally be open (or otherwise in accordance with their contracts). This will not apply to employees and workers who are at the relevant time:

3.3.1 working from home and it has been agreed by the Trust that they continue to do so;

3.3.2 extremely clinically vulnerable and shielding;

3.3.3 clinically vulnerable and have been advised by a medical professional to shield;

3.3.4 self-isolating in accordance with Government guidelines because they or someone in their household is displaying symptoms of COVID19 and have communicated this to HR;

3.3.5 on furlough leave;

3.3.6 support staff and on annual leave;

3.3.7 on sick leave;

3.3.8 on maternity, paternity, adoption or shared parental leave;

3.3.9 on any other leave of absence that has been agreed and/or authorised by the School in writing in advance.⁵

3.4 It is natural that some staff will be worried about coming into school. We are working in an unprecedented context. We wish to reassure all staff that the Trust takes the wellbeing of its staff very seriously and will comply with its legal obligation and all Government up to date guidance to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its staff. We will also provide training to staff on our new rules and practices. Please refer to the Trust's existing Health and Safety policy for more information on the steps the Trust is taking to ensure the health and safety of staff and pupils in preparation for reopening and to provide you with a safe working environment. These measures will be kept under regular review.

3.5 All staff who are covered by the exemptions at 3.3 are expected to return to work when the exemption/s cease/s to apply to them (for example when they complete the mandatory period of self-isolation) if they have been asked to do so.

⁴ Currently anticipated to be on 1 June 2020 at the earliest for certain age groups

⁵ Think dependant leave, unpaid parental leave, sabbatical, unpaid leave etc.



- 3.6 The Trust acknowledges its duty of care to employees. Any return to work whether on site or remotely will be on the basis set out in this guidance and employees returning to work will be expected to comply with this guidance and observe the restrictions set out herein and be deemed to have accepted these on the understanding that the Trust will not be responsible for any harm or loss suffered by employees not complying with this guidance or beyond what is expected.
- 3.7 Government advice is that staff do not need to wear a face covering for protection in schools unless a medical need is identified. The use of non-medical face coverings will be permitted at the employee's discretion, where this may help employees to feel more safe and comfortable when attending the workplace. Schools are not required to provide face coverings or other personal protective equipment (unless a medical need is identified) and if any such equipment is provided and used by staff it will be without responsibility on the part of the School or Trust. Employees using face coverings and other PPE do so at their own risk and are expected to use and maintain such equipment in accordance with guidelines issued by the World Health Organisation and the manufacturer's recommendations (e.g. washing in hot soapy water, avoiding cross contamination by keeping separate). Equipment will be disposed of by employees responsibly and in accordance with Health & Safety regulations where it cannot be cleaned.
- 3.8 The use of any PPE does not relieve employees' responsibility from complying with the guidelines set out in this guide and in particular with regard to guidance as to frequent hand cleaning (alcohol based or hot soapy water).
- 3.9 Please see Appendix 4 which contains quick reference guidance for staff.
- 3.10 Our policy on risk assessments is set out in Appendix 5 of this policy.

3.11 **ABSENCE REPORTING**

- 3.12 All employees are expected to comply with the School's Absence Reporting Policy/Procedure and must report their absence from work in the usual way. A failure to do so will be treated as an unauthorised absence and appropriate action may be taken under the Trust's Disciplinary/Absence Reporting policy. The Trust does however recognise that in the case of sickness absence obtaining GP letters and/or a Statement of Fitness for Work (FIT note) may take longer than usual during the current pandemic. The Trust is therefore willing to be flexible in this regard. If you experience difficulties in providing the required documents/FIT notes within the usual timescales set out in the School's Absence Reporting Policy you should discuss this with the Headteacher/HR as soon as possible and without delay. You should nevertheless report your absence in a timely manner and provide the necessary evidence as soon as reasonably practicable.
- 3.13 Employees who do not attend work when required and/or fail to report their absence and/or their absence is not for an authorised reason this will be treated as unauthorised absence and may lead to non-payment of wages and disciplinary action. However the Trust understands that some employees may be anxious about returning to work. We wish to work with those employees to alleviate their concerns. In the first instance we encourage those who have concerns about returning to work to discuss them with the Headteacher/HR.
- 3.14 No employee, worker or contractor should attend school premises unless specifically instructed to do so by the School.



Self-Isolation, Testing and Shielding – All Staff and their Family Members

COVID-19: Self-isolation and Testing

- 3.15 The main symptoms of COVID-19 are a high temperature, a new, continuous cough or loss or change to your sense of smell or taste. If any employee, worker or contractor or anyone in their household displays any symptoms of COVID-19 the first thing they must do is stay at home and get health advice by calling 111. Do not go to A&E or attend your GP surgery. You must ensure that you comply with any health advice given to you and the current [Government guidance on self isolating](#). If you experience symptoms of COVID-19 whilst on school premises you must follow the School's Health and Safety advice.
- 3.16 The health and safety of our staff and pupils is paramount. If any employee, worker or contractor or anyone in their household displays symptoms of COVID-19 they **must not** attend school premises and must report their symptoms to the Headteacher/HR as soon as possible so that the situation and any risk can be managed.
- 3.17 The Trust will not tolerate the health and safety of any of our staff or pupils being placed at risk. Attending school premises when you have COVID-19 symptoms, however mild, or when you have been advised to self-isolate, failing to report your symptoms as required by this policy or failing to follow the [Government guidance on self isolating](#) will be treated with utmost seriousness and in the case of employees may amount to misconduct resulting in disciplinary action being taken against you.
- 3.18 It remains the responsibility of all staff (including workers and contractors) to report any symptoms of COVID-19 to their Headteacher or Line Manager (or HR) in order that the appropriate form of action can be taken. e.g. self-isolation for 7/14 days and if necessary ensuring appropriate cover during the period of absence. An isolation note can be obtained from 111 [here](#) to cover the period during which you are self-isolating.
- 3.19 It may be possible for employees who have symptoms of COVID-19 but feel well, or are self-isolating because someone in their household has symptoms, to work from home on alternative duties. The School cannot guarantee that home working would be available to you but is willing to discuss this with individual employees should it become necessary.
- 3.20 Where a member of staff (including workers and contractors) reports symptoms of COVID-19 and/or self-isolates, in order to comply with its duty of care and for potential contact tracing the School may need to disclose to staff, parents and pupils that there has been a suspected or confirmed case of COVID-19. Please refer to the Health and Safety Policy on this point. The School will not disclose the name/identity of the affected staff member or any personal data relating to that individual unless the relevant GDPR exemptions apply or the individual has given consent.
- 3.21 In light of the unprecedented situation any period of absence due to self-isolating will not be taken into account when considering individual staff absence records and in any subsequent absence management process that may be initiated by the School/Trust.
- 3.22 All critical/key workers, including education and childcare workers, who are displaying COVID-19 symptoms are eligible for a free test. This can be booked online via the [government booking site](#). There is no obligation on the Trust to provide staff with COVID-19 tests.



- 3.23 Detailed and important guidance on when staff must self-isolate and the NHS Test and Trace system is set out in Appendix 7 of this policy and must be followed by all stakeholders so that they do not attend school when there is any risk that they are carrying or could be carrying the coronavirus.
- 3.24 All staff (including workers and contractors) have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions at work. e.g. by not coming to work when they have symptoms of COVID-19 or when they have been advised to self-isolate. All employees also have a duty to co-operate with any preventative steps taken by the School and the Trust. Any breaches in this duty may result in disciplinary action being taken against the employee.
- 3.25 The Trust expects all staff (including workers and contractors) who are returning to school premises to comply with and promote the [Government's 'Keeping safe outside your home' Guidelines](#), as well as the Trust's Health and Safety Procedure. You should also ensure that you follow any updated Government guidance or the School's reasonable instruction that may be given from time to time, so as to ensure the health and safety of staff and pupils. Failure of employees to do so may result in disciplinary action being taken. In the case of workers and contractors failure to do so may result in the termination of their contract.
- 3.26 We expect all staff (including workers and contractors) to work with us to ensure the health and safety of our staff and pupils. If you see someone not complying with this policy, the [Government's 'Keeping safe outside your home' Guidelines](#), any updated Government guidance or the School's reasonable instruction that may be given from time to time, you are encouraged to bring this to the attention of the Headteacher or your Line Manager (or directly with HR) in confidence so appropriate action can be taken.

