



**SASH EDUCATION TRUST**

**STAYING SAFE IN SCHOOL DURING COVID-19**

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## SASH EDUCATION TRUST (the 'Trust')

### 1. INTRODUCTION

- 1.1 The COVID-19 pandemic has had a significant impact on day to day life for individuals and organisations across the world. As a result of the pandemic, the UK Government closed all schools from 23 March 2020 in order to control the spread of the infection, though certain priority groups of children (vulnerable children and children of critical workers) were allowed to attend school and gradually schools welcomed back more children from the beginning of June 2020.
- 1.2 As the Government now believes the rate of infections is under control, it has issued guidance relating to its plans to allow all pupils, in all year groups, to return to school full time from the beginning of the autumn term.
- 1.3 As a result of the proposals to re-open schools, the Trust has developed this policy to explain how we intend to keep our school community safe as we start to welcome back pupils to our schools.
- 1.4 We recognise that there is, understandably, some anxiety in our school community about how pupils can safely return without them or others being placed at risk. We believe that in order to address these concerns, it is important that we are transparent with our school community about the steps we are taking to minimise the risks and how we propose to manage re-integration of pupils into our schools.
- 1.5 We are asking our school community (staff, parents and carers, contractors and volunteers) to work with us to help keep staff and pupils safe and ensure that the best education possible can continue to be provided to our school community.
- 1.6 This policy forms part of the Trust's overall response to managing the safe return of pupils to our schools. The Trust has developed various tools and documents to assist with this process including (but not limited to) risk assessments which are subject to regular review, individual school action plans and policies and protocols to manage specific and / or local issues which cannot all be covered in detail in this policy.
- 1.7 In developing this policy, we have considered the following Department for Education ("DfE") Guidance ("Guidance"): <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> as well as the other guidance documents mentioned within the Guidance.
- 1.8 The Guidance being issued by the DfE is likely to be updated and supplemented with additional guidance and the Trustees will keep our policies, risk assessments and approach under review to ensure that it is consistent with the latest Guidance. We will also closely monitor our own procedures and regularly engage with our school community in order to identify any practices or procedures that require further consideration under this policy.
- 1.9 This policy and the documents/guidance referred to therein is accurate as at the date of its issue. The COVID19 crisis is a fast changing area. Insofar as government/DfE guidance changes to the extent that this policy or any part of it becomes inaccurate or out of the date, the up to date government/DfE guidance and any updated communication issued by the Trust shall take precedence and must be followed.

- 1.10 We will have regard to our duties under the Equality Act 2010 and the Public Sector Equality Duty when we are designing and implementing control measures to manage risks in the school environment.
- 1.11 The Trust takes the health and safety of our school community very seriously. The nature of the risks posed by the coronavirus are such that our schools will have to make a number of changes to the way they usually operate in order to re-open safely. We recognise that some of these changes may cause some inconvenience and disruption to staff, pupils, visitors and contractors but we are required to take these steps in order to keep people safe while they are on our school premises.
- 1.12 We also recognise that there may be some uncertainty as we all adjust to new ways of working and interacting with each other. To address this, we will aim to send out regular communications to our school community which are clear and consistent. We will also provide training to members of staff on our new procedures.
- 1.13 We wish to extend our gratitude to everyone who plays their part in complying with our new arrangements and to ask for patience while we all adjust to a new way of educating our children.
- 1.14 The Trustees also wish to acknowledge and extend their gratitude on behalf of the whole school community for the hard work and dedication of all members of staff who are working tirelessly to keep our school community safe in such challenging circumstances.

## 2. WHAT PUPILS AND PARENTS NEED TO KNOW

- 2.1 The Government's intention is for all pupils to return to school in September.
- 2.2 A decision will be made by each school in the Trust as to the date it will open. You will receive a letter notifying you of this and how it will affect your child. Please do not contact the School at this stage.

### PREVENTATIVE MEASURES

- 2.3 There is a hierarchy of measures that all schools will be implementing in line with Government Guidance in order to keep our schools safe when they reopen. These include the following:
- 2.3.1 minimising contact with individuals who are unwell by ensuring that those who have [coronavirus symptoms](#), or who have someone in their household who does, or who have tested positive in the last 7 days **do not attend** our schools;
  - 2.3.2 cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;
  - 2.3.3 ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
  - 2.3.4 cleaning frequently touched surfaces more often than normal and more frequent cleaning of rooms / shared areas that are used by different groups;
  - 2.3.5 active engagement with NHS Test and Trace;
  - 2.3.6 minimising contact and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable;
  - 2.3.7 where necessary, wear appropriate personal protective equipment (PPE).
- 2.4 In addition to the above measures and in order to comply with government Guidance, our schools are required to make a number of changes to school life in order to minimise the risk of the coronavirus spreading in school. Some of these changes are explained in this policy and others are identified in risk assessments, which will be regularly reviewed in light of Government advice. These are being undertaken by the Trust to assess the schools' overall risk levels and to identify additional and specific measures that need to be put in place to address those risks.
- 2.5 Individual school risk assessments will also be developed by each school which will take into account any particular risks that need to be considered, for example, how pupils are dropped off and collected by parents / carers, any furniture or equipment which needs to be moved in order to provide adequate space and any other logistical issues which might arise.
- 2.6 Your school will contact you to confirm any specific arrangements you need to know regarding your child's attendance at school. Until further notice, visitors must follow the procedures set out in our visitor protocol and any meetings with parents and carers will

be arranged in advance and be conducted by telephone. Please let us know if there might be difficulties contacting you at this time.

- 2.7 The Guidance requires schools to adhere to the principle of reducing the number of contacts between pupils and staff by:
  - 2.7.1 keeping groups separate (in 'bubbles'); and
  - 2.7.2 through maintaining distance between individuals.
- 2.8 For younger pupils the emphasis will be on separating groups and for older children it will be on distancing, though these are not alternative options.
- 2.9 The Guidance suggests that for primary schools, the bubbles can be the size of a full class. For secondary schools, the Guidance suggests that for KS3, the groups can be the size of a full class but it recognises that for KS4 and KS5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects, though staff should maintain distance from their pupils and stay at the front of the class and away from colleagues where possible. Individual schools will need to assess their own circumstances to decide what size the bubbles should be. Whatever the size of the bubble, they should be kept apart from other bubbles where possible and older pupils should be encouraged to keep their distance within groups. However, the Guidance states that it is permissible to keep a classroom group together for the majority of classroom time but also allow mixing into the wider groups for specialist teaching, wraparound care and transport.
- 2.10 Schools will keep a record of pupils and staff in each group and any close contact that takes place between children and staff in different groups to assist the local health protection team in the event that there are any infections.
- 2.11 Within each group, pupils are required to keep apart where possible although the Guidance recognises that social distancing cannot be maintained at all times especially with younger children and some children with complex needs or in a school where space does not allow. However, children who are old enough should be supported to maintain distance and not touch staff and their peers where possible.
- 2.12 Staff can operate across different classes and year groups but where this happens they should try and keep their distance from pupils and other staff as much as they can (ideally 2 metres from other adults), though, again, the guidance recognises it is unlikely that a distance can be maintained from younger pupils.
- 2.13 The Guidance also states that while in general groups should be kept apart, brief, transitory contact, such as passing in a corridor or playground, is low risk but the schools will take steps to avoid busy 'pinch points', for example, by trying to keep movement around the school site to a minimum and considering staggered or shorter break and lunch times or potentially starting and finishing the school day later. Any such measures will be communicated to parents by the school. We will also look at making small adaptations to the classroom where possible to support social distancing, for example, seating pupils side by side or moving unnecessary furniture to create more space. Objects and surfaces that are touched regularly will be cleaned throughout the day and schools will be thoroughly cleaned at the end of the day in line with Government Guidance. Where possible, pupils will be seated at the same desk each day if they attend on consecutive days with space between desks and seats where possible. In secondary schools, pupils may be asked to wipe down their learning area at the start and end of

their lesson if timetabling constraints mean that a separate group will need to use the space before our cleaning staff are able to access the room.

