

## A. Outline

School: Castlefields Primary School

Work Activity:

Working in the Schools during Covid19 Pandemic

Date of Assessment: 24<sup>th</sup> August 2021, revised September 2021, [November 2021](#), [December 2021](#), [January 2022](#)

Name of Headteacher: Rebecca Lee

**Hazard** is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

**Level of risk = likelihood x severity**

**B. Risk Matrix – This section is used for guidance to complete section C.**

### 5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low
		1	2	3	4	5
		Increasing likelihood or probability →				

### PRIORITY OF ACTION

High	17 - 25	Unacceptable – Stop work or activity until immediate improvements can be made.
Medium	10 – 16	Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.
Low	5 - 9	Adequate but look to improve by next review.
Very Low	1 – 4	Residual risk acceptable and no further action will be required all the time the control measures are maintained.

**This Risk Assessment is informed by Government Guidance for fully Opening Schools taking into account system of controls: for protective measures for after step 4 of the reopening roadmap.**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/999689/Schools\\_guidance\\_Step\\_4\\_update\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf)

As the country moves to Step 4 of the roadmap (July and August 2021), the government (and consequently our schools) will continue to manage the risk of serious illness from the spread of the virus. This marks 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 on schools from the government to reduce the disruption to children and young people's education – particularly, we are told, that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

The priority as described by the DFE is for us to deliver face-to-face, high quality education to all pupils. We are told that the evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

#### CONTROL MEASURES:

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.

Related documents, and **Government guidance:**

- [Actions for early years and childcare providers during the COVID-19 pandemic](#)
- [Guidance for parents and carers of children attending out-of-school settings during the coronavirus \(COVID-19\) outbreak](#)
- [Schools COVID-19 operational guidance](#)
- [COVID-19: assessment processes for selective school admissions](#)
- [Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak](#)
- [Dedicated transport to schools and colleges COVID-19 operational guidance](#)
- [What parents and carers need to know about early years providers, schools and colleges during COVID-19](#)
- [COVID-19: guidance for children's social care services](#)

DFE / PUBLIC HEALTH REQUIREMENTS	SCHOOL ACTION / RESPONSE	Risk: Low/ Med/ High
<p style="text-align: center;"><b>AGREEING NEW PROCESSES</b></p> <p>Schools and trusts should work closely with parents and carers (future references to parents should be read as including carers), staff and unions when agreeing the best approaches for their circumstances.</p>	<ul style="list-style-type: none"> <li>• Letters shared with parents on ClassDojo - notification about letters via Teachers2Parents</li> <li>• Letters also shared on School Website</li> <li>• Communication with staff on email - notification of email done through Teachers2Parents</li> <li>• Daily checks will be made with: Government websites, Local school networks, Shropshire Council (SCC), TrustEd communication</li> <li>• Any changes in national/SCC/Trust advice and guidance to be shared with the Senior Leadership Team and Governors for appropriate action.</li> <li>• Staff and Parents to be updated in a timely manner, using email, letters etc. as necessary</li> <li>• Outbreak contingency plan shared with staff and parents as above</li> <li>• <a href="#">New process – 30/11/2021 Following Covid-19 Health Protection Team (HPT) advice. Communication to staff and parents as above</a></li> <li>• <a href="#">Warn and Inform letter sent to parents</a></li> <li>• <a href="#">11/1/2022 Following Covid-19 HPT advice, enhanced communication to staff and parents highlighting strong recommendation for daily LFT for close contacts</a></li> </ul>	<p>LOW</p>

