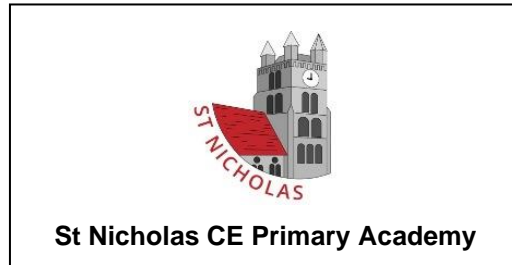


"They will soar on wings like eagles..."
Isaiah 40:31

collaborate | enrich | trust | innovate | aspire | nurture



Multi Academy Trust Policy

Common Trust Policy, Use as Published

Coronavirus Policy

Date adopted by Trust Board: 9/2021

Date of Review: 08/2021

Date of next Review: 08/ 2022 or in light of government changes

Coronavirus (COVID-19) Policy

St Nicholas CE Primary Academy

Introduction

Aquila and St Nicholas CE Primary Academy are committed to ensuring the health, safety and welfare of all employees, pupils and visitors. This policy describes the measures that we have put in place to protect you from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

Guidance on Step 4 published on 17th August 2021 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Scope

This policy applies to all our employees, pupils, contractors and visitors.

COVID-19 Policy Statement

The Trust, Governors and Senior Leadership Team (SLT) recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by our activities during the COVID-19 pandemic.

In order to discharge our responsibilities, we will:

- Bring this Policy Statement to the attention of all staff;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with our staff on matters affecting their health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Control risks to health, safety and wellbeing so far as is reasonably practicable;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Work with parents and unions to agree best approaches for our school(s);
- Ensure that emergency procedures are in place at all locations for dealing with the virus;
- Maintain our premises, and provide and maintain safe plant and equipment;
- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate information, instruction and training and ensure that all employees are competent to do their tasks safely;
- Plan for a local lockdown and how we will ensure continuity of education; and
- Regularly monitor and revise policies and procedures as guidance changes.

This policy statement will be reviewed and revised as necessary to reflect changes to the organisation's activities and any changes to legislation or government guidance. Any changes to the policy will be brought to the attention of all employees.



Dr Julie Brown
Chair of Governors
St Nicholas CE Primary Academy



Christopher Dale
Headteacher
St Nicholas CE Primary Academy

Dated: 1st September 2021

COVID-19 responsibilities

The overall responsibility for health and safety and management of the virus rests at the highest management level. In the Trust central office this is the CEO. In schools this is the Headteacher or Executive Headteacher. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

It is important that everyone is aware of their responsibilities and has a clear understanding of their areas of accountability in controlling factors that could lead to ill health, injury or loss and the virus being spread. Line managers are required to provide clear direction and accept responsibility.

We recommend that the following positions are identified as having key responsibilities for the implementation of COVID-19 control measures:

COVID-19 Supervisor

A COVID-19 Supervisor must be appointed. In the Trust central office this is the CEO. In schools this is the Headteacher or Executive Headteacher. The COVID-19 Supervisor must ensure that in their areas of control:

- They implement and follow the Coronavirus (COVID-19) Policy;
- They supervise their staff to ensure that they work safely, providing increased supervision for new, vulnerable and young workers;
- They communicate and consult with staff on COVID-19 issues;
- They keep themselves up to date with developments and guidance relating to COVID-19;
- Rules are followed by all;
- They encourage staff to report hazards and raise concerns;
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- Any safety issues that cannot be dealt with are referred to the SLT for action;
- Safety training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner;
- Safe systems of work are developed and implemented where needed;
- COVID-19 incidents inside and outside of work are recorded, investigated and reported where needed;
- Appropriate personal protective equipment (PPE) is readily available and maintained where appropriate, and relevant staff are aware of the correct use of this and the procedures for replacement;
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures; and
- Regular and effective cleaning takes place.