Clinically Extremely Vulnerable

- 3.27 Government advice remains that those individuals who are classed as clinically extremely vulnerable should 'shield'. This means that they:
- 3.27.1 Do not leave their house;
- 3.27.2 Do not attend any gatherings. This includes gatherings of friends and families in private spaces, for example, family homes, weddings and religious services.
- 3.27.3 Strictly avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough and / or loss or change to your sense of smell or taste.
- 3.28 An up to date list of who is considered to be clinically extremely vulnerable can be found [here](#). Those who are clinically extremely vulnerable should have received a shielding letter or advice from their GP telling them to shield. All employees and workers in receipt of such a letter or advice from their GP will be required to provide the Headteacher (or HR) with a copy of the shielding letter or equivalent FIT note/letter from their GP, in order to allow the School to manage their absence from work appropriately and, where applicable, for sick pay purposes.
- 3.29 If you live with someone who is clinically extremely vulnerable the Government guidance makes clear that other than the clinically extremely vulnerable person the rest of the household do not need to start shielding themselves, but they should do what



they can to support them in shielding and to carefully follow guidance on social distancing. The School will work with those employees who live with someone who is clinically extremely to reduce or eliminate any risk caused by their return to school premises.

3.30 Shielding where you are clinically extremely vulnerable is for your personal protection. It is your choice to decide whether to follow the measures advised by the Government. This will be a deeply personal decision. We encourage any staff member who is clinically extremely vulnerable and who does not wish to shield themselves or any family member to discuss this with their GP or specialist. Where employees do not wish to shield themselves or any family member when advised to do so and express a desire to return to work i.e. to attend work notwithstanding the potential risk to themselves and family members, they do so at their own risk and no responsibility will be accepted by the School or Trust for any consequences of that decision. The School may require the employee to undertake an appropriate risk assessment, including obtain an Occupational Health report prior to their return and the School can insist that they work from home.

3.31 In light of the unprecedented situation any period of absence due to shielding by those staff who are clinically extremely vulnerable will not be taken into account when considering individual staff absence records and in any subsequent absence management process that may be initiated by the [School/Trust].

Clinically vulnerable

3.32 Some people, including those aged 70 and over, those with specific chronic pre-existing conditions and pregnant women, are clinically vulnerable. An up to date list of who is considered to be clinically vulnerable can be found [here](#).

3.33 Unlike the clinically extremely vulnerable, those who fall into the clinically vulnerable group have not been advised to shield but are nevertheless considered to be at higher risk of severe illness from COVID-19. As restrictions begin to ease this group who are clinically vulnerable should continue to take particular care to minimise contact with others outside their household. However the Government guidance remains that those who are clinically vulnerable are permitted to leave their home in certain circumstances, including but not limited to:

3.33.1 to go to work if they cannot work from home;

3.33.2 critical workers and parents or guardians of vulnerable children may leave their home to take their child/ren to and from school or their childcare provider;

3.33.3 to access critical public services.

3.34 A fuller list of when you can leave home can be found in the [The Health Protection \(Coronavirus, Restrictions\) \(England\) Regulations 2020](#).

3.35 All employees and workers who are clinically vulnerable and who have been advised by their GP not to leave their home (i.e. to shield) will be required to provide the Headteacher or Line Manager (or HR) with a copy of the shielding letter or equivalent FIT note/letter from their GP, in order to allow the School to manage their absence from work appropriately and, where applicable, for sick pay purposes.



- 3.36 In light of the unprecedented situation any period of absence due of clinically vulnerable staff who are shielding on medical advice will not be taken into account when considering individual staff absence records and in any subsequent absence management process that may be initiated by the [School/Trust].

Sick Pay

- 3.37 In order to qualify for statutory sick pay (SSP) and contractual sick pay in accordance with employees' terms and conditions and the Trust's Absence/Sick Leave Policy (sick pay) you must be an employee or worker and absent from work due to incapacity. Contractors do not qualify for SSP or contractual sick pay under the Trust's policies but may do so under their own employer's policies.
- 3.38 For COVID-19 related absence sick pay is available to those employees and workers who are self-isolating or shielding from the first day of absence provided that they meet all other eligibility requirements and have not exhausted their entitlement to sick pay. Employee sickness absence must be reported to the School in the usual way and appropriate evidence provided.
- 3.39 For term time only workers who become sick outside of their contract will be entitled to sick pay as they are not an employee during those weeks. Please refer to the sick pay policy or your terms and conditions of employment for further information about sick pay entitlements.
- 3.40 Any queries relating to pay during COVID-19 related sickness absence should be directed to the Headteacher or HR.

Childcare

- 3.41 The Trust recognises that some staff have childcare responsibilities. We are committed to supporting staff with child/ren to allow them to return to work and/or continue working if requested to do so.
- 3.42 Parents whose work is critical to the COVID-19 response have been able to access schools and educational settings for their children throughout the current pandemic. Critical/key workers include those who work in education and childcare. The current Government advice is that whilst many parents working in critical sectors may be able to look after their child/ren at home, attendance at schools and educational settings is strongly encouraged. Furthermore from 1 June 2020 the Government is asking nurseries and other early year providers, including childminders, to begin welcoming back all children. If your child/ren is/are in one of the year groups that are due to return when schools partially reopen, this should assist with your childcare needs. If your child/ren is/are not in one of these year groups, then they will still have access to school and educational settings as child/ren of critical workers. All these measures should allow you to return to work.
- 3.43 If you do not consider the various childcare provisions available to you as a critical/key worker to be adequate to allow you to return to work when requested to do so, you should discuss this with your Headteacher or Line Manager (or HR) to explore what other options may be available to you⁶.

⁶ Here we are thinking about unpaid parental leave, taking annual leave etc. Dependant leave may be an option but this is more for emergencies rather than long term childcare needs



Health and Wellbeing

- 3.44 The Trust recognises that the coronavirus outbreak may have caused significant mental health or wellbeing difficulties to some of its employees. We encourage all employees who are affected to raise this with HR so that appropriate support can be provided. Other sources of advice/support are set out at Appendix 3.
- 3.45 It is important that employees and workers try to maintain a work/life balance insofar as possible, particularly those working from home. You should schedule regular catch ups with your Head of Year or Head of Department and discuss any concerns you may have about your health and wellbeing with them. The Trust will continue to offer support and assistance to those who require it.
- 3.46 If you are concerned about a colleague's health and wellbeing please bring this to the attention of the Headteacher (or HR) in confidence so appropriate support and assistance can be offered.
- 3.47 Employees who are shielding and/or working remotely should also have regular catch ups with their Headteacher (or Head of Year or Head of Department as appropriate) for updates on any changes. This will also enable us to check on your health and wellbeing and offer support.
- 3.48 The School will manage the return to work of those employees returning from sick leave, whether their sickness absence was COVID-19 related or not, in accordance with the sickness absence policy and will conduct return to work meetings and make Occupational Health referrals as necessary.

3.49 FLEXIBLE WORKING

- 3.50 All employees have a legal right to request flexible working provided that they have worked for the Trust for 26 weeks.
- 3.51 If an employee requires flexible working to assist with returning to work please discuss this with the Headteacher (or HR) and refer to the Trust's Flexible Working Policy on making a flexible working request.

ANNUAL LEAVE

- 3.52 Annual leave for workers and employees will continue to accrue in the usual way during school closure, including during shielding, self-isolation and furlough leave. Contractors have no entitlement to annual leave.

CONTRACTORS

- 3.53 The School's relationship with its contractors and any return to school premises will be primarily governed by the contract for services between them and the School. We also refer our contractors to section 7 of this policy for further information.
- 3.54 Those contractors who are required to return to school have been contacted directly to discuss arrangements for their return to school.
- 3.55 All contractors who have been asked to return to school premises are expected to comply with section 7 of this policy insofar as they apply to them particularly in relation to Health and Safety, Risk Assessments and Self Isolating.



3.56 The Trust is under no obligation to provide work to self-employed contractors or to pay them for any period during which they are not providing services to the School.

3.57 Contractors who employ staff may benefit from the Government's Coronavirus Job Retention Scheme (CJRS). Self-employed individuals may be able to seek relief through the Government's Self-Employment Income Support Scheme (SEISS). The Trust is under no obligation to assist contractors with the CJRS or SEISS schemes or to provide them with any advice or guidance in relation to them.

VOLUNTEERS

3.58 In order to limit the number of people on site at any one time, the Trust has taken the decision to suspend all volunteering activities. No volunteers are to attend school premises unless agreed in writing in advance by the Headteacher.

PREGNANCY AND MATERNITY LEAVE

3.59 Employees who are pregnant and have been advised to shield should provide a copy of the shielding letter or equivalent FIT note/letter from their GP, in order to allow the School to manage their absence from work appropriately, which may include working from home on alternative duties if possible.