DFE / PUBLIC HEALTH REQUIREMENTS	SCHOOL ACTION / RESPONSE	Risk: Low/ Med/ High
<p style="text-align: center;"><b>NO MORE COMPULSORY BUBBLES</b></p> <p>The DFE will no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p>	<ul style="list-style-type: none"> <li>• The one-way entry/ exit system to school is being kept in place</li> <li>• Staggered starts and end times will not be in place unless there is an outbreak/ change to PHE, Trust or Government advice – See Contingency Plan</li> <li>• Children will enter school through external classroom doors</li> <li>• Lunchtimes - Reception and KS1 will eat in the hall together - but on separate class tables during the first few weeks of September</li> <li>• KS2 will remain eating in classrooms for the first few weeks in September</li> <li>• KS1/ KS2 to largely remain separate for the first few weeks, reintegration will happen after this time</li> <li>• KS2 will mix outdoors</li> <li>• Seating in classrooms can return to groups rather than rows</li> <li>• KS1/ KS2 Bubbles to remain in Wrap care and Breakfast Club for first few weeks of September</li> <li>• 30/11/2021 – End of term: HPT advice – children separate for playtimes and lunchtimes in class groupings. Year 2 – Year 6 eating in classrooms. Reception and Year 1 eating in hall, but with a clear 2m gap between the classes. No assemblies. "Bubbles" for Wrap and Breakfast Clubs</li> <li>• KS1/ KS2 separate for play and lunchtimes and separate assembly times</li> </ul>	LOW
<p style="text-align: center;"><b>OUTBREAK MANAGEMENT PLAN</b></p> <p>The DFE say we should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>	<ul style="list-style-type: none"> <li>• It has already been communicated to parents that bubbles will return if necessary</li> <li>• This will include staggered start and end times, but these will be in 5 not 10 minute intervals to minimise educational disruption</li> <li>• See also Contingency Plan</li> </ul>	MED

DFE / PUBLIC HEALTH REQUIREMENTS	SCHOOL ACTION / RESPONSE	Risk: Low/ Med/ High
<p style="text-align: center;"><b>CLOSE CONTACTS</b></p> <p>Next term, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts.</p> <p>Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases. This may also happen when there is a change to Government policy, e.g. due to the Omicron variant, December 2021</p>	<ul style="list-style-type: none"> <li>• Admin will support Test and Trace with the names and numbers of close contacts. This will be done in conjunction with class teachers</li> <li>• Communication to parents will support NHS Test and Trace and will reiterate the importance of managing Covid tracing</li> <li>• InVentry tracks visitors to school and allows a list of visitors to the site to be created</li> </ul>	LOW
<p style="text-align: center;"><b>CHILDREN TEST AND TRACE</b></p> <p>Children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children 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. Public Health would encourage all individuals to take a PCR test if advised to do so.</p> <p>December 2021</p> <p>From Tuesday 14 December, a new national approach to daily testing for contacts of COVID-19 is being introduced (including until the end of this term). All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19.</p> <p>Daily testing for contacts of COVID-19 will help protect education settings by reducing transmission and will also help keep pupils in face-to-face education. Once notified by NHS Test and Trace as a close contact, all eligible staff, pupils and students should take an LFD each day for 7 days and report the results through the Online Reporting System and to their setting. If they test</p>	<ul style="list-style-type: none"> <li>• Admin will support Test and Trace with the names and numbers of close contacts. This will be done in conjunction with class teachers</li> <li>• Communication to parents will support NHS Test and Trace and will reiterate the importance of managing Covid tracing</li> <li>• <a href="#">30/11/2021 HPT advice – stronger communication with regards to PCR tests and advice to have a repeat PCR test within a 4-5 day time period</a></li> </ul>	LOW

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<p>negative, they can continue to attend their education setting. Outside of the education setting, they should continue to follow the advice set out in the Sunday 12 December press release. This approach should also be adopted over the winter break and on return in January.</p> <p>If they test positive, they should self-isolate and order a PCR test to confirm the result. If the PCR is positive, they must self-isolate for 10 days. If the PCR test is negative, they no longer need to self-isolate but should continue to carry out the remainder of the daily tests, and only need to isolate if it is positive.</p> <p>All staff and secondary aged pupils and students should have access to a box of 7 LFD tests from their education setting. If your setting requires additional test kits sooner than they would be available through the standard ordering process, or will run out of test kits imminently, you can contact 119 to request an emergency replenishment. For primary aged children LFD test kits are available through the usual routes (community test sites, local pharmacies or online).</p> <p>Children under five years old do not need to take part in daily testing for contacts of COVID-19 and do not need to isolate.</p> <p>Anyone over the age of 18 years and 6 months who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case.</p> <p>For students with SEND who struggle to or are unable to self-swab daily for 7 days, settings should work with students and their families to agree an appropriate testing route, such as assisted swabbing. Information on further support measures will be provided.</p> <p>Finally, it is important to continue regular twice weekly, at-home testing for all education and childcare workforce and all students of secondary age and above.</p> <p>From Monday 17 January, people with COVID-19 in England can end their self-isolation after 5 full days, as long as they test negative on day 5 and day 6.</p>		

