


Coronavirus policy
January 2021

THE
C  **MPASS**
PARTNERSHIP OF SCHOOLS

Introduction

We are committed to ensuring the health, safety and welfare of all staff, 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.

Scope

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

COVID-19 Policy Statement

The Board of Trustees, Governors and Senior Leadership Team (SLT) recognise that they have a legal duty of care towards protecting the health and safety of their 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;
- Eliminate risks to health and safety, where possible;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- 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 training and ensure that all staff are competent to do their tasks safely;
- Provide information, instruction, training and supervision for staff; 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.

Signed:
Name:
Chair of Governors

Dated:

Signed:
Name:
Head Teacher

Dated:

COVID-19 Responsibilities

The overall responsibility for health and safety and management of the virus rests with Trustees. 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

The Head Teacher is the COVID-19 Supervisor for the School. They report to the Trust Leader and 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 and their representatives 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;
- 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.

In the case of the absence of the Head Teacher, the role of the COVID-19 Supervisor will be undertaken in the first instance by the School's Executive Head Teacher or otherwise allocated to a member of the wider school leadership team.

Line managers

Line managers must ensure that:

- Good communication is in place between management and employees, particularly where there are organisational and procedural changes;
- 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.
- Raise any issues or concerns with their line manager or safety representative where applicable, as soon as they become aware of them.

Ensure that they follow wider government [Local restrictions](#) or national restrictions (as applicable) and '[Meeting with others safely](#)' (social distancing) guidance and any updates that are subsequently issued. Please see Annex 1 for the Government guidance in place as at the date of the last review of this policy (note that staff must keep up to date with any changes as they come into force).

It is critical that these guidelines are followed to keep everyone safe.

Visitors

Visitors/Contractors must:

- Complete the Trust COVID-19 visitor questionnaire prior to arrival;
- 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 the Trust 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;
- Wear a face covering unless they are exempt when inside the school. If the work is in a discrete area of the school away from others they may remove the face covering during that period only;
- 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; and
- Maintain all equipment in good condition and report defects to their supervisor.

Staff carrying out cleaning activities

Staff carrying out cleaning activities must:

- Follow the requirements as listed above for visitors/contractors; and
- Ensure that chemicals are used appropriately and that contact times are followed.

Before/After School Club Providers

Before/After School Club Providers must:

- Follow the requirements as listed above for visitors/contractors; and
- Maintain 2m distance at all times from children and other adults. Where this cannot be achieved, wear the appropriate PPE;
- Review risk assessments accordingly when government advice changes and share any updates to policies and procedures with the school.

Arrangements

Full re-occupation of our setting

From September 2020, in line with current and any new government guidance, we welcomed back all of our pupils. On 6th January 2020 England entered a lockdown period. During this time, only children of critical workers and vulnerable children will attend our settings.

Pupil attendance

No one with symptoms or a positive test, in the last ten days, should attend our setting for any reason. No one sharing a household with someone who has symptoms should attend our setting for 10 days from the day the symptomatic person started having symptoms.

During lockdown and when in tier 4, pupils who are clinically extremely vulnerable are required to shield and must stay at home. Pupils will be sent a letter requiring them to shield. It is recognised that this could be changed on a local level as rates rise/decrease. Pupils/students who are no longer required to shield but still remain under the care of a specialist health professional should seek medical advice on returning to school.

Where pupils/students 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.

Pupils who have a parent who is a critical worker or who are vulnerable should attend school. The school will bear in mind the potential concerns of pupils/students, parents and households who may be reluctant or anxious about attending put the right support in place to address this. This may include pupils/students who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from COVID-19, including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

We will take an attendance register and continue to complete the online Educational Setting Status form, which gives the Department for Education daily updates on how many pupils/students and staff are attending. Pupils who are not attending school because they are self-isolating, shielding, or not in the vulnerable/critical worker categories who are to attend school during lockdown, will not be penalised.

Staff workload and wellbeing

The Trust, Governors and SLT are conscious of the health, safety and wellbeing of all staff and will, where possible, implement flexible working practices in a way that promotes good work-life balance and supports our staff.

Workload will be carefully managed, and we will assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision.

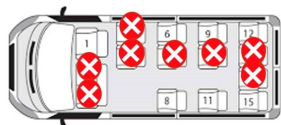
We will seek feedback from staff on this matter and will respond to this. Staff are also reminded about the Trust's Employee Assistance Programme, details of which are on My Compass on the Compass portal.

Transport and travel

Staff and pupils will be encouraged to walk or cycle to and from school and avoid public transport wherever possible.

We will work together with all parties to put in place arrangements appropriate to our circumstances, including measures to reduce contact.

Wherever possible, we will avoid the use of school minibuses. However, where use is essential, social distancing will be maintained (see example below). The minibus will be thoroughly cleaned after each use.