- 2.14 As many schools are not designed to cater for small groups of pupils, each school will decide on the steps that need to be put in place to keep contact with others to a minimum.
- 2.15 We will inform you of what plans are being made to resume schools meals. We are working closely with our catering teams and suppliers to develop a plan which will ensure pupils have a choice of provision and that this accommodates those who are entitled to free school meals.
- 2.16 As far as possible the school will try to accommodate requests from parents / carers if they require their child to be dropped off or collected by a particular time if there is a good reason for this and we are informed about it before the staggered drop off and collection times are communicated to all parents. However, we cannot guarantee that we can accommodate such requests. In addition, once a child joins their 'group' or class, they cannot change groups after that point as the Guidance does not allow children to mix with other groups to reduce the risk of the infection spreading.
- 2.17 There may be occasions when our schools will need to ask certain classes or groups of children not to come into school if we are informed that the infection threat level has risen significantly in our school community or in the local area. We may be either advised or directed to send a group or bubble home or close the school by Public Health England, the Department for Education or other Government department. .
- 2.18 We will be monitoring the risk level in our schools on a daily basis, operating a similar traffic light system to that being followed by the Government. We will be asking our staff and contractors to indicate each day whether they are fit for work and we will be asking parents and carers to keep us informed of their child's attendance at school and the reasons for any absence, whether that be as a consequence of self-isolating or because of a suspected or confirmed case of COVID-19. More detail is set out below.
- 2.19 Our schools will aim to give parents / carers as much notice as possible of any subsequent school closure or arrangements to send groups home but there may be occasions when the decision will need to be communicated at short notice. We understand that this may cause inconvenience and difficulties to parents / carers regarding childcare and working arrangements but any such decisions will be made in the interests of the safety and welfare of our school communities.
- 2.20 In addition, it is also likely that our schools will need to make adjustments to our new arrangements, for example, in order to comply with any updated guidance from the DfE, and / or in order to address any issues which arise when are schools are open again. We will aim to clearly communicate any changes and provide as much notice as circumstances allow.
- 2.21 Each primary school within the Trust will develop and communicate a plan to parents / carers which will explain:
- 2.21.1 which class their child is in;
  - 2.21.2 what time parents / carers are required to drop off their child and collect them from school;
  - 2.21.3 where parents / carers should drop off and collect their child;

- 2.21.4 any new arrangements for dropping off and collecting children from school including how children will be safely handed over between the school and parents / carers and where / how parents should wait for children at pick up times; and
- 2.21.5 what our procedures are if parents / carers need to drop off or collect a child outside of their allocated time, for example, due to doctors appointments or if a child becomes unwell.

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

Our secondary schools will also send out clear instructions to parents and pupils about the arrangements for attending school.

## **PUPIL ATTENDANCE**

- 2.22 Government guidance states that school attendance is compulsory from the beginning of the autumn term. Therefore, parents will have a duty to ensure that their child regularly attends school where they are a registered pupil and they are of compulsory school age. Schools will be under a duty to record attendance and follow up absence and parents may be issued with a fixed penalty notice if their child fails to attend school.
- 2.23 Shielding advice for all adults and children will pause on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- 2.24 There may be some circumstances when a child is unable to attend school, for example:
  - 2.24.1 They are unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19);
  - 2.24.2 If rates of infection in an area are high, a pupil or their family member may be advised to shield during the period when infection rates remain high and may therefore be temporarily absent;
  - 2.24.3 If a pupil is under the care of a specialist health professional, they may need to discuss their care with their health professional before returning to school in September.
- 2.25 If a pupil is unable to attend school because they are complying with clinical and / or public health advice, they will be offered access to remote education and their engagement with this will be monitored by the school.
- 2.26 Where pupils or parents with significant risk factors are concerned about returning to school, please contact the Headteacher to discuss your concerns.
- 2.27 It remains the case that pupils and parents / carers **must not** enter a school if they or anyone in their household, including the pupil, are displaying any symptoms of coronavirus or has come into contact with someone who has tested positive for coronavirus. At the time of writing this policy, the NHS website lists the main symptoms as follows:

- 2.27.1 a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature);
- 2.27.2 a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
- 2.27.3 loss or change to your sense of smell or taste.

The NHS website states that most people with coronavirus have at least one of these symptoms. Stay at home and follow the self-isolating guidance available [here](#).

- 2.28 Detailed and important guidance on when families should self-isolate and the NHS Test and Trace system is set out in Appendix 1 of this policy and must be followed by all parents / carers so that pupils do not attend school when there is any risk that they are carrying or could be carrying the coronavirus.
- 2.29 All children and young people eligible to attend school, and members of their households, can get access to testing if they display symptoms of coronavirus (COVID-19). Click on the following link for more details: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>
- 2.30 We recognise that children have been out of school for a long time in very difficult circumstances. We will therefore ask parents / carers to inform us about any particular issues, anxieties or concerns they have about their child which we need to know about in order to help them to safely reintegrate into school, for example, concerns about physical or mental wellbeing or issues relating to behaviour or your domestic circumstances which could impact on your child. Our communications to parents will explain how parents / carers can notify us about any such concerns in a confidential and secure manner. The school will also develop plans to re-engage pupils who are at risk of disengagement following the period of school closure.

## TRANSPORT

- 2.31 Parents and pupils are encouraged to walk to school where possible or cycle if it is safe to do so. For some families, driving children to school will also be an option. Parents / carers and, where appropriate, pupils should avoid using public transport where possible but if it is necessary to use it, you must ensure that you comply with the recommendations on transport to and from school. Read the Coronavirus (COVID-19): safer travel guidance for passengers: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- 2.32 Where pupils use dedicated school transport to travel to and from school i.e. services that are used only to carry pupils to school, the Guidance states that the advice for passengers to adopt social distancing does not apply. Schools will consider the factors set out in the Guidance in relation to the specific forms of dedicated school transport at their school and will communicate any specific instructions or requirements to parents / carers and pupils.
- 2.33 Where pupils cannot avoid using public transport to travel to and from school, the Guidance requires schools to work with transport providers, local authorities, parents and pupils to look at staggered start times to enable more journeys to take place outside of peak hours. Schools will engage with our partners in relation to the specific forms of

public transport used by parents / pupils and will communicate any specific instructions or requirements to parents / carers.

## FACE COVERINGS

- 2.34 The DfE's guidance recommends that staff, children and learners do not wear any type of face coverings or face masks in school and instead other measures such as cleaning and hygiene should be used to control the spread of the virus. If pupils arrive at school wearing a face covering, for example, because they are required to wear one on public transport, they are required to remove them before entering the school premises. Pupils should avoid touching their eyes, nose or mouth at all time and should bring a small plastic bag to place the face covering in. Pupils must wash their hands or use hand sanitiser before putting it on and after taking it off. Face coverings should be washed regularly. If a pupil is using a disposable face covering, they must dispose of it in a covered bin.

## RESPONSE TO ANY INFECTION

### Engage with the NHS Test and Trace process

- 2.35 It is essential that all staff and parents engage with the NHS Test and Trace process so that we can respond quickly and effectively to any infections within the school community. This means that staff and parents will need to:
- 2.35.1 [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if they are using a home testing kit;
  - 2.35.2 provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace;
  - 2.35.3 self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19).
- 2.36 Tests can be booked online through the NHS [testing and tracing for coronavirus website](#) or ordered by telephone via NHS 119 for those without access to the internet.
- 2.37 Parents and staff **must inform the school immediately** if:
- 2.37.1 if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating but they should speak to the Headteacher or other designated contact before they return to school. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
  - 2.37.2 if someone tests positive, they must follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia

can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

2.38 Please see Appendix 1 for more information about the NHS Test and Trace system.

### **Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

2.39 The schools in our Trust must take swift action when they become aware that someone who has attended has tested positive for coronavirus and will contact the local health protection team: <https://www.gov.uk/health-protection-team>. The Guidance states that the health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious and ensure they are asked to self-isolate. The school may be instructed by the health protection team to send home people who have been in close contact with the person who has tested positive and will advise them to self-isolate for 14 days since they were last in contact with that person when they were infectious. Close contact means:

2.39.1 direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);

2.39.2 proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; and

2.39.3 travelling in a small vehicle, like a car, with an infected person.