3.60 Pregnant employees should continue to notify their Line Manager and HR of any scheduled antenatal appointments in the usual way so as to ensure accurate record keeping.

3.61 Your maternity leave will start as planned in accordance with the provision of a MATB1 certificate and/or upon the birth of your baby if it is earlier than expected. If you wish to change the date when your maternity leave is due to start you must give 28 days' notice to Headteacher or Line Manager (or HR) with the new proposed start date.

3.62 It is not possible to delay your maternity leave until the current pandemic is over. The Trust will closely monitor any changes in legislation that may alter this position.

3.63 Support for pregnant employees will be provided in accordance with the maternity policy and relevant risk assessments. For further information please refer to the Maternity Policy/procedure.

DISCIPLINARY AND GRIEVANCE PROCEDURE

3.64 The law and the Acas Code of Practice on disciplinary and grievance procedures still apply during the COVID-19 pandemic. This includes while social distancing and lockdown measures are in place.

3.65 The Trust's Disciplinary and Grievance Procedure apply to employees only. They do not apply to workers or contractors.

3.66 The Trust has an obligation to deal with grievances promptly and without unreasonable delay. Similarly disciplinary matters cannot be left unaddressed particularly where the allegations relate to serious misconduct or safeguarding issues.

3.67 Any disciplinary or grievance procedure at this time will be carried out in accordance with the Trust's Disciplinary/Grievance Procedure however some adjustments to that procedure may be necessary such as extending the usual timescales to accommodate



staff absences and dealing with disciplinary/grievance in accordance with public health guidelines around social distancing. This may involve but is not limited to: conducting investigations remotely and/or via video/telephone conference. The right to be accompanied to a formal disciplinary or grievance meeting by a colleague or trade union representative will still apply, albeit your chosen representative may need to participate remotely.

- 3.68 Where a pre-existing disciplinary process was suspended due to school closure, sick leave or shielding, the intention of the Trust is to resume that process as soon as possible after school has reopened or you return to work. In the case of sickness absence or shielding the intention is to resume the process when Occupational Health confirms that you are able to participate whether remotely or otherwise. It is not in the interests of the employer or employee to leave a disciplinary process unresolved indefinitely. However some adjustments may be necessary, including but not limited to: restarting the process again where the original investigator is not available to continue with the process due to furlough, shielding or self-isolating and/or conducting the investigation/hearing remotely by video or conference call.
- 3.69 If you are currently suspended from work as part of a pre-existing disciplinary process your suspension will continue. The Trust will aim to keep the period of suspension as brief as possible taking into account the current COVID-19 crisis. We reiterate again that suspension is not a disciplinary sanction and will be kept under regular review.
- 3.70 Employees who have an issue, problem at work or complaint are encouraged to raise this with the Headteacher (or HR) in the first instance as most issues are capable of an informal resolution. If an employee wishes to raise a formal grievance they should follow the Trust's Grievance Procedure in the usual way.
- 3.71 Employees who require adjustments to allow them to participate in a formal process should notify the Headteacher (or HR) as soon as possible.

3.72 **SICKNESS ABSENCE MANAGEMENT**

- 3.73 The Trust will continue operating its Sickness Absence Management procedure which applies only to employees. However as is the case with the Disciplinary and Grievance Procedures some adjustments to the procedure may be necessary to take into account the current COVID-19 crisis.

- 3.74 Where a pre-existing absence management process was suspended due to school closure or shielding, the intention of the Trust is to resume that process as soon as possible. In the case of sickness absence or shielding the intention is to resume the process when Occupational Health confirms that you are able to participate whether remotely or otherwise.

PERFORMANCE MANAGEMENT

- 3.75 All employees are expected to maintain high standards of teaching, behaviour and performance at work irrespective of the COVID-19 situation.



- 3.76 Employees who were being performance managed prior to school closure will be contacted by Headteacher (or HR) to discuss resuming the process when they return to work and when appropriate support and supervision can be provided. The Trust proposes to take the following approach:
- 3.76.1 the process will resume from where it stopped at the point of school closure (i.e. if the process was two weeks into an eight week plan, it will resume at two weeks);
 - 3.76.2 targets may need to be revised to account for partial reopening/changes in duties. Any such change will be discussed with you;
- 3.77 You should refer to the Trust's Capability/Performance Management Procedure for more information on how we manage employee performance. This policy will continue to apply when school reopens albeit some adjustments to the policy may be necessary to account for the COVID-19 situation.
- 3.78 Annual appraisals and pay reviews will take place as normal. No account will be taken of any period of closure when considering performance and future trajectory.
- 3.79 The Trust recognises that employees who are in a probationary period and/or whose probationary period was due to end during the period of school closure are facing some uncertainty at this time.
- 3.80 The Trust believes it is important for those employees to be given an opportunity to complete their full probationary period at work and for their performance during the probationary period to be assessed fairly.
- 3.81 In the circumstances the approach that the Trust proposes to take is to extend the probationary period by the following:
- 3.81.1 the period of closure when the employee was not at work; and
 - 3.81.2 any period of self-isolation or shielding (if applicable).
- 3.82 The affected employees will be issued with letters on their return to work with a revised end date for their probationary period. The letter will make clear that the extension is due to the COVID-19 crisis and not because of any concerns relating to performance or otherwise.
- 3.83 The Trust believes this approach to be fair in all the circumstances as it will ensure that no staff member is deprived of working during their full probationary period and their performance being assessed fairly.
- 3.84 Nothing in this policy shall prevent the Trust from exercising its right to extend probation further where there are concerns about an employee's performance and the contract provides for this. All probationary periods are considered to be continuing until the employee receives written confirmation from the Trust that they have successfully completed their probationary period. This is the case even where the 'end date' of the probationary period has passed.



DATA PROTECTION

- 3.85 In an effort to manage the impact of the COVID-19 pandemic and in order to help safeguard staff, pupils and others against the risks caused by the virus, the Trust may need to collect and process information from staff and their household members that would not typically be collected. For example we might process data about the health status of our staff and individuals living in their household; the results of any COVID-19 testing and locations that members of staff have visited for contact tracing purposes. The data will be collected and processed in accordance with the Trust's Data Protection/Privacy Policy and we will only do so where the Trust has obtained consent or where an exception under the GDPR or related legislation applies.
- 3.86 The Trust will comply with its legal obligations and its Privacy Notice/Data Protection Policy which can be found on the School's website.
- 3.87 If you have any concerns about how your data is being collected or processed please contact the Trust's Data Protection Officer.

EQUAL OPPORTUNITIES

- 3.88 We reiterate that the Trust is an equal opportunities employer and service provider. We are committed to supporting our staff and pupils at all times and especially at this unprecedented time of COVID-19. All staff and pupils will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.



4. GOVERNORS / TRUSTEES AND SCHOOL PROCEDURES

4.1 In order to comply with the Guidance regarding social distancing and minimising social contact, the Trust Board and local governors will not hold face to face meetings until the Trust is satisfied that meetings can safely be held in person. In the interim, the Trust Board and local governors will continue to carry out their functions remotely, for example, through video conferencing.

4.2 Trustees and governors should not attend any of the schools until further notice. If there is a specific reason why a trustee or governor is required to attend the school, then they must follow the relevant school's procedures for managing visitors on site.

4.3 COMPLAINTS

4.4 Our Trust complaints policy will continue to apply except as varied below:

4.4.1 An additional 10 working days will apply to all the timescales specified in the policy and, where necessary, the school reserves the right to extend the timescales further for individual complaints and will inform the complainant if the timescales are being extended.

4.4.2 If a complaint panel hearing is requested by a complainant, the panel will not meet face to face and will instead arrange for it to take place remotely, for example, by using video conferencing.

4.5 EXCLUSIONS

4.6 The Trust will continue to comply with the DfE statutory exclusions guidance when the school re-opens or partially re-opens. In order to comply with social distancing requirements and in accordance with the latest advice provided by the DfE, the relevant governing body will review exclusions by using remote access, for example, video conferencing technology (where appropriate) as review meetings will not be able to take place in person.