Food

We will provide meals, for all pupils, including those who meet the free school meal (FSM) eligibility criteria.

We will also continue to work with our food providers to offer food parcels/packed lunches for benefits-related FSM pupils not in the setting, where applicable.

Staff should bring their own lunch and ensure that the staff room is kept clean and tidy and dirty dishes are put in the dishwasher (where applicable).

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. These include:

- Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend our setting;
- Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly (using disposable hand towels, where possible) or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;
- Ensuring good respiratory hygiene – promoting the 'catch it, bin it, kill it' approach;
- Cleaning frequently-touched surfaces often using standard products, such as detergents; and
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times);
- Ensuring good ventilation.

Notices and posters promoting infection control best practice will be displayed throughout our buildings. The 'Staying COVID-19 Secure in 2020' poster will be displayed in reception.

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

The Government is not recommending universal use of face coverings in all schools. Schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering.

In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.

Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings could have a negative impact on teaching and their use in the classroom should be avoided.

It is vital that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission. Staff and pupils should follow the Compass protocols for the wearing of face coverings.

Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

If any member of staff is anxious about not wearing a face covering they should arrange to speak with their headteacher who will conduct a risk assessment and review the individual's circumstances to determine whether and in what context a face mask could be worn. Where the staff member is at increased risk as identified in a risk assessment, and is not reassured by other protective measures, they may wear a clear face covering/visor in class. Staff are responsible for seeking advice as to the most appropriate PPE to wear for the particular task. Where staff/pupils do wear face coverings following a risk assessment, they must follow the Trust's Protocol on the Wearing of Face Coverings. The wearing of face masks will be subject to ongoing monitoring and review.

If parents wish their child to wear a mask they must contact the Head Teacher to discuss how they would like them to do this and to receive guidance on how to do so hygienically. This will be subject to a joint risk assessment with the parent and ongoing monitoring.

Most of our staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of two metres from others. 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, unless the first aider needs to be in close proximity, in which

case a general first aider will be supplied with a face shield and mask, which will be kept in the main office.

Living with a shielded or clinically vulnerable person

Staff who live with those who are clinically extremely vulnerable or clinically vulnerable should attend our setting.

Pupils who live with those who are clinically extremely vulnerable or clinically vulnerable should attend our setting except during national lockdown if they are not children of critical workers or vulnerable children.

This will be kept under review in relation to any increases in local infection rates. Staff living with a shielded or clinically vulnerable person will be offered a risk assessment.

Class or group sizes

We know that, unlike older children and adults, early years and primary-age children cannot be expected to remain two metres apart from each other and staff. We will therefore work through the hierarchy of measures set out above which, in summary, includes:

- Avoiding contact with anyone with symptoms;
- Frequent hand cleaning and good respiratory hygiene practices;
- Regular cleaning of settings; and
- Minimising contact and mixing between cohorts.

We appreciate that it is important to reduce contact between people as much as possible, and we will achieve this and reduce the transmission risk by ensuring pupils and staff, where possible, only mix in a consistent group and that each group stays away from other people and groups.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

Where we can keep pupils in groups two metres away from each other, we will do so. While in general groups will be kept apart, brief, transitory contact, such as passing in a corridor, is deemed to be low risk.

Classes will become individual 'bubbles' and in some settings the bubbles will be for the whole year group. Desks will be spaced as far apart as possible.

Planning and organising

Prior to welcoming all pupils and staff back in September we:

- Refreshed our risk assessment and other health and safety advice for pupils and staff considering recent government advice, identifying protective measures (such as the things listed below). Ensured that all health and safety compliance checks were undertaken before opening.
- Organised class or year groups, as described in the 'class or group sizes' section above.
- Organised classrooms and other learning environments for those groups, maintaining space between seats and desks where possible.
- In refreshing the timetable:
 - Considered which lessons or classroom activities could take place outdoors;

- Used the timetable and selection of classroom or other learning environment to reduce movement around the school or building;
 - Staggered break times (including lunch) so that all pupils are not moving around the setting at the same time;
 - Staggered drop-off and collection times;
 - Planned parents' drop-off and pick-up protocols in a way that minimises adult-to-adult contact; and
- In addition, where there are childcare or early years groups in the setting, we have:
 - Considered how to keep small groups of pupils together throughout the day and avoid larger groups of pupils mixing; and
 - Considered how play equipment is used, ensuring that it is appropriately cleaned between groups of pupils using it and that multiple groups do not use it simultaneously.
 - Removed unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.
 - Removed soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).
 - Considered how pupils arrive at our setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.

Before the start of the Spring term we revisited our risk assessments in accordance with the latest government guidance and consulted with staff on these.