2.40 If someone in a class or group that has been sent home to self-isolate develops symptoms within the 14 day isolation period, they must follow the ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#). They should get a test, and:

2.40.1 if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days;

2.40.2 if the test result is positive, they should **inform the school immediately**, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period) although it is possible that they will not be able to return to school if we are advised by the health protection team that their bubble / group should remain at home or if the school is closed. Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#)

2.41 The schools will not disclose the names or details of people with coronavirus (COVID-19) to the school community unless essential to protect others.

2.42 Where appropriate, the school will make a RIDDOR report to the Health and Safety Executive.

### **Contain any outbreak by following local health protection team advice**

- 2.43 If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.
- 2.44 In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.

### **Pupils who become ill with coronavirus symptoms during the school day**

- 2.45 If anyone in the school becomes 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 be sent home and advised to follow ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#), which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- 2.46 If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- 2.47 If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- 2.48 PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- 2.49 As is usual practice, in an emergency, the school will call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- 2.50 Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see above) or they have been requested to do so by NHS Test & Trace.
- 2.51 Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.
- 2.52 Please also see Appendix 2 which contains quick reference guidance for parents and guardians.

### **COMPLIANCE**

- 2.53 It will take some time for pupils and parents to adjust to the new measures and arrangements that we are putting in place to keep our school community safe when our schools re-open. We will take reasonable steps to educate and remind our school communities about what they need to do which will include posters around the school site, verbal reminders, staff directing pupils and parents as appropriate, signage, regular communications and information on school websites.
- 2.54 We will also take additional steps to support younger pupils who are less able to understand the reasons for many of the changes as well as vulnerable pupils, including pupils with special educational needs, especially where their needs are such that they may struggle to cope with a school day and building layout which is unfamiliar to them. We will work with parents / carers and local authorities to put in place strategies to help children with special educational needs to re-integrate back into school.
- 2.55 We will also work with pupils who may struggle to reengage in school to help them to overcome barriers to attendance and behaviour and will work with local services where appropriate to ensure services and support are in place for a smooth return to school.
- 2.56 We are also relying on all members of the school community to ‘play their part’ to help us to keep the school safe for everyone. The various measures that are being introduced are an integral part of our health and safety responsibilities. If a parent has a particular concern about any of the measures introduced by schools, please contact the Headteacher at your school.
- 2.57 Younger members of the school community and some children with special educational needs will require significant direction from members of staff and, where appropriate, parents / carers to help them to understand and comply with the new arrangements.
- 2.58 Pupils who do not comply with the ‘staying safe rules’ will be reminded by staff about the rules and what they need to do in order to comply with them. However, if:
- 2.58.1 a pupil repeatedly breaks the staying safe rules;
  - 2.58.2 a member of staff is satisfied that a pupil has deliberately broken the staying safe rules; and / or
  - 2.58.3 a pupil breaks the staying safe rules in such a way that, in the member of staff’s judgement, puts others at risk,
- then, depending on the circumstances and taking the pupil’s age and special needs (if relevant) into account, a school is entitled to deal with the matter as a disciplinary issue under its behaviour policy. Therefore, this policy is expressly amending our schools’ behaviour policies to take the staying safe rules into account. Members of staff are expected to exercise their professional judgment and act reasonably if they are responding to any such behaviour or conduct. Any sanctions that are applied will be reasonable, proportionate and fair and, for serious or persistent breaches, could include a fixed term or permanent exclusion provided it is compliant with the DfE’s statutory exclusions guidance. If a pupil has a social worker, they will be informed and involved in relevant conversations. Our ‘Staying Safe in School Rules’ for pupils are set out in Appendix 6 of this policy.
- 2.59 Our schools’ behaviour policies will also be modified if any of the sanctions cannot be applied due to the measures in place to keep our school community safe.

- 2.60 Pupils are expected to wear school uniform when they return to school. The Guidance states that uniforms do not need to be cleaned any more often than usual. If parents / carers are struggling to purchase school uniform due to financial pressures, they should notify the child's class teacher so that any issues with non-compliance with the school's uniform policy can be handled sensitively.
- 2.61 We also require parents / carers to follow the procedures that we implement in order to safely manage visitors on our school site and to comply with the rules where relevant, for example, by not sending pupils to school if they or anyone in their household is showing coronavirus symptoms or has come into contact with someone who has tested positive for coronavirus. We ask parents / carers to set a good example to our pupils when they attend school by following our rules. All families should also comply with any 'lockdown' restrictions that are in place from time to time in order to minimise the risk of the virus being transmitted in school.
- 2.62 If a pupil comes to school and they or the adult with them is displaying symptoms of coronavirus or we reasonably believe that they or someone in their household has tested positive for coronavirus or has come into contact with someone who has tested positive for coronavirus, the pupil will be sent home. This will not be classified as an exclusion but will instead be a measure being taken by the school to manage health and safety.

## **LEARNING**

- 2.63 Staff, pupils and parents will be eager to ensure that children start learning again as soon as possible in order to catch up on lost time. It will take some time for staff and pupils to adjust to being back in school and to some of the changes that the schools are required to put in place
- 2.64 For these reasons and in order to comply with the measures being put in place to reduce the risk of the virus spreading in school, it is possible that timetables and lesson plans will change during this period.
- 2.65 The Guidance states that very frequently used equipment such as pencils and pens should not be shared. Other classroom based resources can be shared but will be cleaned more regularly along with all frequently touched surfaces. Resources that are shared across bubbles will be cleaned frequently and thoroughly between bubbles or will be rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different bubbles.
- 2.66 Schools will take into account the additional risks posed by music lessons and physical activity as set out in the Guidance when developing lesson plans.
- 2.67 It is also likely that many pupils will struggle with their mental health because of the impact of the coronavirus. Our schools will encourage parents / carers to have an open dialogue with teachers so that our staff have enough information to support pupils as they return to school. Where appropriate, schools will discuss with parents / carers whether pupils will benefit from additional support from external agencies. Pupils should also be encouraged to talk to a member if they are struggling with mental health issues. Schools will also look at the provision of pastoral support and extra curricular activities to support pupils and will work with local school nursing services to help pupils to access support and to identify health and wellbeing needs.

- 2.68 Our schools' safeguarding policies, which have been updated to refer to the [coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers guidance](#), will continue to apply as schools re-open to pupils.
- 2.69 Schools will also develop plans to ensure that remote education, if needed (for example, if pupils are self-isolating or if there is a local lockdown) is high quality and aligns as closely as possible with in-school provision. Schools will take the Guidance into account when developing these plans.

### **DATA PROTECTION**

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

### **3. STAFF**

#### **3.1 RETURN TO WORK AND ABSENCE**

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

3.3 This procedure is not contractual and does not form part of staff terms and conditions.

3.4 The Government has confirmed its plan that all pupils, in all year groups, will return to school full time from the beginning of the autumn term. The Trust expects all employees and workers to return to school for the autumn term when the school would normally be open (or otherwise in accordance with their contracts) unless at the relevant time they are:

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

3.4.2 extremely clinically vulnerable and have been advised by a medical professional to continue shielding;

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

3.4.4 self-isolating in accordance with Government guidelines because:

3.4.4.1 they or someone in their household is displaying symptoms of COVID19;

3.4.4.2 they have been contacted by the Test and Trace Service and advised to self isolate;

3.4.4.3 they are awaiting the results of a COVID19 test; and / or

3.4.4.4 they have had a positive COVID19 test result

and have communicated this to HR;

3.4.5 on furlough leave;

3.4.6 support staff and on annual leave;

3.4.7 on sick leave;

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

3.4.9 on any other leave of absence that has been agreed and/or authorised by the School in writing in advance.<sup>1</sup>

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<sup>1</sup> Think dependant leave, unpaid parental leave, sabbatical, unpaid leave etc.

