

**Xavier Catholic Education Trust**  
**Recommended Controls for COVID-19**  
**Risk Assessment for St Peter's Catholic School**

**April 2021 – Government's guidance for full opening covering all elements of System of Controls and in line with the Government roadmap**

This documents should be used alongside the government guidance below:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

<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>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

The following school policies (but not limited to) will also be reviewed and updated as required:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Health and Safety Policy

- Infection Control Policy
- First Aid Policy
- School Emergency Plan
- School Business Continuity Plan
- Premises Lettings Policy and Contract

Identified Risk Management	Recommended Controls & Protective Measures	By whom?	Action Date
<p>Promote &amp; Engage in asymptomatic Testing where available</p> <p>Home testing</p> <p>On site testing</p>	<p>Rapid testing remains a vital tool to suppress the virus and therefore all schools should continue asymptomatic testing where possible following the relevant guidance set out by Gov.uk.</p> <ul style="list-style-type: none"> <li>• Pupils and staff in secondary will continue to test with LFD's twice a week at home with kits distributed by the school, as per existing guidance on <u>testing for staff in primary schools and nurseries</u>. And <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</a></li> <li>• The tests should be taken before going to work to minimise the risk of infection and be evenly spaced throughout the week. <ul style="list-style-type: none"> <li>○ Pupils aged 18 and over should self-test and report the result, with assistance if needed.</li> <li>○ Adolescents aged 12 to 17 should self-test and report with adult supervision.</li> <li>○ Children aged 11 should be tested by an adult.</li> </ul> </li> <li>• Secondary schools should maintain a skeleton on site testing facility, positive tests resulting from this facility should also be followed up with a PCR test.</li> <li>• Testing is not mandatory and proof of a negative test result is not required to attend school in person, although participation in testing is strongly encouraged.</li> <li>• Test subjects must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit and also share their result with their school to help with contact tracing.</li> <li>• Anyone with a positive LFD test result will need to self-isolate in line with the <u>stay-at-home guidance</u> and will also need to arrange a polymerase chain reaction (PCR) test to confirm the result within 2 days of the positive lateral flow test.</li> <li>• Anyone with a negative LFD test result can continue to attend school and use protective measures.</li> <li>• Pupils not undergoing testing should attend school in line with return arrangements.</li> </ul>	<p>SLT</p> <p>Reminders to parents and staff as required</p>	<p>Ongoing</p>

Face Coverings	<ul style="list-style-type: none"> <li>• It is recommended that face coverings are worn in secondary schools by adults and pupils while moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot be easily maintained. It is also recommended that face coverings should be worn in classrooms and during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. These rules apply unless exempt (e.g. SpLD) – in some of these cases, a sunflower badge or lanyard may be visible.</li> <li>• Face coverings do not need to be worn by pupils when outdoors on the premises in the designated areas for break and lunchtimes</li> <li>• Those who rely on visual signals for communication or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in school or in public places</li> <li>• Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. Staff wearing a face visor or shield should only do so after a full risk assessment is carried out for their specific situation</li> <li>• No one should be excluded from education on the grounds that they are not wearing a face covering.</li> <li>• There should be a clear process for managing face coverings while in school which should be communicated to pupils and staff.</li> <li>• Every school should take steps to have a small contingency supply available to meet such needs.</li> <li>• Face coverings can be removed temporarily for eating/ drinking etc.</li> <li>• If a face covering has been forgotten, one can be obtained for a small fee from reception.</li> </ul>	All staff and students  Instructions/ reminders to all staff, parents and students to go out	Ongoing
<b>Attendance &amp; recording attendance</b>	<p>School attendance is mandatory for all pupils from 8<sup>th</sup> March and the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> <li>○ Parents’ duty to secure their child’s regular attendance at school (where the child is a registered pupil at the school and they are of compulsory school age)</li> <li>○ In the context of the pandemic and coronavirus vaccination programme, if evidence of persistent absence is required, it can take the form of prescriptions, appointment cards, text or email confirmation of appointments, etc. rather than a doctors’ note.</li> </ul> <ul style="list-style-type: none"> <li>• Remote education should be provided to pupils who are unable to attend because they are complying with government guidance around coronavirus (COVID-19). Keep a record of this activity but do not record it in the attendance register.</li> <li>• Pastoral support should be offered to pupils who are: <ol style="list-style-type: none"> <li>1. Self-isolating</li> </ol> </li> </ul>	SLT and teaching staff	Ongoing