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<p>For more information, please see:  <a href="https://www.gov.uk/government/news/self-isolation-for-those-with-covid-19-can-end-after-five-full-days-following-two-negative-lfd-tests">https://www.gov.uk/government/news/self-isolation-for-those-with-covid-19-can-end-after-five-full-days-following-two-negative-lfd-tests</a></p>		
<p style="text-align: center;"><b>FACE COVERINGS</b></p> <p>Face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas.  Face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.</p> <p>November 2021  Following advice from PHT and DfE, staff are now wearing masks or face coverings in communal and busy places</p>	<ul style="list-style-type: none"> <li>• In communication to parents, it says that face coverings are not compulsory, but an individual may decide to wear them in communal spaces or when working closely with a child</li> <li>• Staff will be informed on PD Day that they may wear face coverings when in busy and communal areas, or amongst the class, if they wish, but should remove them when talking to the class to deliver a lesson</li> <li>• A stock of face masks are kept in the stock room in case of policy change or a local outbreak</li> <li>• <b>Masks/ face coverings worn in communal spaces</b></li> </ul>	LOW/ MED
<p style="text-align: center;"><b>REINTRODUCTION OF FACE COVERINGS</b></p> <p>You may need to reintroduce face coverings....  If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt).  You should make sure your outbreak management plans cover this possibility.  In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19.</p> <p>November 2021  Following advice from PHT and DfE, staff are now wearing masks or face coverings in communal and busy places</p>	<ul style="list-style-type: none"> <li>• In the event of reintroduction of face coverings, the communication will be as per previous letters/ emails and using ClassDojo</li> <li>• SLT would remind parents on entry to school grounds</li> <li>• See also Contingency Plan</li>   <li>• <b>Communication to parents to explain children will see staff in masks</b></li> </ul>	MED
<p style="text-align: center;"><b>OUTBREAKS</b></p> <p>If we have several confirmed cases within 14 days, we may have an outbreak.  For our contingency plan we have used the following:</p>	<p>See Contingency Plan and in addition:</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• We will review our child protection policy to make sure it reflects the local restrictions and remains effective.</li> </ul>	MED/ HIGH

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<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings</a></p> <p>We will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. DfE helpline on 0800 046 8687.</p>	<ul style="list-style-type: none"> <li>• A trained DSL or deputy DSL will be on site at all times during the school day.</li> <li>• If our DSL (or deputy) can't be on site, they can be contacted remotely by using the numbers recorded on SIMS/ Teachers2Parents</li> <li>• <a href="#">30/11/2021 HPT advice</a></li> <li>• <a href="#">11/1/2022 HPT advice</a></li> </ul>	
<p style="text-align: center;"><b>HYGIENE</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Children and adults will be asked to hand sanitise on entry to school</li> <li>• Volunteers are permitted in school but must follow all safety guidelines. If in regularly they will be invited to take LFD tests</li> <li>• Posters remain around school reminding children to wash hands</li> <li>• Good hand washing hygiene before and after lunch break</li> <li>• “Coughs and Sneezes Spread Diseases” message for children - asking them to throw tissues in lidded bins</li> <li>• Lidded bins emptied at lunchtimes and at the end of the school day</li> <li>• <a href="#">30/11/2021 HPT advice – extra vigilance in hygiene standards</a></li> <li>• <a href="#">11/1/2022 HPT advice – extra vigilance in hygiene standards</a></li> </ul>	LOW/ MED
<p style="text-align: center;"><b>RESPIRATORY HYGIENE</b></p> <p>Respiratory hygiene The ‘catch it, bin it, kill it’ approach continues to be very important. The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene.</p>	<ul style="list-style-type: none"> <li>• This education will remain for all children in school</li> <li>• Regular reminders in class, assembly and on ClassDojo</li> <li>• Hand washing on a regular basis</li> <li>• Covering coughs and sneezes with a tissue and disposing of it (Catch it, Bin it, Kill it)</li> <li>• Not touching eyes/nose/mouth with unwashed hands</li> <li>• Hand sanitiser and soap to be provided to all classrooms / spaces (if available), for use at the start of the day, after lunch etc.</li> <li>• <a href="#">30/11/2021 HPT advice – extra vigilance in hygiene standards</a></li> </ul>	LOW/ MED