5. VISITORS

- 5.1 This section of the policy applies to visitors who may attend the school site for various reasons (other than parents / carers who are attending the school site to drop off or collect their child from school in which case they should follow the information provided by their school as set out in section 2 of this policy). People who would normally visit the school site in the school day includes social workers, therapists / third parties who are working with pupils, consultants, trade union representatives and parents collecting children for appointments or because they are unwell and those carrying out inspections or regulatory matters.
- 5.2 In order to comply with the guidance regarding social distancing and minimising social contact, the number of visitors to any of the school sites should be kept to a minimum and visitors should only attend the school if it is necessary to do so. Where possible, other ways of communicating with the school should be considered including contacting schools by email or telephone. If a meeting is required, these should be carried out using video or telephone conferencing facilities where possible.
- 5.3 If a person's attendance on the school premises is unavoidable, for example, delivery drivers, refuse collection, postal services, parents who are dropping off or collecting pupils from school outside of the usual school hours, they must contact the School Office before attending the school in order to confirm the date and time when they will be attending the school. The school will then inform the visitor about the school's specific visitor protocols which will include details about which entrance to use and how they should report to the school where relevant (in accordance with our safeguarding protocols). As identified in our risk assessment, the school will implement measures to minimise the level of contact with any visitors, including the number of surfaces visitors have to touch. The school will also ensure that surfaces that visitors do come into contact with are cleaned on a regular basis. For visitors or organisations who attend a school site on a regular basis, schools will agree protocols with them to enable them to safely attend the school.
- 5.4 All visitors to school premises must comply with the relevant school's visitor reporting protocol. Failure to comply with the protocol may lead to the person being asked to leave the school premises.
- 5.5 Please also refer to the 'Contractors' section of this policy.



6. SPECIAL EDUCATIONAL NEEDS

- 6.1 All children and young people who are subject to an Education Health and Care Plan (EHCP) have been included within the definition of “vulnerable” used by the DfE and have therefore, subject to the outcome of individual risk assessments been able to attend school where their needs cannot be met safely in the home environment, or they are a child of a key worker.
- 6.2 On 30 April the Secretary of State for Education issued a Notice which amended the absolute duty of Section 42 so that from 1 May a local authority has now to use “reasonable endeavours” to discharge the duty. It is to be noted that this Notice is currently set to expire on 31 May 2020.
- 6.3 On 15 May 2020 the Government updated its Guidance to provide that for all children and young people who are subject to an EHCP, attendance at school is expected where it is determined, following a risk assessment led by the child’s home local authority, that their needs can be **as safely or more safely** met in the education environment.
- 6.4 Our schools will therefore consider what, if any special safety requirements, additional to those for children without EHCPs need to be put in place. This will need to be undertaken on an individual basis and schools will consider factors such as:
- 6.4.1 Children likely to abscond;
 - 6.4.2 Children who require intimate care;
 - 6.4.3 Children who may have a tendency to spit or drool as part of their condition;
 - 6.4.4 Children with ASD who require routine, and who become distressed about any changes that have not been clearly explained or they do not understand;
 - 6.4.5 Children who receive therapies as part of their specified provision in school.
- 6.5 For children with ECHPs who are not currently attending school (or who are not attending school on a full time basis), a discussion will need to take place between the parents, the home local authority, the health commissioning group (where relevant) and the school to establish and clearly record what provision will be available for the pupil, so that everyone is clear about what can and cannot be provided when the school re-opens. This will, also need to be kept under review, recognising that the needs of the pupil may change over time – particularly in the current circumstances – as may the availability of key staff or provision.



7. DEALING WITH CONTRACTORS AND SUPPLIERS

- 7.1 The Trust engages many contractors and suppliers across the organisation and the Government's decision to close schools from 23 March 2020 except to priority groups of children has inevitably had an impact on the services that have been delivered under those contracts.
- 7.2 Where appropriate, we have engaged in dialogue with specific suppliers where services have been disrupted due to the closure of schools to the majority of pupils. We have also considered the guidance provided by the DfE and in the Procurement Policy Note 02/20 (PPN 02/20) issued by the Cabinet Office. Where variations to our usual contractual arrangements have been agreed with a contractor or supplier, these have been recorded.
- 7.3 The schools and the Trust in conjunction with suppliers and our procurement support through Churchmarketplace will work to ensure supply chains are available to provide the necessary resources or equipment. As schools start to re-open to more pupils, headteachers or school business managers in our schools will assess whether the existing arrangements in place with our contractors and suppliers are appropriate and whether any further variations to contracts are required to ensure that the services being provided / goods supplied are suitable and appropriate for the school's needs as capacity within the school starts to increase again and in order to ensure that schools have sufficient supplies of the materials and equipment needed for the safety of the school community, for example, PPE, tissues, hand sanister and handwash. If an existing supply arrangement for necessary supplies or services is not already in place, the school will look at its procurement options which may include using the Churchmarketplace framework, making a direct award where there is extreme urgency or following an accelerated procurement procedure, depending on the circumstances
- 7.4 Where an ongoing or planned procurement exercise has been postponed following the closure of schools, we will keep this under review and, where necessary, take advice on the Trust's procurement options in light of the current public health restrictions in place and the impact of the coronavirus on market conditions. Where a contract is due to expire within the next few months but we are unable to carry out a procurement exercise within the standard timescales, we will review our options to ensure that there is continuity of services which may include varying the existing contract (where this is legally permissible), making a direct award where there is extreme urgency or following an accelerated procurement procedure, depending on the facts relating to specific contractual arrangements.



APPENDIX 1

Extract from the Coronavirus (COVID-19): implementing protective measures in education and childcare settings guidance (dated 12 May 2020) (Please see the following link to read the guidance in full: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>)

Cleaning and hygiene:

- follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments
- 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
- ensure that all adults and children:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](#)
 - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
 - are encouraged not to touch their mouth, eyes and nose
 - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- ensure that help is available for children and young people who have trouble cleaning their hands independently
- consider how to encourage young children to learn and practise these habits through games, songs and repetition
- ensure that bins for tissues are emptied throughout the day
- where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- 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
- there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible
- 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
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms



- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)

Use outside space:

- for exercise and breaks
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff
- although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](#)

For shared rooms:

- use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#)
- stagger the use of staff rooms and offices to limit occupancy

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently
- although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts

Will contact tracing be in place in educational and childcare settings?

The government is developing a new national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive. This could include, for example, direct discussion with parents and schools or colleges on recent contacts. The government is recruiting 18,000 contact tracers to support contact tracing and will recruit more if needed. They will play an important part in tracing the contacts of those with coronavirus, including children.

What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or loss or change to your sense of smell or taste or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).



If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature or loss or change to your sense of smell or taste they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

What happens if there is a confirmed case of coronavirus in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Should educational settings ask parents to report pupils' temperatures at the start of each day?

Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus.



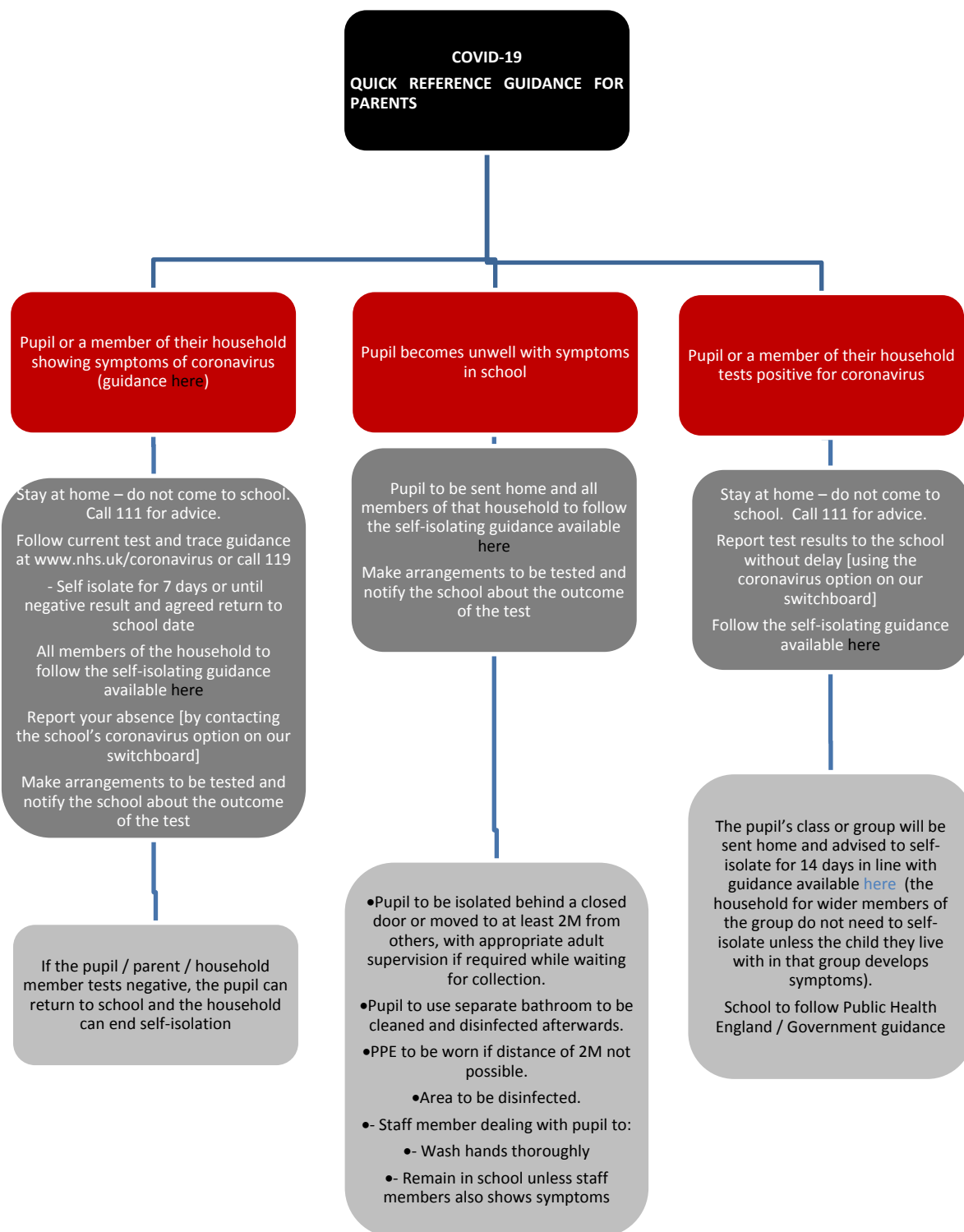
Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice. If anyone in the household develops a fever or a new continuous cough or loss or change to your sense of smell or taste they are advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#) (which states that the ill person should remain in isolation for 7 days and the rest of the household in isolation for 14 days).