	<p>2. Shielding 3. vulnerable</p> <ul style="list-style-type: none"> <li>• The ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.</li> <li>• No plans for rotas, there is no requirement to reduce occupancy in school. Instead everyone must follow the system of controls.</li> <li>• From 8<sup>th</sup> March secondary schools should use code Y for pupils not expected to attend lessons due to the asymptomatic testing programme for that week.</li> <li>• Use code X if a child is self-isolating because of coronavirus (COVID-19)</li> </ul> <p>Maintain usual uniform policies as this plays a valuable role in contributing to the ethos of the school and sets an appropriate tone.</p>		
<b>PPE</b>	<ul style="list-style-type: none"> <li>• Secondary - It is recommended that face coverings should be worn in classrooms and during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Type III masks are available for Teaching Assistants and staff in identified as higher risk</li> </ul> <p>In offices where social distancing is not possible, staff should wear a mask, screens are provided where possible</p>	All staff	Ongoing
<b>Afterschool Activities Extended School provision</b>	<p>Additional academic programmes (e.g. homework club, interventions etc) are considered part of the school's curriculum activity and will continue to go ahead where relevant pupils are present at school. Extracurricular activities such as drama/ sport/ music clubs may resume but St Peter's will make sure that any outside organisations coming into school have:</p> <ol style="list-style-type: none"> <li>1. Considered the relevant government guidance for their sector</li> <li>2. Put in place protective measures</li> </ol>	Teaching staff and lettings officer	8 <sup>th</sup> March 2021
<b>Shielding Vulnerable staff and pupils</b>	<p>Shielding advice has been paused nationally from 31 March. From 1 April, all clinically extremely vulnerable children should attend their school or college, before- or after-school club (if eligible), unless they are one of the very small number of children or young people under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Children who live with someone who is clinically extremely vulnerable should continue to attend school as normal.</p> <p>Staff and pupils previously considered to be <b>Extremely Clinically Vulnerable (ECV)</b> i.e. had previously received a shielding letter should discuss an individual risk assessment with their line manager and/or leadership team.</p>	Head, Line Managers, HR Manager, SENCo and HoYS	1 <sup>st</sup> April 2021

	<ul style="list-style-type: none"> <li>• 16-18 year olds with underlining health conditions should continue to shield and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated.</li> <li>• Schools can request a copy of the shielding form sent to CEV children from their parents to confirm they have been advised not to attend school whilst shielding guidance is in place.</li> <li>• Procedures should be in place to: <ol style="list-style-type: none"> <li>1. Check if a vulnerable pupil is able to access remote education support</li> <li>2. Support them to access (as far as possible)</li> <li>3. Regularly check if they are accessing remote education.</li> <li>4. Notify their social worker (if they have one)</li> <li>5. Agree with the social worker the best way to maintain contact and offer support</li> </ol> </li> </ul> <p><b>Staff who are considered to be Clinically vulnerable</b></p> <ul style="list-style-type: none"> <li>• Staff should continue to attend school and should follow the system of controls guidance to minimise the risks of transmission and ensure they maintain good prevention practice in the workplace and while at home.</li> <li>• Guidance states that ideally adults should maintain 2 meter distance from others and where this is not possible avoid close face to face contact and minimise time spent within 1 meter of others.</li> </ul> <p>Staff who identify as clinically vulnerable are to revisit their personal risk assessment with their line manager to ensure the correct level of mitigation is in place.</p>		
<b>Reducing contact between individuals</b>	<ul style="list-style-type: none"> <li>• Staff have been reminded that <b>socially distancing</b> on site is crucial to keeping our schools open.</li> <li>• Keep group sizes small and maximise the distance between staff, pupils and other people.</li> <li>• All teachers and other staff can operate across different groups. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 meters from other adults.</li> <li>• Meetings ideally should be held remotely where possible and if in person, limited to 6 people ensuring a 2 metre distance is maintained unless significant space allows (e.g. using halls, drama studio etc)</li> </ul>	All staff	Ongoing
<b>Staff who are pregnant</b>	<ul style="list-style-type: none"> <li>• Pregnant staff are in the 'clinically vulnerable' category. The school and the individual should follow the advice in the coronavirus (COVID-19) advice for pregnant employees and refer to the school risk assessment for pregnant women.</li> <li>• Pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19) so working from home should be considered where possible.</li> </ul>	Head, Line Managers, HR Manager, SENCo and HoYS	8 <sup>th</sup> March 2021