- 3.5 All staff who are covered by the exemption/s at 3.4 are expected to provide such medical or other evidence as may reasonably be required to support their ongoing absence from work.
- 3.6 All staff who are covered by the exemption/s at 3.4 must return to work when the exemption/s cease/s to apply to them (for example when they complete the mandatory period of self-isolation).
- 3.7 It is natural that some staff particularly those who are returning to school premises for the first time will be worried about coming into school. We are working in an unprecedented context. We wish to reassure all staff that the Trust takes the wellbeing of its staff very seriously and will comply with its legal obligation and all up to date Government guidance to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its staff. We will also provide training to staff on our new rules and practices. Please refer to the Trust's existing Health and Safety policy for more information on the steps the Trust is taking to ensure the health and safety of staff and pupils in preparation for full reopening and to provide you with a safe working environment. These measures will be kept under regular review.
- 3.8 As part of planning for full reopening in the autumn term the Trust will revisit and, where necessary, update risk assessments building on the learning to date and the practices we had developed during partial re-opening and keyworker/vulnerable children provision.
- 3.9 The Trust acknowledges its duty of care to employees. Any return to work whether on site or remotely will be on the basis set out in this guidance and employees returning to work will be expected to comply with this policy and observe the restrictions set out herein and be deemed to have accepted these on the understanding that the Trust will not be responsible for any harm or loss suffered by employees not complying with this policy or beyond what is expected.
- 3.10 Government advice is that staff do not need to wear a face covering for protection in schools unless a medical need is identified. The use of non-medical face coverings will be permitted at the employee's discretion, where this may help employees to feel more safe and comfortable when attending the workplace. Except as stated below, schools are not required to provide face coverings or other personal protective equipment (unless a medical need is identified) and if any such equipment is provided and used by staff it will be without responsibility on the part of the School or Trust. Employees using face coverings and other PPE do so at their own risk and are expected to use and maintain such equipment in accordance with guidelines issued by the World Health Organisation and the manufacturer's recommendations (e.g. washing in hot soapy water, avoiding cross contamination by keeping separate). Equipment will be disposed of by employees responsibly and in accordance with Health & Safety regulations where it cannot be cleaned. The Guidance states that PPE is only needed in a very small number of cases, including:
- 3.10.1 where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained; and / or
- 3.10.2 where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

- 3.11 The use of any PPE does not relieve employees' responsibility from complying with the guidelines set out in this guide and in particular with regard to guidance as to frequent hand cleaning (alcohol based or hot soapy water).
- 3.12 Please see Appendix 4 which contains quick reference guidance for staff.
- 3.13 Our policy on risk assessments is set out in Appendix 5 of this policy.
- 3.14 **ABSENCE REPORTING**
- 3.15 All employees are expected to comply with the School's Absence Reporting Policy/Procedure and must report their absence from work in the usual way. A failure to do so will be treated as an unauthorised absence and appropriate action may be taken under the Trust's Disciplinary/Absence Reporting policy.
- 3.16 The Trust does however recognise that in the case of sickness absence obtaining GP letters and/or a Statement of Fitness for Work (FIT note) may take longer than usual during the current pandemic. The Trust is therefore willing to be flexible in this regard. If you experience difficulties in providing the required evidence/FIT notes within the usual timescales set out in the School's Absence Reporting Policy you should discuss this with the Headteacher/HR as soon as possible and without delay. You should nevertheless report your absence in a timely manner and provide the necessary evidence as soon as reasonably practicable.
- 3.17 Employees who do not attend work when required and/or fail to report their absence and/or their absence is not for an authorised reason this will be treated as unauthorised absence and may lead to non-payment of wages and disciplinary action. However the Trust understands that some employees may be anxious about returning to work. We wish to work with those employees to alleviate their concerns. In the first instance we encourage those who have concerns about returning to work to discuss them with the Headteacher/HR.
- 3.18 No employee, worker or contractor should attend school premises unless specifically instructed to do so by the School and their presence on school premises has been authorised in advance.

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

#### *COVID-19: Self-isolation and Testing*

- 3.19 The main symptoms of COVID-19 are a high temperature, a new, continuous cough or loss or change to your sense of smell or taste. If any employee, worker or contractor or anyone in their household displays any symptoms of COVID-19 the first thing they must do is stay at home and get health advice by calling 111. Do not go to A&E or attend your GP surgery. You must ensure that you comply with any health advice given to you and the current [Government guidance on self isolating](#). If you experience symptoms of COVID-19 whilst on school premises you must follow the School's Health and Safety advice and any other advice issued by the school from time to time.
- 3.20 The health and safety of our staff and pupils is paramount. If any employee, worker or contractor or anyone in their household displays symptoms of COVID-19 they **must not** attend school premises and must report their symptoms to the Headteacher/HR as soon as possible so that the situation and any risk can be managed.

3.21 The Trust will not tolerate the health and safety of any of our staff or pupils being placed at risk. Failing to report COVID19 symptoms and/or any suspected or confirmed case of COVID19 in your household or attending school premises when you have:

- COVID-19 symptoms (however mild) or;
- been contacted by the Test and Trace Service and told to self isolate; or
- are awaiting a COVID19 test result; or
- have received a positive COVID19 test result; or
- there is a confirmed or suspected case<sup>2</sup> of COVID19 in your household; or
- failed to follow the [Government guidance on self isolating](#) in any other way

will be treated with utmost seriousness and in the case of employees may amount to misconduct resulting in disciplinary action being taken against you.

3.22 It remains the responsibility of all staff (including workers and contractors) to report any symptoms of COVID-19 to their Headteacher or Line Manager (or HR) in order that the appropriate form of action can be taken. e.g. self-isolation for 10/14 days, arranging a test as soon as possible and if necessary ensuring appropriate cover during the period of absence. An isolation note can be obtained from 111 [here](#) to cover the period during which you are self-isolating.

3.23 It may be possible for employees who have symptoms of COVID-19 but feel well, or are self-isolating because there is a suspected or confirmed case in their household, to work from home on alternative duties. The School cannot guarantee that home working would be available to you but is willing to discuss this with individual employees should it become necessary.

3.24 Where a member of staff (including workers and contractors) reports symptoms of COVID-19 and/or self-isolates, in order to comply with its duty of care and for potential contact tracing the School may need to disclose to staff, parents and pupils that there has been a suspected or confirmed case of COVID-19. Please refer to the Health and Safety Policy on this point. The School will not disclose the name/identity of the affected staff member or any personal data relating to that individual unless the relevant GDPR exemptions apply or the individual has given consent.

3.25 In light of the unprecedented situation any period of absence due to self-isolating will not be taken into account when considering individual staff absence records and in any subsequent absence management process that may be initiated by the School/Trust.

3.26 Any staff member with a suspected case of COVID-19 and/or where there is a suspected or confirmed case in their household and/or who is self-isolating on the advice of Test and Trace or otherwise must arrange to take a free COVID-19 test as soon as possible and within 5 days. This can be booked online via the [government booking site for essential/key worker](#). There is no obligation on the Trust to provide staff with COVID-19 tests.

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<sup>2</sup> Suspected case means the individual is displaying one or more of the COVID19 symptoms. Confirmed case means the individual has tested positive for coronavirus (COVID-19).