DFE / PUBLIC HEALTH REQUIREMENTS	SCHOOL ACTION / RESPONSE	Risk: Low/ Med/ High
	<ul style="list-style-type: none"> <li>11/1/2022 HPT advice – extra vigilance in hygiene standards</li> </ul>	
<p style="text-align: center;"><b>CLEANING</b></p> <p>You should 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. See <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></p>	<ul style="list-style-type: none"> <li>Cleaning is monitored by June Bartlett (Premier Services) and by Beckie Lee and members of staff</li> <li>Class staff to be provided with spray to wipe down classroom surfaces should they wish to do so</li> <li>Rob Childs to clean at lunchtimes for September-frequent cleaning of frequently touched items (Door handles/doors/taps/table tops etc)</li> <li>30/11/2021 HPT advice – extra vigilance in cleaning standards. Communicated to Premier Services</li> <li>Need to be extra vigilant about touch points</li> <li>11/1/2022 HPT advice – extra vigilance in hygiene standards</li> </ul>	LOW
<p style="text-align: center;"><b>VENTILATION</b></p> <p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained. You should identify any poorly ventilated spaces as part of your risk assessment and take steps 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. Mechanical ventilation should be considered for some spaces. Where mechanical ventilation systems exist, you should ensure that they are 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). You should balance the need for increased ventilation while maintaining a comfortable temperature.</p>	<ul style="list-style-type: none"> <li>All classrooms have external doors and windows that are easy to open</li> <li>Staff are used to ventilating rooms well</li> <li>The hall now has windows on all 4 walls, which should be open to allow air flow. It also has high ceilings which aids ventilation</li> <li>CO2 monitors will be sent to schools at some point in the Autumn term by the DfE. This will aid monitoring of ventilation as we approach colder months</li> <li>Indoor sport can happen, but outdoor sport will be prioritised</li> <li>November 2021 – CO<sub>2</sub> monitors in each classroom and the hall to help inform the need to keep areas well ventilated</li> </ul>	LOW/ MED
<p style="text-align: center;"><b>MANAGING CASES</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days</li> </ul>	LOW

DFE / PUBLIC HEALTH REQUIREMENTS	SCHOOL ACTION / RESPONSE	Risk: Low/ Med/ High
<p>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).</p>	<ul style="list-style-type: none"> <li>From Monday 17 January, people with COVID-19 in England can end their self-isolation after 5 full days, as long as they test negative on day 5 and day 6</li> </ul>	
<p style="text-align: center;"><b>CASES IN SCHOOL</b></p> <p>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household. If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance.</p> <p>Any rooms they use should be cleaned after they have left. The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p>	<ul style="list-style-type: none"> <li>Staff member to be sent home immediately (travel home appropriately) and to organise a test</li> <li>Persons with a positive test will remain in isolation for a period of 10 days from the date of the test</li> <li>From Monday 17 January, people with COVID-19 in England can end their self-isolation after 5 full days, as long as they test negative on day 5 and day 6.</li> </ul> <p>For more information, please see:  <a href="https://www.gov.uk/government/news/self-isolation-for-those-with-covid-19-can-end-after-five-full-days-following-two-negative-lfd-tests">https://www.gov.uk/government/news/self-isolation-for-those-with-covid-19-can-end-after-five-full-days-following-two-negative-lfd-tests</a></p> <ul style="list-style-type: none"> <li>If a child is unwell, they are to be moved a safe space outside of the classroom</li> <li>Parent/carer to pick-up and organise a PCR test</li> <li>First Aiders and office staff will have PPE available should this be necessary for them - a further stock will be kept in the stock room</li> <li>30/11/2021 HPT advice – ALL close contacts asked to take a PCR</li> <li>11/1/2022 HPT advice – ALL close contacts to take LFT for seven days</li> </ul>	LOW/ MED
<p style="text-align: center;"><b>LFTs</b></p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p>	<ul style="list-style-type: none"> <li>Staff are encouraged to take LF tests twice weekly, on Sunday and Wednesday evening; this is due to be reviewed by the Government at the end of September 2021</li> <li>Any positive cases to be phoned through to Beckie Lee</li> </ul>	LOW