	<ul style="list-style-type: none"> <li>• Increase hand washing and cleaning of frequently touched areas in the workplace and follow the “System of Control” measures.</li> </ul> <p>On 16 April, the Joint Committee for Vaccination and Immunisation (JCVI) has announced it will be offering pregnant women the COVID-19 vaccine, in line with the vaccine roll out plan for the UK. Follow guidance and advice on COVID-19 and pregnancy from the Royal College of Gynaecologists.  <a href="https://www.rcog.org.uk/en/news/vaccine-choice-pregnant-women-welcomed-maternity-royal-colleges/">https://www.rcog.org.uk/en/news/vaccine-choice-pregnant-women-welcomed-maternity-royal-colleges/</a></p>		
<b>First Aid</b>	<ul style="list-style-type: none"> <li>• Follow HSE guidance on First Aid.</li> <li>• Pupils/students who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</li> <li>• Where it is necessary for first aid to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing of hands.</li> </ul>	All first aiders	Ongoing
<b>Estates</b>	<ul style="list-style-type: none"> <li>• There is no need for class sizes to be adjusted from the usual size.</li> <li>• Undertake all the usual building checks to make the school safe especially where some buildings have been closed or had reduced occupancy during the national lockdown.</li> <li>• Fire safety management plans should be reviewed and checked in line with operational changes. Checks should include: <ul style="list-style-type: none"> <li>○ All fire doors are operational at all times</li> <li>○ Fire alarm system and emergency lights have been tested and are fully operational</li> <li>○ Carry out fire drills as normal following social distancing as appropriate and make adjustments if necessary to allow for this.</li> <li>○ Limited attendance in buildings can lead to water system stagnation due to lack of use increasing the risk of Legionnaires disease. Checks should include: <ul style="list-style-type: none"> <li>○ Frequent flushing of seldom used outlets</li> <li>○ Regular water temperature testing and details recorded for follow up.</li> </ul> </li> </ul> </li> <li>• Limited attendance in buildings can lead to water system stagnation due to lack of use increasing the risk of <b>Legionnaires</b> disease. Checks should include: <ul style="list-style-type: none"> <li>○ Frequent flushing of seldom used outlets</li> <li>○ Regular water temperature testing and details recorded for follow up.</li> </ul> </li> </ul>	SBM and site team with central estates team support	Ongoing