Line managers

Line managers must ensure that:

- Good communication is in place between management and employees, particularly where there are organisational and procedural changes;
- Plans for local lockdown are planned, developed, implemented and amended in our setting to ensure continuity of education;
- Employees are fully trained to discharge their duties; and
- Where necessary, they look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. bereavement, illness of family members or anxiety about the general safety of their loved ones.

Employees

Employees must:

- Follow any information, instruction, training and supervision provided to them regarding looking after their health, safety and wellbeing (including mental health) during the COVID-19 outbreak; and
- Raise any issues or concerns with their line manager or safety representative where applicable.

Visitors

Visitors must:

- Inform us of any COVID-19 symptoms and not attend the site if they have tested positive on a LFT or PCR test.

The school will continue to maintain a visitor log for fire evacuation purposes.

Staff carrying out cleaning activities

Staff carrying out cleaning activities must:

- Take reasonable care of their own safety;
- Take reasonable care of the safety of others affected by their actions;
- Observe the safety rules;
- Submit their health and safety policy and relevant risk assessments to us for approval if not employed by the organisation;
- Comply with and accept our COVID-19 Policy;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Dress as appropriate for their work activities;
- Use all equipment, safety equipment, devices and protective clothing as directed;
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others;
- Maintain all equipment in good condition and report defects to their supervisor; and
- Ensure that chemicals are used appropriately and that contact times are followed.

Arrangements

Reoccupation of our setting

From September, in line with current and any new government guidance, there will be a full reoccupation of the school and resumption of the curriculum.

Attendance

We believe that pupils learn best in school. School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.

Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).

For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply so all pupils will be encouraged to attend.

See separate information on coding attendance and the DfE [school attendance guidance](#) .

Social distancing measures have now ended in workplaces and it is no longer necessary for the government to instruct people to work from home. The Health and Safety Executive (HSE) has published guidance on [protecting vulnerable workers](#), including advice for employers and employees on [how to talk about reducing risks in the workplace](#).

Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the [guidance on protecting people who are CEV from COVID-19](#). It is recognised that this guidance could be changed on a local level if rates were to rise again or there is a variant of concern. All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

Where pupils cannot attend the site to comply with clinical and/or Health Protection advice, they will immediately be offered remote educational options, and engagement with this will be monitored.

To encourage attendance at school, the following measures will be considered and implemented:

- Communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) ahead of the new school year.
- Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.
- Continue to use the additional catch-up funding, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance.
- Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance.

Control Measures.

The Trust, Governors and SLT are conscious of the health, safety and wellbeing of all staff and will, where possible, support the staff in the return to work and normal curriculum.

Effective infection protection and control

There are important actions that pupils, their parents and our staff can take during the COVID-19 outbreak to help prevent the spread of the virus.

Although it is difficult to put some of these measures in place in practice in schools, particularly with younger children, protective measures are possible. Hygiene will continue to be important in our school.

Preventing the spread of COVID-19 involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions will be employed to do this. These can be seen as a Hierarchy of Controls that, when implemented, create an inherently safer system, where the risk of transmission of infection is substantially reduced.

We need to:

- 1. Ensure good hygiene for everyone.**
- 2. Maintain appropriate cleaning regimes.**
- 3. Keep occupied spaces well ventilated.**
- 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.**

1. Ensure good hygiene for everyone

Hand hygiene

Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.

Good hand hygiene is when staff and pupils

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- Wash their hands on arrival at the setting, after breaks, when they change rooms, before and after eating, and after sneezing or coughing;
- Are encouraged not to touch their mouth, eyes and nose.

To encourage and ensure hand washing and personal hygiene measures are followed, the following points will be considered:

- Ensure that sufficient handwashing facilities are available for both staff and pupils. Where a sink is not nearby, we will provide hand sanitiser in classrooms and other learning environments.
- Adequate supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin-friendly skin cleaning wipes can be used as an alternative.
- Building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them.
- Ensure that help is available for pupils who have trouble cleaning their hands independently.
- Consider how to encourage young children to learn and practise these habits through games, songs and repetition.
- Ensuring that toilets do not become crowded by limiting the number of pupils who use the toilet facilities at one time. Toilets will be frequently cleaned, and the pupils will be encouraged to maintain good hygiene; and
- Noting that some pupils will need additional support to follow these measures (for example, braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).