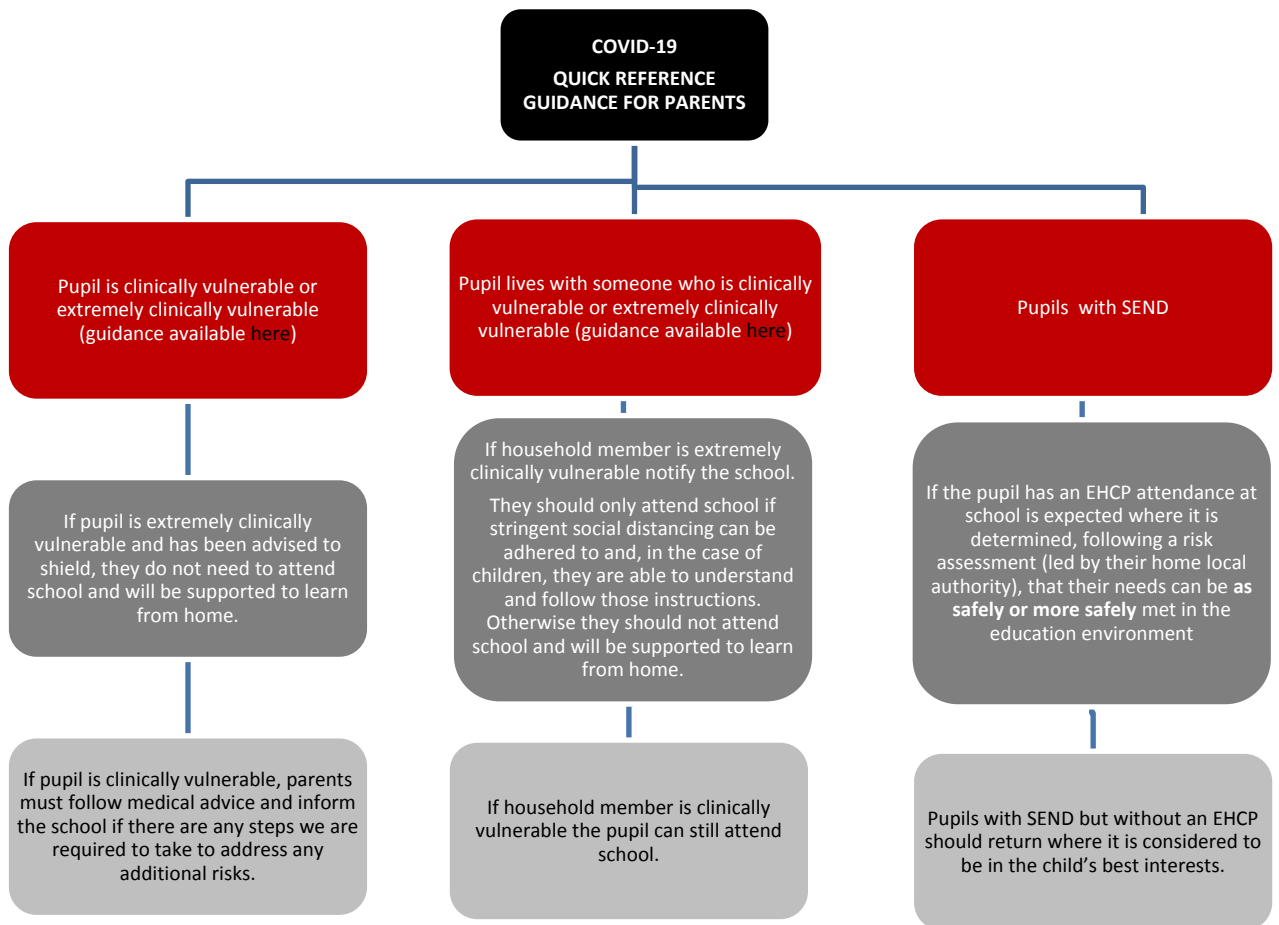
Will children and young people be eligible for testing?

When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.



APPENDIX 2 – QUICK REFERENCE GUIDANCE FOR PARENTS/GUARDIANS ON SELF ISOLATION





APPENDIX 3 – STAFF HEALTH AND WELLBEING

SOURCES OF SUPPORT AND ADVICE

[insert details of any school specific support such as an employee assistance service or insurance]

HR/Manager

You can speak confidentially to your line manager or HR about difficulties you are experiencing with your mental health or wellbeing at work. This will allow the Trust to provide you with the support that you may need and to make the necessary referrals if needed. Please contact the Headteacher/HR.

GP

For any member of staff who is struggling to cope with any aspect of the pandemic situation and/or the lockdown situation and needs specialist help and support, they should not hesitate to get in touch with their GP to seek support and assistance.

Education Support Helpline

Education Support is a UK charity dedicated to supporting the mental health and wellbeing of education staff in schools, colleges and universities. They offer a free and confidential 24/7 support helpline (UK-wide: 08000 562 561 Txt: 07909 341229). Their website also contains a wealth of information and guidance specific to COVID-19: <https://www.educationsupport.org.uk/>

Mind Mental Health Charity

Mind has a website dedicated to COVID-19 <https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/>