	<ul style="list-style-type: none"> <li>• Ventilation reduces the concentration of the virus in the air which reduces the risk from airborne transmission. Occupied spaces should be well ventilated and a comfortable environment is maintained by using the following measures: <ul style="list-style-type: none"> <li>○ Systems should be well maintained in accordance with the manufacturer’s recommendations.</li> <li>○ Fresh air is essential at all times in classrooms, open windows for natural ventilation. Windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.</li> <li>○ Opening external doors may also be used (as long as they are not fire doors and where safe to do so)</li> </ul> </li> </ul>		
<p><b>Awareness to procedures and risk</b></p>	<ul style="list-style-type: none"> <li>• Safeguarding and Health &amp; Safety Policies have been reviewed and updated where needed in light of the COVID-19 advice. Updated policies have been shared with relevant staff.</li> <li>• Facilities, catering and lettings procedures have been reviewed with reference to specific guidance as published by gov.uk.</li> <li>• Staff to receive any necessary training that helps minimise the spread of infection.</li> <li>• The school keeps up-to-date with advice issued by Gov.uk</li> <li>• Staff to be made aware of the school’s infection control procedures in relation to coronavirus. (Xavier guidance available 15/05/2020)</li> <li>• Parents are kept aware of the procedures put in place to help keep the children safe in school. Parents are informed that they must <b>not</b> send their child to school if they have Coronavirus (COVID-19) symptoms, or have tested positive in the last <b>10</b> days or if another household member develops coronavirus symptoms. In both these circumstances both the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home Guidance</u></li> <li>• Pupils made aware of rules for staying safe in school and what to do if they feel unwell. Any changes to behaviour expectations should be communicated and published via revised school behaviour policy.</li> <li>• Staff and pupils are made aware of the process for removing face coverings when there are permitted to remove them and this is communicated clearly to parents and staff.</li> <li>• Stagecoach South made aware of need to enforce appropriate procedures on the PT routes that serve St Peter’s</li> <li>• Any cases of illness, including COVID-19 are to be treated with confidentiality.</li> </ul>	<p>SLT</p> <p>Instructions to parents to go out</p>	<p>Initially before return to school and continuing once school has resumed.</p>
	<ul style="list-style-type: none"> <li>• Bubbles are organised into year groups as per ‘class or group sizes’ in DfE guidelines.</li> </ul>		

<p><b>Implementing social distancing</b></p>	<ul style="list-style-type: none"> <li>• Classrooms and other learning environments are organised to maintain space between seats and desks where possible.</li> <li>• The timetable is revised to implement where possible,: <ul style="list-style-type: none"> <li>- Plan for lessons or activities which limit movement between areas;</li> <li>- Maximum number of lessons or classroom activities which could take place outdoors;</li> <li>- Break times (including lunch) are staggered as far as possible so that all children are not moving around the school at the same time;</li> <li>- Drop-off and collection times are not able to be staggered due to number of students travelling by the PT routes but other mitigation measures are in place;</li> <li>- Parents’ drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact;</li> </ul> </li> </ul> <p>Year group and class bubbles of children are together throughout the day and avoid mixing with other, larger groups of children - use of separate playgrounds has been implemented.</p> <ul style="list-style-type: none"> <li>• Where staff need to move between groups, they should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and try to minimise the number of interactions or changes wherever possible.</li> </ul> <ul style="list-style-type: none"> <li>• Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere or their use is restricted</li> <li>• Soft furnishings and items that are hard to clean (such as those with intricate parts) are removed where possible;</li> <li>• Cohorts are kept together where possible and children and young people are in the same group at all times each day, and different groups are not mixed during the day, or on subsequent days;</li> <li>• Large spaces are used for after school interventions and social distancing is maintained;</li> <li>• Student groups can be moved between teaching spaces in line with curriculum needs with a strict cleaning regime in place where desks are wiped down every lesson</li> <li>• Mixing between staff and groups of children in school is minimised by: <ul style="list-style-type: none"> <li>- Using a strict one way system keeping groups apart as they move through the setting where spaces are accessed by corridors;</li> <li>- staggering lunch breaks and children and young people sanitise their hands beforehand and enter in the groups they are already in;</li> <li>- The number of children using the toilet at any one time is limited due to staggered breaks</li> </ul> </li> </ul>	<p>All staff present in school, guided by SLT.</p>	<p>Ongoing</p>
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	<ul style="list-style-type: none"> <li>- The use of shared space such as halls is limited and students numbers are limited;</li> <li>- The use of staff room is limited and various adjustment made to minimise mixing and offices is staggered to limit occupancy, or where possible, other rooms in school are utilised as break rooms for staff.</li> </ul>		
<p><b>Prevention</b></p> <p><b>Hygiene Practices</b></p>	<ul style="list-style-type: none"> <li>• The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed;</li> <li>• Where pupils require first aid, staff members must wear gloves and masks whilst administering treatment. All tissues and wipes used are to be disposed of in the appropriate receptacle, as per normal practise.</li> <li>• Sufficient hand sanitisers, trigger sprays, paper towels and wipes are provided in classrooms and other learning environments including computer rooms</li> <li>• The school will build sanitising and desk cleaning routines into school culture supported by the behaviour expectations set out in the school Behaviour Policy and reinforced by tutors</li> <li>• Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;</li> <li>• All adults and children are told to: <ul style="list-style-type: none"> <li>- frequently sanitise or wash their hands with soap and water for 20 seconds and dry thoroughly;</li> <li>- clean their hands on arrival at school, before and after eating, and after sneezing or coughing;</li> <li>- are encouraged not to touch their mouth, eyes and nose</li> <li>- use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul> </li> <li>• Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>• Bins for tissues are emptied daily;</li> <li>• The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid;</li> <li>• Classroom equipment is cleaned between uses or quarantined and not used simultaneously by different groups;</li> <li>• The amount of shared resources that are taken and brought in from home is limited;</li> <li>• All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;</li> <li>• Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation specifically:</li> </ul>	<p>All staff present in school, guided by SLT.</p>	<p>Ongoing</p>