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 or if they share a household with someone who has symptoms or tested positive for COVID-19 in the last 10 days;
- Telling parents that if their child needs to be accompanied to our setting, only one parent should attend;
- Telling parents and young people their allocated drop-off and collection times and the process for doing so, including protocols for minimising adult-to-adult contact (for example, which entrance to use);
- Making it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely);
- Where appropriate, engaging parents and pupils in educational resources/posters such as e-bug and PHE;
- Ensuring parents and pupils are aware of recommendations on transport to and from our setting (including avoiding peak times);
- Talking to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times);
- Communicating as early as possible with contractors and suppliers that will need to prepare to support our plans for opening to all children (for example, cleaning, catering, food supplies, hygiene suppliers, etc.); and
- Discussing with cleaning contractors the additional cleaning requirements and agreeing additional hours to allow for this as appropriate.

When open

We will keep cohorts together where possible and:

- Ensure that pupils are always in the same class/year groups each day, and different groups are not mixed during the day, or on subsequent days.
- Ensure that the same teacher(s) and other staff are assigned to each class/year group and, as far as possible, these stay the same during the day and on subsequent days.
- Ensure that wherever possible, pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Wherever possible, we will seat pupils at the same desk each day.

For cleaning and hygiene:

- Follow government guidance on cleaning, including:
 - Cleaning an 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 after someone with COVID-19 has left (these will be double-bagged, stored securely for 72 hours, then thrown away in the regular rubbish after cleaning is finished);
 - Using disposable cloths, first 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, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron; and
 - Washing hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
- Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, we will provide hand sanitiser in classrooms and other learning environments.
- Clean surfaces that pupils are touching – such as toys, desks, chairs, doors, sinks, toilets, light switches and bannisters – more regularly than normal.
- Ensure that all adults and pupils:
 - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
 - Wash 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; and
 - 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 pupils who have trouble cleaning their hands independently.
- Consider how to encourage young children to learn and practice these habits through games, songs and repetition.
- Ensure that bins for tissues are emptied throughout the day.
- Where possible, all spaces will be well ventilated using natural ventilation (opening windows).
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation.
- Get in touch with public sector buying organisation partners about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed.

- Confirm to staff and parents that there is no need for anything other than normal personal hygiene and washing of clothes following a day in our setting.

Reduce mixing within our setting by:

- Accessing rooms directly from outside (where possible).
- Considering one-way circulation 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 – pupils will clean their hands beforehand and enter in the groups they are already in. Class/year groups will be kept apart as much as possible and tables will be cleaned between each group. Where this is not possible, pupils will have their lunch in their classrooms.
- Ensuring that toilets do not become crowded by limiting the number of pupils who use the toilet facilities at one time.

Use outside space:

- For exercise and breaks.
- For outdoor education, where possible, to limit transmission and more easily allow for distance between pupils and staff.
- Outdoor equipment will be appropriately cleaned between groups of pupils using it, and multiple groups will not be allowed to use it simultaneously.

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 is in place.
- 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, as well as limiting exchange of take-home resources between pupils/ and staff.
- By seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces will be cleaned and disinfected more frequently.
- Practical lessons will go ahead where equipment can be cleaned thoroughly, and the classroom or other learning environment will be occupied by the same pupils in one day or properly cleaned between cohorts.

Adjust transport arrangements where necessary, including:

- Encouraging staff, parents and pupils to walk or cycle to the setting where possible.
- Ensuring that transport arrangements, where applicable, cater for any changes to start and finish times.
- Ensuring that transport providers do not work if they or a member of their household are displaying any symptoms of COVID-19.
- Ensuring that transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.

- Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupils with complex needs who need support to access the vehicle or fasten seatbelts.
- Communicating revised travel plans clearly to contractors, Local Authorities and parents where appropriate (for instance, to agree pick-up and drop-off times), where applicable.

In addition, during lockdown periods, we will:

- Keep staffing levels to a minimum as far as this is safe to do so

What happens if someone becomes unwell at our setting?

If anyone becomes unwell with a new, continuous cough or a high temperature or a loss or change to their sense of smell or taste in our setting, they will be sent home and advised to follow government guidance for households with possible COVID-19 infection.

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 or outside if possible.

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 a loss or change to their sense of smell or taste, the head teacher will discuss with the staff member whether they need to go home. This will not normally be required 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 COVID-19 in our setting?' below). They 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?

If a pupil or staff member develops symptoms compatible with COVID-19, they will be sent home and advised to self-isolate for ten days. Their fellow household members should self-isolate for 10 days. All staff and pupils 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 pupil or staff member tests negative, they can return to our setting and the fellow household members can end their self-isolation.

Where a pupil or staff member tests positive, the rest of their class or group within our setting will be sent home and advised to self-isolate for 10 days from the day after their last contact with the positive case. The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with 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, the local Health Protection Team (Local Authority) will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases, a larger

number of other pupils may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.