Respiratory hygiene

The 'catch it, bin it, kill it' approach continues to be very important. Staff and pupils must use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste which must be emptied regularly

The e-Bug COVID-19 website contains free resources, including materials to encourage good hand and respiratory hygiene.

We recognise that some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This will be considered in risk assessments in order to support these pupils and the staff working with them, and they will not be denied face-to-face education on this basis

Use of personal protective equipment (PPE)

Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19. Also see section below.

2. Maintain appropriate cleaning regimes, using standard products such as detergents

School leadership will put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces, such as toys, desks, chairs, doors, sinks, toilets, light switches and bannisters.

PHE has published guidance on the cleaning of non-healthcare settings.

If a person with Covid symptoms has been on site, the following procedures must be followed:

- Thorough cleaning of the area with normal cleaning products after someone with COVID-19 has left to reduce the risk of passing the infection on to other people;
- Wearing disposable gloves and aprons for cleaning (these will be double-bagged, clearly labelled, stored securely for 72 hours or until a negative test result is confirmed, then thrown away in the regular rubbish);
- Using disposable cloths to clean hard surfaces with warm soapy water, then disinfect these surfaces with normal cleaning products (paying particular attention to frequently-touched areas and surfaces, such as bathrooms, handrails, stairwells and door handles);
- Where an area has been heavily contaminated, such as with visible bodily fluids, from a person with COVID-19, using protection for the eyes, mouth and nose, as well as wearing gloves and an apron;
- Steam clean any upholstered materials or launder at the highest temperature in the manufacturer's instructions, dry completely and
- Washing hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

3. Keep occupied spaces well ventilated

When the school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

Any poorly ventilated spaces will be identified as part of the risk assessment and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.

Where mechanical ventilation systems exist, they must be maintained in accordance with the manufacturers' recommendations.

Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). Fire doors must not be wedged open.

You should balance the need for increased ventilation while maintaining a comfortable temperature.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

When an individual develops COVID-19 symptoms or has a positive test

Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in school develops [COVID-19 symptoms](#), however mild, they will be sent home and told they should follow public health advice.

Personal protective equipment (PPE), including face coverings and face masks

Wearing a face covering or face mask in primary educational settings under normal conditions has not been recommended by the government, citing the impact on effective teaching. Accordingly, we will not require staff or pupils to wear face coverings, unless this guidance changes in light of an increase in infections or a variant of concern.

PPE will only be needed in a very small number of cases, including:

- Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.
- If a pupil becomes unwell with symptoms of COVID-19 while in our setting, a face mask should be worn by the supervising adult, if a distance of two metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- If a pupil becomes unwell with non-COVID-19 symptoms, they should be treated as normal with no specific additional PPE requirements.

Class or group sizes

The requirement to maintain consistent bubbles has been removed with effect from the end of the term 6 2021. We will therefore work through the hierarchy of measures set out above.

Worship / Assembly

Gathering for worship / assembly is an important part of the life of our school and are now permitted again. The school is committed to continue gatherings for the purpose of worship, but will review how this is delivered if guidance changes or there is a local spike of infections where late groups gathering could encourage the spread of COVID-19.

Transport

Staff and pupils will be encouraged to walk or cycle to and from school and to use face coverings if using public transport.

We will work together with all parties and transport providers to put in place arrangements appropriate to our circumstances, including measures to:

- Ensure that transport arrangements cater for any changes to start and finish times;
- Ensure that transport providers, as far as possible, follow hygiene rules.

Food

We will provide meals, where required, for all pupils, including those who meet the free school meal (FSM) eligibility criteria, including those who are learning from home.

Staff who bring their own lunch must ensure that the staff room is kept clean and tidy and dirty dishes are put in the dishwasher or washed up promptly after use.