- Mechanical ventilation systems – if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply
- Where mechanical ventilation systems exist, these must be maintained.
- Natural ventilation – opening windows. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. High level windows are preferred to low level to reduce draughts
- Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
- Opening internal doors can also assist with creating a throughput of air and if necessary external opening doors may also be used where it the fire safety risk is not considered to be comprised
- Posters are displayed throughout the school reminding pupils of “Hands, face and space” additionally poster are on display reminding them to sanitise or wash their hands, e.g. before entering and leaving the school.
- The school will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change classrooms and before and after eating.
- Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to. Pupils with complex needs will continue to be helped to clean their hands properly.
- Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE’s guidance.
- Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.
- Bar soap is not used – liquid soap dispensers are installed and used instead.
- Pupils are supervised by staff on entering a classroom to ensure hands are sanitised
- Pupils do not share cutlery, cups or food.
- All utensils are thoroughly cleaned before and after use.
- A day janitor is in place to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.
- The SBM arranges enhanced cleaning to be undertaken where required including the use of a fogging machine for changing rooms and quarantine room – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should contact their SBM initially and then Ceri Murray [cmurray@salesian.surrey.sch.uk](mailto:cmurray@salesian.surrey.sch.uk), if the problem prevails [DfE-CovidEnquiries.COMMERCIAL@education.gov.uk](mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk)

<p><b>Prevention Advanced Cleaning</b></p>	<ul style="list-style-type: none"> <li>• Different groups are not allocated different toilet blocks, but toilets use will be staggered due to break and lunch times. Toilets will be cleaned more frequently. Pupils will be encouraged to clean their hands thoroughly after using the toilet.</li> <li>• <u>The COVID-19: cleaning of non-healthcare settings guidance</u> is followed.</li> <li>• Outdoor playground equipment should be cleaned more frequently if used.</li> </ul>	<p>All staff present in school, guided by SLT.</p>	<p>Ongoing</p>
<p><b>Prevention Ill Health Minimise contact with individuals who are unwell with COVID-19 symptoms</b></p>	<ul style="list-style-type: none"> <li>• Staff to be informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and anosmia (loss of taste and smell), and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. <u>COVID-19: guidance for households with possible coronavirus infection</u></li> <li>• Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home.</li> <li>• If anyone in the school becomes unwell with recognised COVID-19 symptoms, they are sent home and advised to follow ‘stay at home’ guidance for households with possible or confirmed coronavirus COVID-19 infection’. They should arrange to have a test and inform the school the response as soon as available. Other members of their household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>• It remain essential that anyone who gets a positive result self-isolates immediately, as must other members of their household, while they get a confirmatory PCR test.</li> <li>• Any pupil who displays signs of being unwell is immediately referred to the designated member of staff. While waiting to be collected, children will be supervised in an empty room/medical room to ensure social distancing is maintained. A window should be opened for ventilation.</li> <li>• Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the school’s policy.</li> <li>• PPE will 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). More information on PPE can be found in the <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment PPE</u> guidance.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have requested to do so by NHS Test &amp; Trace.</li> </ul>	<p>All staff present in school, guided by SLT. Parents with SLT</p> <p>Follow flow chart</p>	<p>Ongoing</p>

- Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A quarantine area is used as far as possible.
- The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.
- The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.
- Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. The Infection Control Policy and COVID-19: cleaning of non-healthcare settings guidance to be followed to clean the area.
- If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. If this is not possible, toilets are to be cleaned and disinfected using the standard cleaning products immediately after use before being used by anyone else.
- Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. See the COVID-19: cleaning of non-healthcare settings guidance.
- In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. First aid can be administered however, strict hygiene measures (hand washing etc.) should be carried out as soon as possible after.
- If a member of staff displays symptoms of COVID-19 they will report to SLT or reception and follow advice given.
- If a member of staff or child subsequently receives a positive test result for COVID 19, they should inform the school office as soon as possible.
- The school will liaise with MAT Leadership to coordinate response – i.e. phoning DFE Helpline on 0800 046 8687 who will provide initial guidance and escalate to public health authorities to work with the school on Test and Trace process.
- If the staff member or student test negative and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. In normal circumstances no proof of a negative test is needed.
- In the event that school and parents disagree that a child may be suffering from COVID-19, school can refuse to allow a child to attend until a negative test has been provided in order to protect other pupils and staff from possible infection. This will be carefully considered in light of current public health advice.



<p><b>Visitors</b></p>	<ul style="list-style-type: none"> <li>• staggering lunch breaks and children and young people sanitise their hands beforehand and enter in the groups they are already in;</li> <li>• The number of children using the toilet at any one time is limited due to staggered breaks</li> <li>• The use of shared space such as halls is limited and students are not permitted remain;</li> <li>• The use of staff room is limited and various adjustment made to minimise mixing and offices is staggered to limit occupancy, or where possible, other rooms in school are utilised as break rooms for staff.</li> </ul> <ul style="list-style-type: none"> <li>• The use of shared space such as halls is limited and segregation is in place.</li> <li>• The use of the staff room has been limited. Meetings should be held in line with social distance guidelines and all teachers to ensure they comply at all times including guidelines relating to <ul style="list-style-type: none"> <li>• Being in close contact <ul style="list-style-type: none"> <li>- less than 1m for 1 minute</li> <li>- Being within 2m for more than 15 minute</li> <li>- Travelling in the same car</li> </ul> </li> </ul> </li> </ul>		
<p><b>Equipment</b></p>	<ul style="list-style-type: none"> <li>• Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should.</li> <li>• A record will be kept of all visitors via the Visitor Declaration form in conjunction with the Visitor Risk Assessment.</li> <li>• Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles;</li> <li>• Pupils limit the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery. Use of lockers for students not permitted initially but to be kept under review</li> <li>• Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</li> <li>• Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;</li> <li>• Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between uses by different groups. Contact sport to be avoided. Outdoor sports to be</li> </ul>		