DFE / PUBLIC HEALTH REQUIREMENTS	SCHOOL ACTION / RESPONSE	Risk: Low/ Med/ High
<p>New guidance December 2021 – see above</p>	<ul style="list-style-type: none"> <li>• <a href="#">New guidance about LFT December 2021 communicated to Parents and Carers</a></li> </ul>	
<p style="text-align: center;"><b>POSITIVE CASES</b></p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. If symptomatic, they must take a PCR test to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p>	<ul style="list-style-type: none"> <li>• Staff are aware of the importance of following national guidance, and to stay home and self-isolate if unwell with symptoms of COVID</li> <li>• Staff to follow the school guidance on reporting sickness due to suspected/confirmed COVID-19. SLT team will update the response as any national guidance changes</li> </ul> <p>In the event of high staff absence:</p> <ul style="list-style-type: none"> <li>• The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned</li> <li>• Flexible and responsive use of teaching assistants and wellbeing staff to supervise classes is in place</li> <li>• Full use is made of those staff who are self-isolating or shielding but who are well enough to work from home. Teachers to ‘Teams’ in to lead teaching and learning wherever possible</li> <li>• Staff who are fully vaccinated against Covid-19 do not need to isolate if they come into contact with a positive case – instead they must take daily lateral flow tests</li> </ul>	LOW/ MED
<p style="text-align: center;"><b>CEV CHILDREN</b></p> <p>All 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 GP or clinician not to attend.</p>	<ul style="list-style-type: none"> <li>• All CEV pupils have been in school during the past term</li> <li>• School has a regularly updated register of pupils with underlying health conditions</li> <li>• If the local rate rises dramatically then these pupils parents seek advice from their clinicians</li> <li>• Pupils who fit these categories are catered for with online learning/paper packs to support home learning – this must be balanced with the workload and wellbeing of teaching staff who will also have full classes to cater for</li> <li>• <a href="#">30/11/2021 HPT advice – extra conversation about CEV children due to outbreak and then Omicron</a></li> </ul>	MED

DFE / PUBLIC HEALTH REQUIREMENTS	SCHOOL ACTION / RESPONSE	Risk: Low/ Med/ High
	<ul style="list-style-type: none"> <li>11/1/2022 HPT advice – CEV staff have risk assessments in place</li> </ul>	
<p style="text-align: center;"><b>REFUSING ENTRY</b></p> <p>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>	<ul style="list-style-type: none"> <li>SLT to talk to parent and understand the reasoning for their decision</li> <li>If necessary, advice would be taken, and communications made in light of the Public Health advice</li> </ul>	LOW
<p style="text-align: center;"><b>ATTENDANCE CODES</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>Information about attendance codes has been shared with admin staff</li> <li>Emma Chafer (EWO) will monitor correct use of codes</li> </ul>	LOW
<p style="text-align: center;"><b>TRAVEL</b></p> <p>Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.</p>	<ul style="list-style-type: none"> <li>This was communicated to parents before the holiday</li> </ul>	LOW/ MED
<p style="text-align: center;"><b>VIRTUAL LEARNING</b></p> <p>Not all people with COVID-19 have symptoms. Where appropriate, you should 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.</p>	<ul style="list-style-type: none"> <li>Remote learning will follow our remote learning plans and be available on ClassDojo (paper packs also available)</li> <li>Laptops loaned out if needed</li> <li>SEND to be monitored by Lauren Shingler</li> <li>PP and CLA to be monitored by Chris Marsh</li> <li>Concerns to be shared with Beckie Lee</li> </ul>	LOW