Extracurricular provision

In line with government guidance, extracurricular provision will be reinstated, including breakfast and sports clubs and after-school provision.

Educational visits

Given the likely gap in COVID-19 related cancellation insurance, if you are considering booking a new visit, whether domestic or international, you are advised to ensure that any new bookings have adequate financial protection in place.

From the start of the academic year 2021-22, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.

You should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and you must comply with international travel legislation and should have contingency plans in place to account for these changes.

You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options

can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.

You must undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. [General guidance](#) about educational visits is available and is supported by specialist advice from the [Outdoor Education Advisory Panel \(OEAP\)](#).

Remote education

Where appropriate, we will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the [remote education temporary continuity direction](#) are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.

We will maintain capacity to deliver high-quality remote education for the next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.

The remote education provided should be equivalent in length to the core teaching pupils would receive in school.

We will work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.

Communication

We will communicate our plans as follows:

- Telling pupils, parents, carers or any visitors, such as suppliers, not to enter our setting if they are displaying any symptoms of COVID-19;
- Where appropriate, engaging parents and pupils in educational resources/posters such as e-bug and PHE;
- Ensuring parents and young people are aware of recommendations on transport to and from our setting (including wearing a face covering);
- Talking to staff about changes to the plans in response to an increase in infections or a variant of concern (for example, safety measures, timetable changes and staggered arrival and departure times).

What happens if someone becomes unwell in our setting?

If anyone becomes unwell with a new, continuous cough, a high temperature, a loss of or change in their sense of taste or smell (anosmia) or another recognised symptom of Covid 19 in our setting, they will be sent home and advised to take a PCR test.

If a pupil is awaiting collection, they will 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 will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least two metres away from other people.

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

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

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, or has a loss of or change in their normal sense of taste or smell (anosmia), they will not need

to go home unless they develop symptoms themselves (and in which case, they should arrange a PCR test), or they are requested to isolate by the NHS Test and Trace.

Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal cleaning products after someone with symptoms has left to reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of COVID-19 in our setting?

When a pupil or staff member develops symptoms compatible with COVID-19, they will be sent home to arrange to have a PCR test. Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

If the number of positive cases substantially increases, this could indicate transmission is happening in school. The school leadership will seek Public Health advice if there is a concern or one of these thresholds is reached:

- 5 pupils or staff who are likely to have mixed closely, test positive for Covid-19 within a 10-day period
- 10% of pupils or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period

All schools will notify the CEO and seek public health advice if a pupil or staff member is admitted to hospital with Covid-19 as this could indicate increased severity of the illness or a new variant of concern.

Public Health Advice can be accessed by phoning the DfE Helpline (0800 046 8687, option 1)

In the event that a staff member or parent/carer tests positive or is contacted by NHS Test and Trace, the school will be prepared to present details of close contacts the person has had.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated (i.e. 14 days since the second vaccination)
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We would encourage all individuals to take a PCR test if advised to do so.

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.

Staff who have chosen not to be vaccinated will still need to isolate if they have symptoms, in which case they will need to get a PCR test, or if they are a close contact of somebody with Covid-19. During this isolation you will be expected to work from home, unless you are unwell. These periods of isolation will be recorded on your attendance record.

Taking pupils' temperatures

We will not take pupils' temperatures every morning and parents and carers will not be required to either. Routine testing of an individual's temperature is not a reliable method for identifying COVID-19.

We will 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 COVID-19, and where to get further advice.

Testing

Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

Pupils:

All pupils eligible to attend our setting, and members of their households, will have access to PCR testing if they display symptoms of COVID-19. This will enable them to get back into 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 apply on line at gov.uk or use the NHS 119 phone line. Parents will be able to call 111 for advice.

Staff:

Staff should undertake twice weekly home lateral flow tests whenever they are on site until the end of September, when this will be reviewed by the government.

Confirmatory PCR tests

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

Supporting pupils with complex needs

We will follow government guidance for special schools, specialist colleges, Local Authorities and any other settings managing pupils with education, health and care plans, including those with complex needs where appropriate.