<p><b>Playing instruments</b> <b>Cleaning after use</b></p>	<p>coronavirus (COVID-19): performing arts. When planning music provision for the academic year, consider additional specific safety measures. There is now evidence that additional risk can build from aerosol transmission with volume and with combined numbers of individuals within a confined space. Use a room with as much space as possible, rooms with high ceilings are expected to enable dilution of aerosol transmission. Always ensure good ventilation.</p> <ul style="list-style-type: none"> <li>• Playing instruments and singing in groups should take place outside wherever possible. If indoors: <ul style="list-style-type: none"> <li>• Consider limiting the numbers in relation to the space</li> <li>• Minimise contacts and mixing, your overarching objective should be to reduce the number of contacts between pupil/students and staff</li> </ul> </li> <li>• Take particular care in music, dance and drama lessons to observe social distancing where possible</li> <li>• Limit group activity by keeping to smaller groups and separate in bubbles still maintaining the social distancing between individuals.</li> <li>• Prevent physical contact by teachers and contact between pupils in dance and drama</li> <li>• Keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly.</li> <li>• Use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. Do not share microphones if possible. If you do share, follow the guidance on handling equipment to include Increase hand washing before and after handling equipment</li> <li>• Place name labels on equipment to help identify designated users for example, percussionists' own sticks and mallets.</li> <li>• Instruments should be cleaned by the pupils using them wherever possible.</li> <li>• Shared instruments should be disinfected regularly including any packing cases, handles, props, chairs, microphones and music stands.</li> <li>• Limit the handling of music scores, parts and scripts to the individual using them.</li> <li>• Hired equipment should be cleaned upon arrival and stored in a clean location</li> <li>• Organise pick up and drop off collection points to avoid hand-to-hand passing of equipment</li> </ul>		
<p><b>Individual lessons</b></p> <p><b>Peripatetic Teachers</b> <b>Singing, Wind and Brass playing</b></p>	<ul style="list-style-type: none"> <li>• Social distancing should be maintained wherever possible, meaning teachers should not provide physical connection. Specific safety measures for individual music lessons should include: <ul style="list-style-type: none"> <li>• Specific social distancing between pupils and teacher (current guidance is that if the activity is face-to-face and without mitigation, 2 meters is appropriate) accounting for ventilation of the space being used.</li> <li>• Pupil and teacher should be positioned side by side if possible.</li> </ul> </li> </ul>		

	<p>Schools can continue to engage Peripatetic teachers including staff from Music education hubs. Peripatetic teachers can move between schools and must comply with arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils i.e.</p> <ul style="list-style-type: none"> <li>• Maintain distancing requirements with each group they teach, where appropriate.</li> <li>• Avoid situations where distancing requirements are broken; for example, demonstrating partnering work in dancing.</li> <li>• Make efforts to reduce the number of groups taught and locations worked in to reduce the number of contacts made.</li> </ul> <p>Singing, Wind and Brass playing should not take part in larger groups such as choirs and other gatherings unless there is significant space, natural airflow and strict social distancing and mitigation can be maintained.</p> <ul style="list-style-type: none"> <li>• Seating- pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) wherever possible</li> <li>• Position Wind and Brass players so that the air from their instrument does not blow into another player.</li> </ul>		
<b>Other support</b>	<ul style="list-style-type: none"> <li>• Volunteers may be used to help support the work of the school. If schools decide to use volunteers, they should continue to follow the checking and risk assessment process as set out in the volunteer section in part 3 of keeping children safe in education.</li> </ul> <p>Mixing of volunteers across groups should be kept to a minimum and they should maintain a 2 meter distance from pupils and staff wherever possible.</p>	SLT and volunteers	5 <sup>th</sup> March 2021 and ongoing
<b>Preventing Spread of infection</b>	<p>Guidance on <u>safe working in education, childcare and children’s social care</u> provides more advice.</p> <ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the guidance. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Face masks: See section named Face coverings on page 2 of this assessment.</li> <li>• ‘Catch it, bin it, kill it’ approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.</li> <li>• Younger pupils and those with complex needs are helped to follow this routine.</li> <li>• Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</li> </ul>	All staff on site.	Ongoing