Occupational Health Referrals

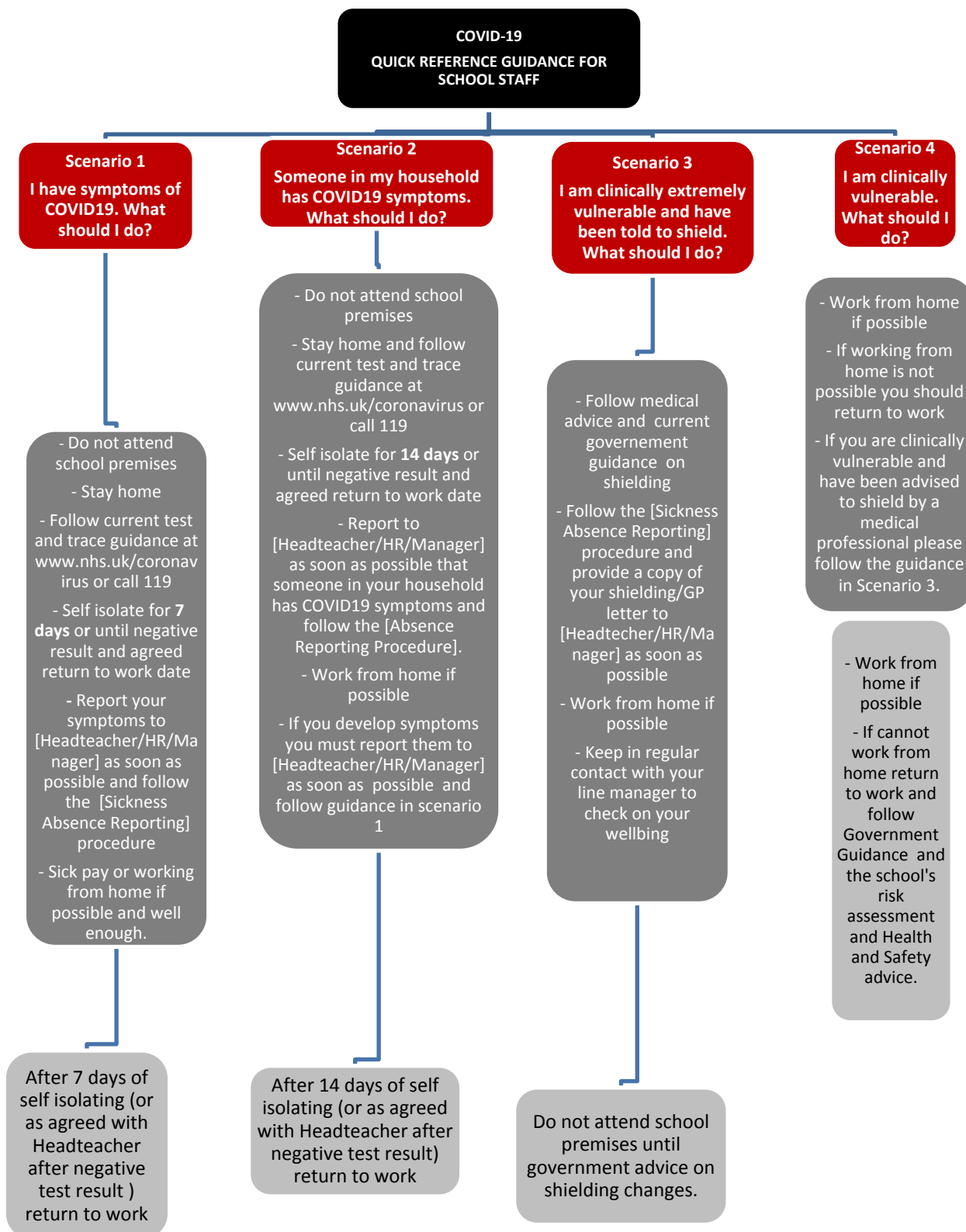
Where appropriate an Occupational Health referral may be beneficial. Please discuss this with the Headteacher/your line manager or HR.

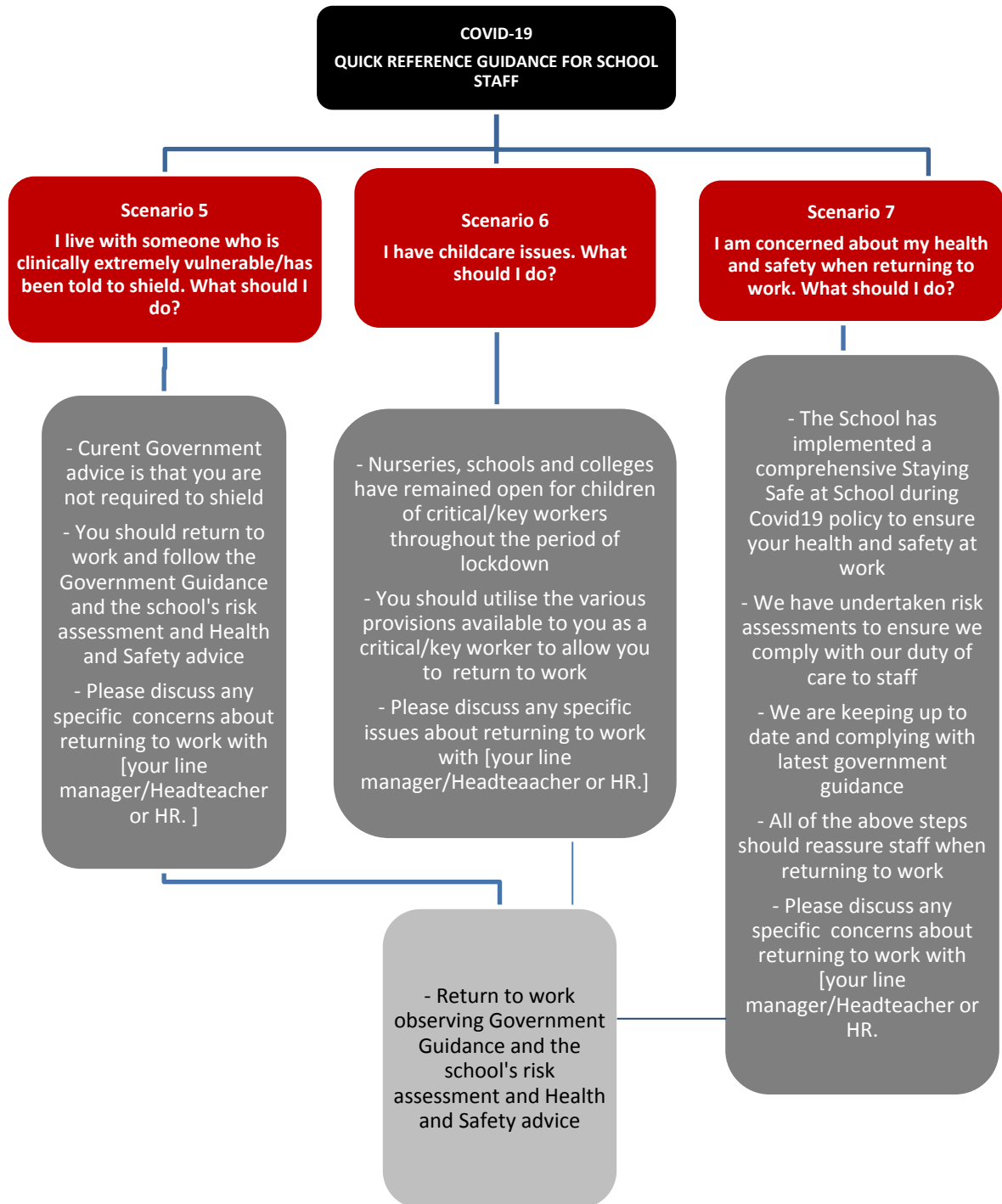
Unions

Union members may be able to seek advice and support from their union on managing their health and wellbeing at work.



APPENDIX 4 – QUICK REFERENCE GUIDANCE FOR STAFF ABOUT RETURNING TO WORK





APPENDIX 5

POLICY ADDENDUM ON ASSESSING RISK DURING COVID-19

1. PURPOSE

- 1.1 The purpose of this Addendum is for the Trust to set out the approach it is taking to the assessment of risk on phased re-opening of schools from 1 June 2020. Government has been clear in requesting that schools reopen and staff return to work to start delivering a provision to the year groups identified in government guidance. Re-opening schools and returning to work is for the benefit of children's' health, wellbeing and development and we wish to work together with our staff to allow them to return to work from 1 June 2020.
- 1.2 This policy should be read in conjunction with the Trust's Staying safe at school during Covid19 policy.
- 1.3 The Trust is aware of its legal obligations towards staff and pupils to ensure, as far as reasonably practicable, their health and safety at work and school. We take this duty very seriously. This includes but is not limited to:
- Undertaking, implementing and monitoring risk assessments;
 - Implementing a comprehensive Staying Safe in School during Covid-19 policy which we [have communicated/are communicating] to all staff and parents;
 - Complying with the latest government and DfE guidance in preparation for wider re-opening.

2. POLICY STATEMENT

- 2.1 Our intention is to work together with our staff to ensure their health and safety at work. This requires that both the Trust and staff properly engage with the risk assessment process and that staff are forthcoming about risks that they are particularly concerned about. This is the only effective way to properly reduce or remove risks that are specific to you as individuals.
- 2.2 Staff who have any issue, problem or complaint related to work are encouraged to raise this with the Headteacher (or HR) in the first instance as most issues are capable of an informal resolution. If an employee wishes to raise a formal grievance they should follow the Trust's Grievance Procedure in the usual way.
- 2.3 We look forward to working together to achieve a safe school environment for all.

3. RISK ASSESSMENTS

General approach

- 3.1 We have undertaken and continue to undertake risk assessments in preparation for phased reopening of schools. The purpose of the risk assessments is to identify risks and thereafter to reduce or remove them.
- 3.2 It is important to highlight that the risk assessments are an ongoing process. In light of these unprecedented times and the fast changing government guidance they will be



kept under constant review during this time. This will help us to identify and address any new risks and/or to reassess existing risks when school re-opens.