DFE / PUBLIC HEALTH REQUIREMENTS	SCHOOL ACTION / RESPONSE	Risk: Low/ Med/ High
<p>You should maintain your capacity to deliver high quality remote education for 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.</p>		
<p style="text-align: center;"><b>PUPIL WELL BEING</b></p> <p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools. <a href="https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents">https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents</a></p>	<ul style="list-style-type: none"> <li>• No Worries/ ELSA resources to be used in classroom</li> <li>• PSHE resources available to support mental health</li> <li>• Teachers will be promoting and supporting wellbeing and mental health in the classroom</li> </ul>	LOW/ MED
<p style="text-align: center;"><b>CEV ADULTS and PREGNANCY</b></p> <p>Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. Staff in schools who are CEV should currently attend their place of work if they cannot work from home.</p>	<ul style="list-style-type: none"> <li>• Shielding ended on 1/4/21, stating employees may now return to their workplace. Those who are ECV should have all received their vaccine</li> <li>• Masks can be worn by individuals if they decide they want to</li> <li>• Other staff have been encouraged to take up vaccine, including being allowed time off school to do so</li> <li>• There are no known pregnant staff in school at present</li> <li>• Rules for employees who have not been vaccinated will be adhered to</li> </ul>	LOW/ MED
<p style="text-align: center;"><b>FSM</b></p> <p>You should continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time.</p>	<ul style="list-style-type: none"> <li>• Food parcels or food vouchers will be made available depending on need</li> <li>• This is arranged with Caterlink</li> </ul>	LOW
<p style="text-align: center;"><b>TRIPS</b></p> <p>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. We continue to recommend you do not go on any international visits before the start of the autumn term. From the start of the new school term you can go on international visits that have previously been deferred or postponed and organise new international</p>	<ul style="list-style-type: none"> <li>• Educational visits are important for the enrichment of the curriculum</li> <li>• For the first part of the Autumn term, school trips should be those that are local, and mainly outdoors</li> <li>• A COVID risk assessment will be created for each off-site visit</li> <li>• Any educational visits will be conducted in line with relevant COVID-19 guidance and regulations in place at that time</li> </ul>	LOW/ MED

DFE / PUBLIC HEALTH REQUIREMENTS	SCHOOL ACTION / RESPONSE	Risk: Low/ Med/ High
<p>visits for the future. Be aware restrictions on travel are very subject to variation, including at no notice.</p> <p>You should speak to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available.</p> <p>You should 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.</p>		
<p style="text-align: center;"><b>WRAP AROUND AND CLUBS</b></p> <p>Wrap around and enrichment can be undertaken.</p>	<ul style="list-style-type: none"> <li>• Wrap Around Club will continue to take place, with “bubbles” remaining indoors</li> <li>• Gym club to return to school - Edge Gymnastics, for Castlefields children only</li> <li>• StageWorks to return to school – for Castlefields children only</li> </ul>	LOW

## Appendix 1

### OUTBREAK MANAGEMENT PLAN

The Government Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds can be used by settings as an indication for when to seek public health advice if they are concerned.

For most education and childcare settings, whichever of these thresholds is reached first:

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

Identifying a group that is likely to have mixed closely will be different for each setting.

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate

increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

Castlefields Primary School can seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (as above) or by contacting the Covid-19 Health Protection Team on: 01743 251234, E: [shropshirepublichealth@shropshire.gov.uk](mailto:shropshirepublichealth@shropshire.gov.uk), W: <https://www.shropshire.gov.uk/coronavirus/>.

As a priority the school community will be kept informed via text messages, ClassDojo or the Website.

### **Testing**

Staff will be expected to return to Lateral Flow testing twice weekly. New guidance Dec 2021 concerning LFD Tests – see above.