- 3.27 For those with symptoms you need to get the swab test done **within the first 5 days of having symptoms**. On days 1 to 4, you can get tested at a site or at home. If you are ordering a home test kit on day 4, do so by 3pm. On day 5, you need to go to a test site as it is too late to order a home test kit. Staff are expected to take all reasonable steps to arrange and take their COVID19 test kit within the stated timeframes.
- 3.28 You must keep the Headteacher/HR updated as to the date of your test and your results. This information will be kept confidential save for where disclosure is permitted by law, this policy or you have given consent.
- 3.29 Detailed and important guidance on when staff must self-isolate and the NHS Test and Trace Service is set out in Appendix 1 of this policy and must be followed by all stakeholders so that they do not attend school when there is any risk that they are carrying or could be carrying the coronavirus.
- 3.30 All staff (including workers and contractors) have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions at work. e.g. by not coming to work when they have symptoms of COVID-19 or when they have been advised to self-isolate. All employees also have a duty to co-operate with any preventative steps taken by the School and the Trust. Any breaches in this duty may result in disciplinary action being taken against the employee.
- 3.31 The Trust expects all staff (including workers and contractors) who are returning to school premises to comply with and promote the [Government's 'Keeping safe outside your home' Guidelines](#), as well as the Trust's Health and Safety Procedure. You should also ensure that you follow any updated Government guidance and the School's reasonable instruction that may be given from time to time, so as to ensure the health and safety of staff and pupils. Failure by employees to do so may result in disciplinary action being taken. In the case of workers and contractors failure to do so may result in the termination of their contract.
- 3.32 We expect all staff (including workers and contractors) to work with us to ensure the health and safety of our staff and pupils. If you see someone not complying with this policy, the [Government's 'Keeping safe outside your home' Guidelines](#), any updated Government guidance or the School's reasonable instruction that may be given from time to time, you are encouraged to bring this to the attention of the Headteacher or your Line Manager (or directly with HR) in confidence so appropriate action can be taken.
- Clinically Extremely Vulnerable*
- 3.33 Government advice is that those who are clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August 2020 as long as they maintain social distancing and the workplace is COVID-secure.
- 3.34 A list of who is considered to be clinically extremely vulnerable can be found [here](#). Those who are clinically extremely vulnerable should have received a shielding letter or advice from their GP telling them to shield. All employees and workers in receipt of such a letter or advice from their GP will be required to provide the Headteacher (or HR) with a copy of the shielding letter or equivalent FIT note/letter from their GP, in order to allow the School to manage their absence from work appropriately and, where applicable, for sick pay purposes.
- 3.35 If you live with someone who is clinically extremely vulnerable the Government guidance makes clear that you do not need to shield and can go to work. However you should do

what you can do to support the clinically extremely vulnerable member of your household by following guidance on [staying alert and safe \(social distancing\)](#).

3.36 We understand that some staff who have been shielding since 29 March 2020 are looking forward to returning to work. We also understand that other staff who have been shielding during this time may be anxious about returning and have concerns about their health and safety. We will conduct an individual risk assessment for all staff returning from shielding prior to their return, As part of this risk assessment process we may at our discretion need to make an Occupational Health referral and/or seek input from your GP or consultant to better inform us about how to manage your return to school premises and ensure your health and safety at work. All staff returning from shielding will need to strictly observe social distancing. As a result this may mean that staff need to be assigned to alternative duties or temporarily deployed into a different role that allows for social distancing to be observed. Where social distancing cannot be observed it may be appropriate to continue with home working where home working is available. Any such decision will be informed by the risk assessment and in consultation with you.

3.37 All staff returning from shielding will be supported with their return to school premises. If you have any concerns about returning to work in autumn term please discuss these as part of your individual risk assessment or raise them directly with the Headteacher or HR.

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

#### *Clinically vulnerable*

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

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

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

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

3.39.3 to access critical public services.

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

3.41 All employees and workers who are clinically vulnerable and who have been advised by their GP not to leave their home (i.e. to shield) will be required to provide the Headteacher or Line Manager (or HR) with a copy of the shielding letter or equivalent FIT note/letter

from their GP, in order to allow the School to manage their absence from work appropriately and, where applicable, for sick pay purposes.

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

#### *Staff who are pregnant*

- 3.43 As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the above guidance for the *Clinically Vulnerable*.

#### *Staff who are otherwise at increase risk*

- 3.44 The Trust recognises that not all staff who are at risk will fit neatly into the predefined 'clinically vulnerable' and 'clinically extremely vulnerable' groups.
- 3.45 Some people with particular characteristics may be at comparatively increased risk from COVID-19. The reasons are complex and there is ongoing research to understand which groups have an increased risk and why this might be.
- 3.46 As part of our individual risk assessment process we encourage all staff to make the school aware of any factors that are specific to them as individuals which they consider place them at an increased risk of COVID-19. This is the only way to properly assess and reduce risk as it relates to you as individuals.

#### **Sick Pay**

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

#### **Childcare**

- 3.51 As the Government has confirmed its plan to reopen settings to all year groups we do not expect that staff will experience difficulties with their childcare in the autumn term. Nevertheless the Trust recognises that some staff may have difficulties and we are

committed to supporting staff with child/ren to allow them to return to work and/or continue working if requested to do so.

- 3.52 Parents whose work is critical to the COVID-19 response have been able to access schools and educational settings for their children throughout the current pandemic. Critical/key workers include those who work in education and childcare. The current Government advice is that whilst many parents working in critical sectors may be able to look after their child/ren at home, attendance at schools and educational settings is strongly encouraged. Furthermore from 1 June 2020 the Government asked nurseries and other early year providers, including childminders, to begin welcoming back all children. Furthermore all schools are expected to open to all children in the autumn term. All these measures should allow you to return to work.
- 3.53 If you do not consider that you can return to work in autumn term because of childcare difficulties you should discuss this with your Headteacher or Line Manager (or HR) to explain why and whether the School can offer assistance to try and secure a place in a setting for your child/ren. We are happy to explore other arrangements with you however please note that the School cannot guarantee that alternative arrangements can be accommodated. This will depend on the detrimental effect that any proposed arrangement would have on the School and pupils including but not limited to the potential effect on the quality of teaching and delivery, the disadvantage to the pupils' learning, wellbeing and development of not having face to face teaching, the burden on other staff and the inability of the School to re-organise work amongst existing staff.

### **Health and Wellbeing**

- 3.54 The Trust recognises that the coronavirus outbreak may have caused significant mental health or wellbeing difficulties to staff. We encourage all employees who are affected to raise this with HR so that appropriate support can be provided. Other sources of advice/support are set out at Appendix 3.
- 3.55 The Department for Education is also providing additional support for both pupil and staff wellbeing in the current situation. Please see [Information about the extra mental health support for pupils and teachers is available](#).
- 3.56 It is important that employees and workers try to maintain a work/life balance insofar as possible, particularly those who have been working from home. You should schedule regular catch ups with your Head of Year or Head of Department and discuss any concerns you may have about your health and wellbeing with them. The Trust will continue to offer support and assistance to those who require it.
- 3.57 If you are concerned about a colleague's health and wellbeing please bring this to the attention of the Headteacher (or HR) in confidence so appropriate support and assistance can be offered.
- 3.58 Employees who are shielding and/or working remotely should also have regular catch ups with their Headteacher (or Head of Year or Head of Department as appropriate) for updates on any changes and to discuss their return to school in autumn term. This will also enable us to check on your health and wellbeing and offer support.
- 3.59 The School will manage the return to work of those employees returning from sick leave, whether their sickness absence was COVID-19 related or not, in accordance with the sickness absence policy and will conduct individual risk assessments, return to work meetings and make Occupational Health referrals as necessary.

## **FLEXIBLE WORKING**

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

## **ANNUAL LEAVE**

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

## **CONTRACTORS**

- 3.63 The School's relationship with its contractors and any return by them to school premises will be primarily governed by the contract for services between them and the School. We also refer our contractors to section 7 of this policy for further information.
- 3.64 Those contractors who are required to return to school will be contacted directly to discuss arrangements for autumn term.
- 3.65 All contractors who have been asked to return to school premises are expected to comply with section 7 of this policy insofar as they apply to them particularly in relation to Health and Safety, Risk Assessments and Self Isolating.
- 3.66 The Trust is under no obligation to provide work to self-employed contractors or to pay them for any period during which they are not providing services to the School.
- 3.67 Contractors who employ staff may benefit from the Government's Coronavirus Job Retention Scheme (CJRS). Self-employed individuals may be able to seek relief through the Government's Self-Employment Income Support Scheme (SEISS). The Trust is under no obligation to assist contractors with the CJRS or SEISS schemes or to provide them with any advice or guidance in relation to them.

## **VOLUNTEERS**

- 3.68 In order to limit the number of people on site at any one time, the Trust has taken the decision to suspend all volunteering activities. No volunteers are to attend school premises unless agreed in writing in advance by the Headteacher. The position regarding volunteers will be kept under regular review.