- 3.3 The process of undertaking risk assessments encourages constructive discussions between the Trust and parents/staff about not only risks that we have identified, but also risks that you have identified and are concerned about. The risk assessment process provides you with an opportunity to raise areas of risk that you believe apply to you so that these can be appropriately assessed and, where necessary, removed or reduced. For this reason staff and parents are encouraged to engage with the risk assessment process.
- 3.4 In order to support our staff and comply with our duty of care we will be completing individual risk assessments for **all** our school staff starting with those initially returning to school on partial re-opening.

Clinically extremely vulnerable and clinically vulnerable staff

- 3.5 The Trust's approach to those staff and pupils who fall into these categories is set out in the Staying safe in school during Covid19 policy. The approach taken is consistent with current government guidelines.
- 3.6 Clinically extremely vulnerable staff should follow medical advice and government guidance to shield. Current government guidance is to shield until 30 June 2020. Where possible the Trust will offer home working or other suitable duties that can be done from home. You should provide the Trust with your shielding letter as soon as possible if not already done so.
- 3.7 Current government guidance is that clinically vulnerable staff and pupils are not required to shield, unless advised to do so by their GP or other qualified medical professional. Those falling into this group will be subject to an individual risk assessment. Whilst the Trust will in the first instance explore home working with those staff falling into the clinically vulnerable group, this cannot be guaranteed. You may therefore be required to return to work subject to observing strict social distancing wherever possible. This will be considered as part of your individual risk assessment and in consultation with you.
- 3.8 Staff who are clinically vulnerable but have been advised to shield should provide their shielding letter as soon as possible if not already done so. In these circumstances the same rules will apply to you as those who are 'clinically extremely vulnerable'.
- 3.9 Current government guidance is that staff living with those who are clinically extremely vulnerable or clinically vulnerable are not themselves required to shield. However the Trust will support you and individual discussions will take place with those staff about their circumstances and the very simple ways of reducing the risk of the virus being transferred back into the home from school. These include washing hands and changing clothes before having any close (within 2m) contact with vulnerable household members.
- 3.10 Staff who have elected to shield but who have not produced a shielding letter or medical evidence supporting the requirement to shield must discuss their individual circumstances with the Headteacher/HR and may reasonably be expected to return to work.



Vulnerable staff and pupils who do not meet the definition of 'clinically extremely vulnerable' or 'clinically vulnerable'

- 3.11 The Trust recognises that not all medical conditions and personal circumstances will fall neatly into the 'clinically extremely vulnerable' and 'clinically vulnerable' categories.
- 3.12 We acknowledge that there are circumstances where a pupil or member of staff does not fall into these clearly defined groups but whose individual circumstances nevertheless mean that they may be (or they believe to be) at greater risk of Covid-19. The Trust risk assessment takes this into account and requires that, where a parent or staff member expresses that they are at greater risk because of their individual personal circumstances and in the case of staff their role in school puts them at particular risk, further investigation must be undertaken including but not limited to conducting an additional individual risk assessment and seeking medical advice from a GP or Occupational Health where necessary. Your ability to return to work will be determined by the risk assessment and any medical evidence available at the relevant time. For this reason it is paramount that parents and staff engage fully and openly with the risk assessment process.

Travelling to and from work

- 3.13 Current government guidance is that those who cannot work from home are permitted to travel to and from work. As key/critical workers education staff have been permitted to travel to work throughout the lockdown period.
- 3.14 Public transport continues to operate albeit at reduced capacity and restricted timetables in some areas. Social distancing rules may also result in delays to your usual journey. This should be factored in when travelling to and from work.
- 3.15 Staff should ensure that they give themselves plenty of time to travel to and from work and that they plan their journey in advance. You should have an alternative route mapped out in the event of closures or disruptions. Purchasing tickets online or using contactless technology when travelling is encouraged. Staff should consider wearing gloves and a face covering when travelling on public transport.
- 3.16 Please refer to the [Government's Coronavirus \(COVID-19\): safer travel guidance for passengers](#) (updated 28 May 2020) on how to stay safe when travelling during Covid-19 and follow the Government's current safer travel checklist below:
- 3.17 Checklists for safer travel

Plan your journey

- can I walk or cycle to my destination?
- have I checked the latest travel advice from my transport operator?
- have I booked my travel ticket online, bought a pass or checked if contactless payment is possible?
- have I planned my journey to minimise crowded areas and allow for delays?
- am I taking the most direct route to my destination?



What to take with you

- plan for my journey
- contactless payment card or pass
- phone (if needed for travel updates, tickets, contactless payments)
- tickets
- hand sanitiser
- essential medicines
- tissues
- a face covering, if required

When finishing your journey, we recommend you:

- follow all local guidance (this includes observing the Trust Covid19 policy, health and safety procedures and any other guidance issued by us);
- wash your hands for at least 20 seconds with soap and water or sanitise your hands as soon as possible if soap and water are not available.

3.18 The Trust is not responsible for providing you with personal protective equipment (PPE) for use when travelling to and from work. Similarly it is not the responsibility of the Trust to provide you with transport, plan your journey or to cover the cost of your travel to and from work.



APPENDIX 6 - STAYING SAFE IN SCHOOL RULES FOR PUPILS

As well as our regular day to day school rules, [as detailed in our school handbook], these new 'staying safe in school' rules must be followed and read alongside our behaviour policy.

If you need assistance to understand and/or to follow these rules you must notify a member of school staff so that they may assist you.

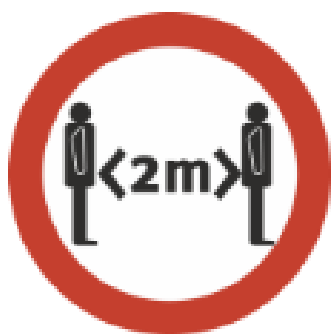
1. Listen



Always listen to school staff; they have your best interests and the interests of the school community at the heart of their decisions and instructions.

Please note that once the school has reopened, school staff may communicate further rules that must be followed and which will also be subject to the school's behaviour policy.

2. Keep apart



Stay 2 metres away from others during the school day, including from your siblings. 2 metres is a similar length to 6 footsteps.

Only one pupil will be allowed to enter the toilet block at a time. When attending the toilet, please line up along the corridor and stay 2 metres away from others, following the signs located around the school.

At lunch and break times, when lining up for food and/or drinks please keep the same 2 metre distance away from others; there will be markers located around the school to help you.

3. Wash your hands



Carefully wash your hands for 20 seconds with soap and water often throughout the day, to include on arrival at the school as well as before and after eating.

TIP: To help make sure that you wash your hands for 20 seconds, try singing the happy birthday song in your head. [You should also use the hand sanitiser located around the school.]

4. 'Catch it, bin it, kill it'



Carefully blow your nose with a tissue away from others. Put the tissue in the tissue bins and wash your hands [and/or use hand sanitiser located around the school].

5. Stay with your class group



Class groups should stay together throughout the school day, including lunch and break times, staying 2 metres away from each other at all times.

Your class teacher will let you know your new lunch and break time.

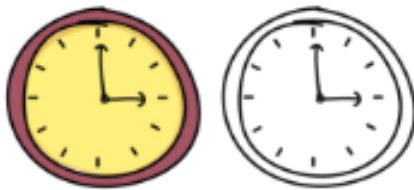
6. Speak up



If unwell, please speak with your class teacher as soon as possible. Your parent/carer will be called to collect you, and depending on how you are feeling, you may be asked to stay at home for a period of time as recommended by government guidance.

While waiting for your parent/carer to collect you, where possible you will be supervised in a closed room with an open window until collected.

7. Pick up and drop off



Please stick to your new drop-off and collection time and location as communicated to you by the school.

8. Avoid crowds



If driving is not an option, consider walking or cycling to and from school where possible and if it is safe to do so.

If you need to use public transport, please follow the government guidance. If you have any concerns or difficulties in respect of your transport, please contact a member of school staff.

9. Hands away



Please keep your hands to yourself and do not touch others at school.

Please keep your hands away from your mouth, eyes and nose to help the school prevent the spread of germs.

Avoid where possible opening doors and/or windows.

10. Stop, Look, Listen and Go.



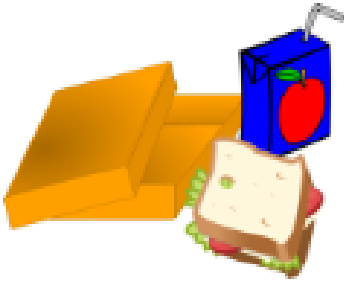
There will be signs and/or arrows around the school to remind you to keep 2 metres away from others and to follow the one way system in place when walking around the school. These signs are here to help keep you safe. Please follow them carefully.