### **Face Coverings**

Face coverings will be necessary, for adults, in busy and/or communal areas. In all cases any educational and wellbeing drawbacks in the recommended use face coverings should be balanced with the benefits in managing transmission. E.g. it may not be appropriate to wear a mask when talking to a child with Special Needs and would not be expected with anyone who relies on lip reading.

Full PPE to be worn by staff in the quarantine room.

### **Shielding**

Shielding is currently on hold for children and adults.

### **Bubbles**

If we have to return to bubbles then we will stop children mixing in key stages at break times and lunch times.

1. Rows in classrooms will return – depending on guidance. A classroom table plan will be reinstated alongside the existing staff track and trace register.
2. The staff shared areas will be limited to a small number of staff – socially distanced, wearing masks.

### **Visitors to school**

Only essential visitors will be allowed in school and then must follow our risk assessment as well as that of their organisation.

Whole school assemblies will be changed and we will follow guidance – if needs be we will go back to in class and remote worship

## **Hygiene**

Increased vigilance with hygiene will resume.

Equipment used will be sanitised or quarantined immediately after use and will not be shared until this has happened.

Extra cleaning will resume alongside more frequent washing of hands and using sanitisers for all.

Pupils will be expected to wash hands and/or sanitise at the start of the school day, more regularly throughout the school day, and at home time.

Quarantine areas will still be on hand and must be used in the event of any suspected case –

- Library
- Full PPE to be worn by staff in the quarantine room.

## **Ventilation**

Extra ventilation will resume. However, this will need to be managed well ensuring comfort also. CO<sub>2</sub> monitors in place

## **Social Distancing in and out of School**

Social distancing in and around school will return.

Staggered breaks and lunches will ensure staff are able to socially distance in shared areas at these times.

## **Remote Education**

We will use ClassDojo for remote learning for all pupils and students if:

- they have tested positive for COVID-19 but are well enough to learn from home; or
- attendance at school has been temporarily restricted

On-site provision should in all cases will be retained for our vulnerable children and young people and the children of critical workers. If we have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the CEO of our Trust and the local authority.

In the event of an outbreak attendance will be prioritised and, where possible, only essential bubbles; groups; children; staff will remain at home

FSM will be supplied to any children eligible and having to stay at home

Staff will teach remotely should they have to isolate and are not ill

### **Attendance Restrictions**

High quality face-to-face education remains a government priority. Attendance restrictions should only ever be considered as a short-term measure and as a last resort:

- for individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission; or
- across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS.

In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.

Where measures include attendance restrictions, DfE may advise on any other groups that should be prioritised.

### **Safeguarding**

At all times we must continue to have regard to any statutory safeguarding guidance that applies to our school, including:

- Keeping children safe in education
- Working together to safeguard children
- Early Years Foundation Stage (EYFS) framework

The DSLs in school will liaise with relevant families and professionals on a regular basis ensuring that all pupils are safe at all times, especially if not in school.

The Head and/or Deputy Head will coordinate the safeguarding on site. See following -

### **Vulnerable children and young people**

Where vulnerable children and young people are absent, education settings should:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
- encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate
- focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
- have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so

If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.

### **Transport**

Where pupils arrive and/or leave by taxi school will contact the company and give specific instructions for recommended drop off/pick up times and zones.

### **Educational Visits**

These will not go ahead at the immediate time and reinstating them will be under regular review depending on our status.

### **Wrap Around Care and Clubs**

Wrap around care will cease for all except vulnerable children and those children of critical workers. The children will be separated out into class groups, socially distanced from each other.

Clubs will cease until further notice.

### **Identifying groups that have mixed closely**

Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples.

For early years, this could include:

- a childminder minding children, including their own
- childminders working together on the same site
- a nursery class
- a friendship group who often play together
- staff and children taking part in the same activity session together

For schools, this could include:

- a class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

For wraparound childcare or out-of-school settings, this could include:

- a private tutor or coach offering one-to-one tuition to a child, or to multiple children at the same time
- staff and children taking part in the same class or activity session together