	<ul style="list-style-type: none"> <li>• Pupils clean their hands after they have coughed or sneezed.</li> <li>• Parents are made aware not to bring their children to school or onto the school premises if they show signs of being unwell or believe they have been exposed to coronavirus.</li> <li>• Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school once they have been tested for COVID-19.</li> <li>• Social distancing must be maintained when entering or exiting the school site. Parents access to site is restricted and when onsite social distancing must be maintained</li> <li>• Risk assessments are carried out if required to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.</li> </ul>		
<p><b>Management of infectious diseases</b>  <b>Managing confirmed COVID-19 cases</b></p> <p><b>NHS Test and Trace processes</b></p>	<ul style="list-style-type: none"> <li>• Surrey Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases. See <a href="https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/coronavirus/school-leaders/recovery">https://www.surreycc.gov.uk/people-and-community/emergency-planning-and-community-safety/coronavirus/school-leaders/recovery</a> for latest version</li> <li>• Confirmed cases to be escalated to the MAT Leadership team who will then deploy the Trust’s COVID response plan via the DfE helpline 0800 0468687.</li> <li>• A template letter has been provided to send to parents and staff if needed The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</li> <li>• Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person. Close contact means: <ul style="list-style-type: none"> <li>○ Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.</li> </ul>	All staff on site.	Ongoing  See flowchart attached

	Remote education plan in place for individual pupils or groups of pupils who are clinically unable to attend school.		
<b>Response to Infection</b>	<ul style="list-style-type: none"> <li>• If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected there may be an outbreak and the local health protection will advise on any additional action required</li> <li>• Follow local health protection advice, this may include a larger number of other pupils self-isolating at home as a precaution.</li> <li>• In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive.</li> <li>• Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> </ul>		See flowchart
<b>Parental engagement</b>	<ul style="list-style-type: none"> <li>• Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend;</li> <li>• Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>• Parents should be encouraged to send pupils to school and should be made aware that unless a child has had clinical advice to remain isolated due to rising local rates (local lockdown) or suspected COVID19, normal attendance is expected.</li> </ul>	SLT, Admin	June 1 <sup>st</sup> 2021 and then ongoing
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Children, young people, parents, carers or any visitors to the school site are told not to enter the school if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• The designated member of staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure;</li> <li>• The Headteacher contacts MAT Leadership immediately about any confirmed cases of coronavirus and discusses if any further action needs to be taken.</li> </ul>	SBM, HT, SLT, Premises	Ongoing

	<ul style="list-style-type: none"> <li>• Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary;</li> <li>• A daily log of children and staff isolating should be reviewed daily</li> </ul>		
<b>Ongoing risk of school closure</b>	<ul style="list-style-type: none"> <li>• School closure protocols are in place to cope with further potential closures – either due to infection risk, local or national lockdown.</li> <li>• The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic;</li> <li>• Pupils working from home are assigned work to complete to a timeframe set by their teacher;</li> <li>• The Headteacher maintains their plan for pupils’ continued education during potential school closure to ensure there is minimal disruption to pupils’ learning – this includes their plan to monitor pupils’ learning while not in school;</li> <li>• The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;</li> <li>• The Headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home;</li> <li>• The head teacher works with the ICT Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required;</li> </ul>	SLT, Admin, Teaching staff.	Ongoing
<b>Emergencies</b>	<ul style="list-style-type: none"> <li>• All pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• Pupils’ parents are contacted as soon as practicable in the event of an emergency.</li> <li>• Pupils’ alternative contacts are called where their primary emergency contact cannot be contacted.</li> </ul>	Admin	Ongoing
<b>Measures for arriving at and leaving school</b>	<ul style="list-style-type: none"> <li>• Staggered starts and finish times cannot be adopted due to numbers of students arriving by bus</li> <li>• Students must go straight to tutor bases on arrival and parents requested to ensure arrival is between 8.30am and 8.40am</li> <li>• Breakfast services suspended initially due to risk of year groups mixing – subject to ongoing review</li> <li>• Communicate the changes (if any) to parents</li> </ul>	SLT	

<b>Managing school transport</b>	<ul style="list-style-type: none"> <li>• Parents, children and young people are encouraged to walk or cycle to their education setting where possible;</li> <li>• Parents and pupils are discouraged from using public transport, where possible particularly during peak times.</li> <li>• Stagecoach asked to ensure their procedures are in line with relevant guidelines and informed that Tuesdays are reverting to normal finish times</li> <li>• Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus (if applicable)</li> <li>• Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers (if applicable)</li> </ul>	Admin	Ongoing
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