## **PREGNANCY AND MATERNITY LEAVE**

- 3.69 Employees who are pregnant and have been advised to shield should provide a copy of the shielding letter or equivalent FIT note/letter from their GP, in order to allow the School to manage their absence from work appropriately, which may include working from home on alternative duties if possible.
- 3.70 Pregnant employees should continue to notify their Line Manager and HR of any scheduled antenatal appointments in the usual way so as to ensure accurate record keeping.

- 3.71 Your maternity leave will start as planned in accordance with the provision of a MATB1 certificate and/or upon the birth of your baby if it is earlier than expected. If you wish to change the date when your maternity leave is due to start you must give 28 days' notice to the Headteacher or Line Manager (or HR) with the new proposed start date.
- 3.72 It is not possible to delay your maternity leave until the current pandemic is over. The Trust will closely monitor any changes in legislation that may alter this position.
- 3.73 Support for pregnant employees will be provided in accordance with the maternity policy and relevant risk assessments. For further information please refer to the Maternity Policy/procedure.

## **WORKING ARRANGEMENTS, DEPLOYMENT AND LOCAL CLOSURE**

### *Working Arrangements and Deployment – General*

- 3.74 It is more likely than not that our usual way of working will need to be adjusted when the school reopens in the autumn term.
- 3.75 In order to welcome back as many children as possible and comply with Government guidance and establishing a COVID19 secure environment we ask staff to be flexible during these unprecedented times and to work with us with regard to ensuring adequate staffing levels and the provision of high quality education for the children. This may require a temporary change to your usual working arrangement and includes but is not limited to: a change in your usual work pattern/hours; a change in the support staff available to you; staggered start and end times; staggered break times; being redeployed to work with a different class, at a different school within a reasonable distance of your home or usual place of work, or to work remotely; or to work on alternative duties. Any change to your usual working arrangement and duties will be discussed with you in advance. Any such change will be kept under regular review.
- 3.76 Schools must also ensure that appropriate support is made available for pupils with SEND. This may involve deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.
- 3.77 Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies). Any redeployment should not be at the expense of supporting pupils with SEND. Headteachers should be satisfied that the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff. This includes ensuring that safe ratios are met, and/or specific training undertaken, for any interventions or care for pupils with complex needs where specific training or specific ratios are required.
- 3.78 The set up and capacity in classrooms, communal spaces, break out areas, toilets and staff areas may need to be changed or adjusted in preparation for wider reopening to allow for social distancing and to comply with the school's risk assessments and any other health and safety measures. Use of staff rooms will be minimised and the use of staff rooms might not be permitted as staff once used to. Staff may need to take their breaks at staggered times and/or in designated areas to ensure bubbles are kept intact. Staff must still have a break of a reasonable length during the school day.

### *Working Arrangements and Deployment – Local Lockdown and School Closures*

- 3.79 Despite the Trust implementing stringent health and safety measures and risk assessments, as well as complying with Government guidance, it is possible that a COVID19 outbreak in one of our schools will result in a partial or whole school closure. In addition, in the event of an outbreak or fast increasing rates of infection in the local area, the Government may impose a local lockdown which may include closure of all schools in the affected area.
- 3.80 If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The DfE will be involved in decisions at a local and national level affecting a geographical area.
- 3.81 In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. Staff are expected to support any such provision and be flexible in terms of the way that they work as set out at 3.83 below.
- 3.82 In the event of a local lockdown (or severe school outbreak) resulting in partial or whole school closure it may be necessary to make a temporary change to staff usual working arrangement. This includes but is not limited to: a change in your usual work pattern/hours; a change in the support staff available to you; staggered start and end times; staggered break times; being redeployed to work with a different class, at a different school within a reasonable distance of your home or usual place of work, or to work remotely; or to work on alternative duties. Any change to your usual working arrangement and duties will be discussed with you in advance. Any such change will be kept under regular review.
- 3.83 Any staff member who finds themselves overwhelmed or struggling with their workload due to changes in our usual ways of working or for any other reason is encouraged to discuss this with their line manager, Headteacher or HR so that appropriate support can be offered.

### **DISCIPLINARY AND GRIEVANCE PROCEDURE**

- 3.84 The law and the Acas Code of Practice on disciplinary and grievance procedures still apply during the COVID-19 pandemic. This includes while social distancing and lockdown measures are in place.
- 3.85 The Trust's Disciplinary and Grievance Procedure apply to employees only. They do not apply to workers or contractors.
- 3.86 The Trust has an obligation to deal with grievances promptly and without unreasonable delay. Similarly disciplinary matters cannot be left unaddressed particularly where the allegations relate to serious misconduct or safeguarding issues.
- 3.87 Any disciplinary or grievance procedure at this time will be carried out in accordance with the Trust's Disciplinary/Grievance Procedure however some adjustments to that procedure may be necessary such as extending the usual timescales to accommodate staff absences and dealing with disciplinary/grievance in accordance with public health guidelines around social distancing. This may involve but is not limited to: conducting

investigations remotely and/or via video/telephone conference. The right to be accompanied to a formal disciplinary or grievance meeting by a colleague or trade union representative will still apply, albeit your chosen representative may need to participate remotely.

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

#### 3.92 **SICKNESS ABSENCE MANAGEMENT**

- 3.93 The Trust will continue operating its Sickness Absence Management procedure which applies only to employees. However as is the case with the Disciplinary and Grievance Procedures some adjustments to the procedure may be necessary to take into account the current COVID-19 crisis.
- 3.94 Where a pre-existing absence management process was suspended due to school closure or shielding, the intention of the Trust is to resume that process as soon as possible. In the case of sickness absence or shielding the intention is to resume the process when Occupational Health confirms that you are able to participate whether remotely or otherwise.

#### **PERFORMANCE MANAGEMENT**

- 3.95 All employees are expected to maintain high standards of teaching, behaviour and performance at work irrespective of the COVID-19 situation.
- 3.96 Employees who were being performance managed prior to school closure will be contacted by Headteacher (or HR) to discuss resuming the process when they return to work and when appropriate support and supervision can be provided. The Trust proposes to take the following approach:

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

#### **DATA PROTECTION**

- 3.105 In an effort to manage the impact of the COVID-19 pandemic and in order to help safeguard staff, pupils and others against the risks caused by the virus, the Trust may need to collect and process information from staff and their household members that

would not typically be collected. For example we might process data about the health status of our staff and individuals living in their household; the results of any COVID-19 testing and locations that members of staff have visited for contact tracing purposes. The data will be collected and processed in accordance with the Trust's Data Protection/Privacy Policy and we will only do so where the Trust has obtained consent or where an exception under the GDPR or related legislation applies.

- 3.106 The Trust will comply with its legal obligations and its Privacy Notice/Data Protection Policy which can be found on the School's website.
- 3.107 If you have any concerns about how your data is being collected or processed please contact the Trust's Data Protection Officer.

### **RECRUITMENT**

- 3.108 Recruitment will continue as usual and in line with our safer Recruitment policy/procedure.
- 3.109 Where required, all recruitment processes should be conducted remotely insofar as possible. Where remote recruitment is not possible any recruitment process will be conducted in line with Government guidance on [staying alert and safe \(social distancing\)](#).
- 3.110 All schools must continue to adhere to legal requirements and the Trust's safer recruitment policy/procedure regarding pre-appointment checks. During the summer safeguarding checks should be carried out remotely as set out in the [COVID19 Safeguarding in Schools and Colleges and other providers Guidance](#). From the start of the autumn term checks will revert to being carried out in person.

### **SUPPLY TEACHERS AND OTHER TEMPORARY TEACHERS**

- 3.111 Schools can continue to engage supply teachers and other supply staff during this period, where necessary.
- 3.112 Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible.
- 3.113 Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils and comply with any other steps identified in our risk assessments.
- 3.114 To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This advice for supply teachers also applies to other temporary staff working in schools such as support staff working on a supply basis, peripatetic teachers such sports coaches, and those engaged to deliver before and after school clubs.
- 3.115 Appropriate risk assessments will need to be undertaken prior to engaging supply teachers, temporary teachers and other peripatetic teachers.