11. No sharing

Please do not touch or use the belongings of others. If you need equipment or assistance with your work please speak with your class teacher.



You must not use any school equipment, or any outdoor or indoor play equipment, without your class teacher's permission.



Please do not touch or eat anyone else's food or drink at school. Please speak with your class teacher if you have any difficulties.

12. Take extra care



To control the spread of germs at school please take extra care with cleaning and keeping your distance.

Pupils do not need to wear face coverings or masks at school.

Face covering should not be worn in any circumstance by those who may not be able to handle them as it may increase the risk of spreading germs.

If you have any questions about protective wear, please contact [INSERT POINT OF CONTACT] who will look into your concerns

Rewards will be given throughout the school day to reinforce the importance of these new rules.

This is a difficult time and we understand that it may take a while to adjust to these new rules.

Disciplinary action for not following these rules will not be taken lightly, however, if you ignore these rules or purposefully act in a way that could harm the school community, consequences to include possible permanent exclusion may be considered. Any such decision will however depend on the circumstances as well as the school's risk assessment, which may include input from third parties such as the local authority, and will be in line with the school's legal duties under the Equality Act 2010, the Special Educational Needs and Disability Code of Practice, as well as the school's [SEN/Equality Policy].

Possible consequences

Behaviour incident	Action to be taken	Possible sanction
Forgetting one of the staying safe in school rules	A gentle reminder	
Repeatedly forgetting one of the staying safe in school rules	We will discuss the staying safe in school rules and the understanding of such with the pupil and their parent/carer.	Possible [level 1/2] sanction depending on the school's investigation and risk assessment.
Ignoring the staying safe in school rules	We will undertake an investigation and conduct an informed risk assessment involving parents/carers and other agencies where appropriate.	Possible [level 1-4] sanction depending on the school's investigation and risk assessment.
Purposefully acting in a way to harm the school community; to include but not limited to the following acts: Spitting at another person Coughing or sneezing at another person Purposefully touching another person or their belongings to include food, drink and equipment.	We will agree an action plan to ensure the safety of the pupil and the school community following our informed risk assessment which may result in alternative options for learning or possible sanctions being considered.	Possible [level 1-4] sanction depending on the school's investigation and risk assessment.

[Signed statement]



I understand that these new staying safe in school rules are in force to ensure my safety and the safety of the school community and I agree to comply with them on my return to school.]

Signed by Pupil Name: Signature: Date:	Signed by Parent Name: Signature: Date:
---	--



APPENDIX 7 – GUIDANCE ON THE TEST AND TRACE SYSTEM

- 3.1 The Government has launched the NHS test and trace service. Please refer to the current Government's guidance on [NHS Test and Trace: how it works](#) on the steps you need to take if you develop symptoms. This appendix contains important information which applies to all stakeholders (i.e. parents, pupils and staff) and everyone is expected to comply with it. Where appropriate, we have indicated below where specific actions are aimed at staff or parents / pupils (for the purposes of this Appendix, references to 'parents' includes carers who the pupil lives with).
- 3.2 If you've had a test to check if you have coronavirus (COVID-19), there are 3 types of result you can get:
- Negative
 - Positive
 - Unclear, void, borderline or inconclusive.
- 3.3 **Negative result:** Current NHS advice is that a negative result means you did not have coronavirus when the test was done. You can stop self-isolating if you test negative, as long as:
- everyone you live with who has coronavirus symptoms also tests negative – keep self-isolating if someone in your home tests positive, or has symptoms and has not been tested;
 - you feel well – if you still feel unwell, you may have a different illness that could spread to other people, so stay at home until you're feeling better;
 - if you have diarrhoea or you're being sick, stay at home until 48 hours after they've stopped; and / or
 - The advice is different if you've been [told by NHS Test and Trace that you've been in contact with someone who has coronavirus.](#)

In addition, the position that we are adopting is that where you experienced symptoms of coronavirus (however mild) but your test result is **negative you must not attend school premises until you have provided the Headteacher with a copy of your test result, discussed your current symptoms and any symptoms within your household with them and agreed a return to work or school date in advance.** It is important that all staff and parents / pupils are forthcoming about any ongoing symptoms so that risks can be properly assessed prior to their return to school. Depending on the circumstances, even where a test result is negative it may in the best interests of staff and pupils' health and safety for you to still complete the required period of self isolation. This will be determined through discussion with you and by way of an additional individual risk assessment prior to your return to work or school.

- 3.4 **Positive test result:** Current NHS advice is that a positive result means you had coronavirus when the test was done. **If you get a positive result, you and anyone you live with must keep self-isolating.** If you have symptoms, self-isolate for at least 7 days from when your symptoms started. Anyone you live with who does not have symptoms must self-isolate for 14 days.



In these circumstances, the rest of the class or group which the staff member or pupil belongs to will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

- 3.5 **Unclear, void, borderline or inconclusive test result:** Current NHS advice is that an unclear, void, borderline or inconclusive result means it is not possible to say for certain if you had coronavirus when the test was done. If this happens, you may be advised to ask for another coronavirus test. Do this as soon as possible, as the test is most accurate within a few days of your symptoms starting. **If you're not able to have another test, you and anyone you live with must keep self-isolating. If you have symptoms, self-isolate for at least 7 days from when your symptoms started. Anyone you live with who does not have symptoms must self-isolate for 14 days.**

Test and Trace

- 3.6 A summary of current government guidance on how the NHS test and trace service works is set out below. You must ensure that you check up to date guidance at the time you or anyone in your household develops symptoms.

(a) Part 1: for someone with symptoms of coronavirus

- isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 7 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms
- test: order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access
- results: if your test is positive, you must complete the remainder of your 7-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate *provided that* you feel well and no longer have symptoms similar to coronavirus. You 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 you are better.
- share contacts: if you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that appropriate advice can be given to those who need it. You will be told to do this online via a secure website or you will be called by contract tracers.

Part 2: if you are contacted by the NHS test and trace service because you have been in close contact with someone who has tested positive for coronavirus

- alert: you will be alerted by the NHS test and trace service if you have been in close contact with someone who has tested positive for coronavirus. The alert will usually come by text, email or phone call. You should then log on to the NHS test and trace website, which is normally the easiest way for you and the service to communicate with each other – but, if not, a trained call handler will



talk you through what you must do. Under-18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue

- isolate: you will be told to begin self-isolation for 14 days from your last contact with the person who has tested positive. It's really important to do this even if you don't feel unwell because, if you have been infected, you could become infectious to others at any point up to 14 days. Your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home.

For parents / pupils: until otherwise notified, if anyone in your household is alerted that you have been in close contact with someone who has tested positive for coronavirus, do not send your child to school until the 14 days self-isolation period has concluded. Your child should then only return to school if no one in your household is showing symptoms of coronavirus following the 14 days self-isolation period. In these circumstances, please contact the school to inform them about the reasons why your child is not attending school and steps will be taken to provide remote learning for your child.

- test if needed: if staff or parents / pupils develop symptoms of coronavirus, other members of your household must self-isolate immediately at home for 14 days and you must book a test at www.nhs.uk/coronavirus or call 111 if you have no internet access.
 - If your test is positive, you must continue to stay at home for at least 7 days and members of your household must self-isolate for 14 days. The contact tracing service will get in touch to ask about your contacts since they must also self-isolate. Staff and parents / pupils must not attend the school premises.
 - If your test is negative, you must still complete your 14-day self-isolation period because the virus may not be detectable yet - this is crucial to avoid unknowingly spreading the virus. Staff and pupils / parents must not attend school.

3.7 All staff (including workers and contractors) must without delay:

- notify the Headteacher that they have had a coronavirus test and will provide the results and confirmation of any advice given to them. As part of this notification you must inform the Headteacher of the date you had the test, the date you received the result and the advice that was given to you.
- notify the Headteacher that they have been contacted by the NHS test and trace service and confirmation of any advice given to them including to self-isolate. This applies even where staff do not have any symptoms. As part of this notification you must inform the Headteacher of the date you were contacted by the NHS test and trace service and the advice that was given to you.

3.8 All parents / carers must without delay:

- notify your Year Group contact if anyone in your household has had a coronavirus test and provide the results and confirmation of any advice given to them. As part of this notification you must inform your Year Group contact of the



date you had the test, the date you received the result and the advice that was given to you.

- notify your Year Group contact if you or anyone in your household has been contacted by the NHS test and trace service and confirmation of any advice given to them including to self-isolate. This applies even where parents / pupils do not have any symptoms. As part of this notification you must inform your Year Group contact of the date you were contacted by the NHS test and trace service and the advice that was given to you.