Safeguarding

The school's Child Protection processes will be reviewed to reflect the new arrangements from the Autumn term to ensure that all necessary measures are being taken. Staff will receive safeguarding training / updates.

Local outbreak

Schools will continue to have a role in working with health protection teams in the case of a local outbreak. A local outbreak will be designated if there is a substantial increase in the number of positive cases i.e.

- 5 pupils or staff who are likely to have mixed closely, test positive for Covid-19 within a 10-day period, or
- 10% of pupils or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period.

(See [Stepping measures up and down](#) section for more information) or if central government offers the area an enhanced response package. In a local outbreak there is likely to be a temporary reintroduction of some tighter control measures, such as bubbles.

School leaders will also consider whether: -

- more learning can take place outside, including worship/ assembly and some classes,
- ventilation can be improved, where this would not significantly impact thermal comfort,
- one- off deep cleaning is needed.

Shielding procedures to protect people on the shielding patient list (SPL) can only be reintroduced by national government. Staff who are concerned may request an individual risk assessment to address their specific concerns.

Vaccination.

Staff working in schools will have regular contact with children who will not be vaccinated, we therefore expect staff to take their duty of care to others seriously and get a vaccine to protect themselves and others. We recognize that a few staff will have medical or religious reasons for not having a vaccine.

See separate testing and vaccination policy.

Travelling abroad & Quarantine Rules

We recognise that quarantine and other rules relating to travel abroad may change rapidly.

If you have booked an overseas trip prior to the government announcing that your holiday destination is one of those countries for which you are required to quarantine, and if your quarantine period falls within your normal working weeks, then you will be expected to work from home and will be paid in full for this period on condition that you provide proof that the booking was made prior to the government announcement. If this applies to you, please speak to the headteacher as soon as possible so that arrangements are able to be put in place at the earliest opportunity to cover your absence.

Please note that if you book a holiday AFTER the government has announced that quarantine applies on your return, this will be treated as a potential disciplinary matter as you will be knowingly putting yourself in a position where you cannot fulfil your contractual duties or failing to take sufficient care to ensure that you are able to fulfil your duties upon your return. In this case, if all or some of the quarantine period falls within your normal working time, then you will not be paid for this period.

Therefore, before booking holidays, you are advised to double check that the destination is not subject to quarantine nor on the government's watch list. You should note that countries classed as green can suddenly change to amber, with some amber countries still requiring quarantine on return to the UK even if fully vaccinated.

Currently, if you are double jabbed you don't need to quarantine on return from an amber list country. If you have decided not to be vaccinated and need to quarantine on return from an amber list country, you will not be paid for any period of your quarantine which falls in your normal working weeks.

We will continue to monitor the quarantine arrangements set by the government and update this policy in light of changes to the quarantine regulations. If you have concerns about a holiday you have booked already or plan to book, then please speak to the headteacher for further guidance.

Looking forward - Stepping measures up and down

Schools have contingency plans and risk assessments outlining what to do if pupils, students or staff test positive for COVID-19, and how to operate if advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the [contingency framework](#).

School leadership may decide for operational reasons, including improved behaviour, to continue to:

- Stagger break times (including lunch) so that all pupils are not moving around the setting at the same time;
- Stagger drop-off and collection times;
- Plan parents' drop-off and pick-up protocols in a way that minimises adult-to-adult contact;

We appreciate everyone's co-operation during this period.

Coronavirus (COVID-19) Policy Acknowledgement Form

Please read the notes below and then sign this form.

Clearly, we will do all in our power to ensure the health and safety and welfare of all our staff and we look to our employees to abide by the standards laid down.

We have formulated our Coronavirus (COVID-19) Policy to outline our policy and procedures in relation to COVID-19.

You must read the information contained in this policy and adhere to the requirements at all times.

Please discuss any queries you may have with your line manager and sign this form. Return a copy to your line manager or the senior leader in school.

I have read the Coronavirus (COVID-19) Policy and understand and accept its contents.

Signature:		Date:	
Print Name:			