### **TRAVELLING ABROAD**

- 3.116 We encourage staff to take annual leave. This is important to staff mental health and wellbeing, and will ensure staff have had adequate rest before the autumn term.
- 3.117 Staff should ensure that any travel abroad (including any period when they may need to self-isolate) will not disrupt their return to work at the start of autumn term. Please ensure you carefully plan your travel dates to allow for any period of mandatory self-isolation.
- 3.118 Please refer to Appendix 7 if you are planning to travel abroad for more information.

#### **EQUAL OPPORTUNITIES**

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

#### **4. GOVERNORS / TRUSTEES AND SCHOOL PROCEDURES**

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

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

#### **4.3 EXCLUSIONS**

**4.4** The Trust will continue to comply with the DfE statutory exclusions guidance and any temporary arrangements which may be in place from time to time.

## 5. VISITORS

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

## 6. SPECIAL EDUCATIONAL NEEDS

- 6.1 All children and young people, including those who are subject to an Education Health and Care Plan (EHCP) are expected to attend school from the beginning of the autumn term in September 2020. Attendance for pupils of compulsory school age is mandatory again from the beginning of the autumn term unless a statutory reason applies. Shielding advice for all adults and children pauses on 1 August 2020, meaning that even the small number of pupils who remain on the shielded patient list, as well as those who have family members who were shielding, are expected to return to school.
- 6.2 On 29 June the Secretary of State for Education issued a Notice which amended the absolute duty of Section 42 of the Children and Families Act 2014 so that from 1 July a local authority only had to use “reasonable endeavours” to discharge the duty. Two previous modification notices had been issued in May and June 2020. Government guidance published on 6 July stated that it was not envisaged that another such modification notice will be issued unless evidence suggests that further flexibility is required in order to respond to local outbreaks. On the expiry of the notice on 31 July 2020 the absolute duty on a local authority to secure or arrange provision in an EHCP is restored, and we expect provision specified in an EHCP, including that delivered by external professionals, to resume as normal. Risk assessments were undertaken for all children with EHCPs during the period of school closures and were helpful in ascertaining how children’s special educational needs could be best met during that period. Our schools will consider, in conjunction with parents what, if any particular requirements need to be put in place in order to facilitate as smooth a transition as possible at the start of term. This will be undertaken on an individual basis and schools will consider factors such as:
- 6.2.1 Children who may require a visit to school prior to returning;
  - 6.2.2 Children who would benefit from particular strategies to assist with transition back to school for example the provision of social stories or other appropriate resources; and
  - 6.2.3 Any other approaches that would normally be used to enable a child with SEN to return to full time school attendance following a period of absence.
- 6.3 School staff will support children to maintain distancing measures and not touch staff or their peers where possible, although we understand that this may not be possible for children with complex needs or for those who require close contact care. Our pupils’ educational provision and care needs will be provided for as normal. All children will be supported to understand and follow the appropriate hygiene measures in place in our schools.

## 7. DEALING WITH CONTRACTORS AND SUPPLIERS

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

## APPENDIX 1 – GUIDANCE ON THE TEST AND TRACE SYSTEM

1. The Government continues to operate the NHS Test and Trace Service in order help return life more to normal, in a way that is safe and protects the NHS and social care. The service will allow the government to trace the spread of the virus and isolate new infections and play a vital role in giving an early warning if the virus is increasing again, locally or nationally.
2. Please refer to the current Government guidance on [NHS Test and Trace: how it works](#) on the steps you need to take if you develop symptoms. This appendix contains important information which applies to all stakeholders (i.e. parents, pupils and staff) and everyone is expected to comply with it. Where appropriate, we have indicated below where specific actions are aimed at staff or parents / pupils (for the purposes of this Appendix, references to 'parents' includes carers who the pupil lives with).
3. If you've had a test to check if you have coronavirus (COVID-19), there are 3 types of result you can get:
  - Negative
  - Positive
  - Unclear, void, borderline or inconclusive.
4. **Negative test result:** Current NHS advice is that a negative result means you did not have coronavirus when the test was done. You can stop self-isolating if you test negative, as long as:
  - everyone you live with who has coronavirus symptoms also tests negative – keep self-isolating if someone in your home tests positive, or has symptoms and has not been tested;
  - you feel well – if you still feel unwell, you may have a different illness that could spread to other people, so stay at home until you're feeling better;
  - if you have diarrhoea or you're being sick (vomiting), stay at home until 48 hours after they've stopped; and / or
  - The advice is different if you've been [told by NHS Test and Trace that you've been in contact with someone who has coronavirus.](#)

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

5. **Positive test result:** Current NHS advice is that a positive result means you had coronavirus when the test was done. **If you get a positive result, you and anyone you live with must keep self-isolating.** If you have symptoms, self-isolate for at least 10 days from when your symptoms started. Anyone you live with who does not have symptoms must self-isolate for 14 days.

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

6. **Unclear, void, borderline or inconclusive test result:** Current NHS advice is that an unclear, void, borderline or inconclusive result means it is not possible to say for certain if you had coronavirus when the test was done. If this happens, you may be advised to ask for another coronavirus test. Do this as soon as possible, as the test is most accurate within a few days of your symptoms starting. **If you're not able to have another test, you and anyone you live with must keep self-isolating. If you have symptoms, self-isolate for at least 10 days from when your symptoms started. Anyone you live with who does not have symptoms must self-isolate for 14 days.**

### Test and Trace

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

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

- **isolate:** as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 7 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms
- **test:** order a test immediately at [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or call 119 if you have no internet access. **For essential workers you should order a test here: <https://www.gov.uk/apply-coronavirus-test-essential-workers>**
- **results:** if your test is **positive**, you must complete the remainder of your 10-day self-isolation and notify the school immediately. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is **negative**, you and other household members no longer need to self-isolate *provided that* you feel well and no longer have symptoms similar to coronavirus. You could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until you are better. You should not return to work or school until a discussion has taken place with the Headteacher (see 3 above).
- **share contacts:** if you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that appropriate advice can be given to those who need it. You will be told to do this online via a secure website or you will be called by contract tracers.