To continue monitoring transmission, staff and pupils in all settings will be eligible for testing if they become symptomatic, as will members of their households. Staff may also be able to arrange a test via the Local Authority when this is available.

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

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

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.

Some of our complex children who may spit, or dribble, will have their temperature taken as an additional precaution, as identified on their individual risk assessment.

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. If anyone in the household develops a fever or a new continuous cough or a loss or change to their sense of smell or taste, they are advised to follow the government guidance (which states that the ill person should remain in isolation for ten days and the rest of the household for 10 days).

Testing

Pupils:

All pupils eligible to attend our setting, and members of their households, will have access to 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 use the NHS 111 online service if their child is aged five or over. Parents will be able to call 111 if their child is aged under five.

Staff:

Access to testing is already available to all critical workers – this includes anyone involved in education. We will, where necessary, book tests through the online portal. There is also an option for staff to book tests directly on the portal and/or with the Local Authority

Supporting pupils with complex needs

We will follow government guidance for special schools, local authorities and any other settings in managing pupils with education, health and care plans, including those with complex needs where appropriate.

Monitoring, evaluation and review

The Board of Trustees will assess the implementation and effectiveness of this policy. The policy will be promoted and implemented throughout all Trust schools.

This Policy will be reviewed by the Board of Trustees on a termly basis or earlier if required.

Adherence to the policy will be monitored by the school's local governing body.

Policy adopted:	Spring Term 2021
Other related policies:	Health and safety
Next Review:	Summer Term 2021

Annex 1: national government restrictions

From Wednesday 6th January you must follow the national lockdown restrictions.

You must not leave, or be outside of your home except where necessary. You may leave the home to:

- shop for basic necessities, for you or a vulnerable person
- go to work, or provide voluntary or charitable services, if you cannot reasonably do so from home

- exercise with your household (or support bubble) or one other person, this should be limited to once per day, and you should not travel outside your local area.
- meet your [support bubble](#) or [childcare bubble](#) where necessary, but only if you are legally permitted to form one
- seek medical assistance or avoid injury, illness or risk of harm (including domestic abuse)
- attend education or childcare - for those eligible

Colleges, primary and secondary schools will remain open only for [vulnerable children and the children of critical workers](#). All other children will learn remotely until February half term. Early years settings remain open.

You can access the full guidance [here](#).

When not in lockdown, you must observe the [local restrictions](#) that apply to the area in which you live. You can find out what tier your area is in [here](#).

All tiers

Across all tiers, everyone:

- should follow the [rules on meeting others safely](#)
- should attend school or college as normal, unless they are self-isolating. Schools, universities, colleges and early years settings remain open in all tiers
- should walk or cycle where possible, plan ahead and avoid busy times and routes when travelling
- must follow the gathering limits at their tier except for in specific settings and circumstances. These [exemptions are detailed at the end of this guidance](#)

Tier 1: Medium alert

- you must not socialise in groups larger than 6 people, indoors or outdoors, other than where a legal exemption applies. This is called the 'rule of 6'
- if you live in a tier 1 area and travel to an area in a higher tier you should follow the rules for that area while you are there. Avoid travel to or overnight stays in tier 3 areas other than where necessary, such as for work, education, youth services, to receive medical treatment, or because of caring responsibilities. You can travel through a tier 3 area as part of a longer journey

See full rules for tier 1 [here](#).

Tier 2: High alert

- you must not socialise with anyone you do not live with or who is not in your support bubble in any indoor setting, whether at home or in a public place
- you must not socialise in a group of more than 6 people outside, including in a garden or a public space – this is called the 'rule of 6'
- you can continue to travel to venues or amenities which are open, but should aim to reduce the number of journeys you make where possible
- if you live in a tier 2 area, you must continue to follow tier 2 rules when you travel to a tier 1 area. Avoid travel to or overnight stays in tier 3 areas other than where necessary, such as for work, education, youth services, to receive medical treatment, or because of caring responsibilities. You can travel through a tier 3 area as a part of a longer journey

See full rules for tier 2 [here](#).

Tier 3: Very High alert

- you must not meet socially indoors or in most outdoor places with anybody you do not live with, or who is not in your support bubble, this includes in any private garden or at most outdoor venues
- you must not socialise in a group of more than 6 in some other outdoor public spaces, including parks, beaches, countryside accessible to the public, a public garden, grounds of a heritage site or castle, or a sports facility – this is called the 'rule of 6'
- you can continue to travel to venues or amenities which are open, but should aim to reduce the number of journeys you make where possible
- avoid travelling outside of your area, including for overnight stays other than where necessary, such as for work, education, youth services, to receive medical treatment, or because of caring responsibilities. You can travel through other areas as part of a longer journey

See full rules for tier 3 [here](#).