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

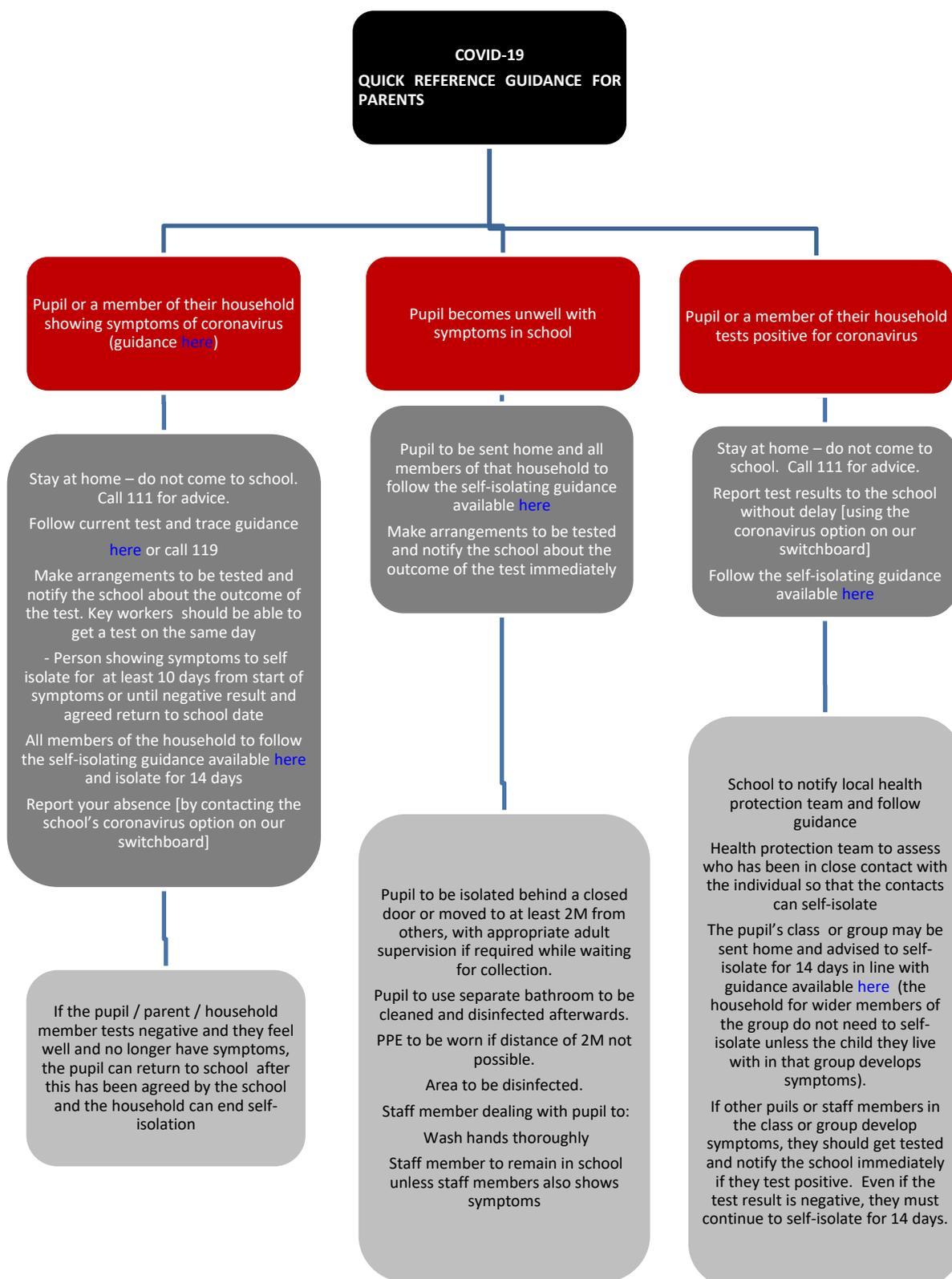
- **alert:** you will be alerted by the NHS test and trace service if you have been in close contact with someone who has tested positive for coronavirus. The alert will usually come by text, email or phone call. You should then log on to the NHS test and trace website, which is normally the easiest way for you and the service to communicate with each other – but, if not, a trained call handler will talk you through what you must do. Under-18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue
  - **isolate:** you will be told to begin self-isolation for 14 days from your last contact with the person who has tested positive. It's really important to do this even if you don't feel unwell because, if you have been infected, you could become infectious to others at any point up to 14 days. Your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home.
  - **For parents / pupils:** if a parent / carer who drops off or collects a child is contacted by the NHS Test and Trace system because they have come into contact with someone who has tested positive for coronavirus, that parent / carer must self-isolate (even if you do not have symptoms) and cannot drop off or collect the child from school. In these circumstances, unless there is someone else in your household (without symptoms) who can safely drop off or collect your child from school, you should notify the school and arrangements will be put in place for your child to access remote learning from home. Your child should then only return to school if no one in your household is showing symptoms of coronavirus following the 14 days self-isolation period.
  - **test if needed:** if staff or parents / pupils develop symptoms of coronavirus, other members of your household must self-isolate immediately at home for 14 days and you must book a test at [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or call 119 if you have no internet access. **For essential workers you should request a test here: <https://www.gov.uk/apply-coronavirus-test-essential-workers>**
    - If your test is positive, you must continue to stay at home for at least 10 days and members of your household must self-isolate for 14 days. The contact tracing service will get in touch to ask about your contacts since they must also self-isolate. Staff and parents / pupils must not attend the school premises.
    - If your test is negative, you must still complete your 14-day self-isolation period because the virus may not be detectable yet - this is crucial to avoid unknowingly spreading the virus. Staff and pupils / parents must not attend school.
8. All staff (including workers and contractors) must without delay:
- notify the Headteacher that they have had a coronavirus test and provide confirmation of the outcome of any advice given to them. As part of this notification you must inform the Headteacher of the date you had the test, the date you received the result and the advice that was given to you.

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

9. All parents / carers must without delay:

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

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



## **APPENDIX 3 – STAFF HEALTH AND WELLBEING - SOURCES OF SUPPORT AND ADVICE**

### **HR/Manager**

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

### **GP**

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

### **Education Support Helpline**

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

### **Mind Mental Health Charity**

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

### **Occupational Health Referrals**

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

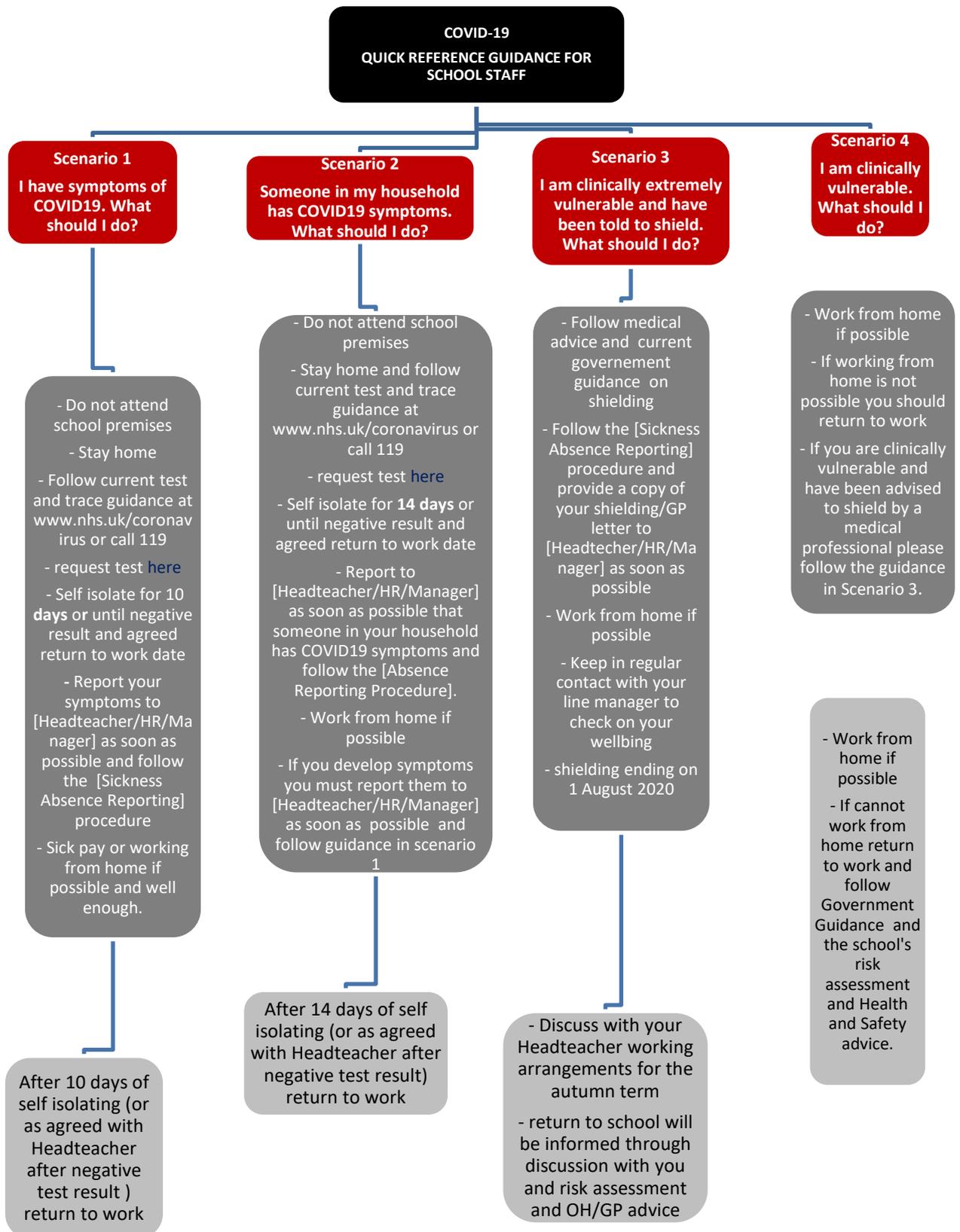
### **Unions**

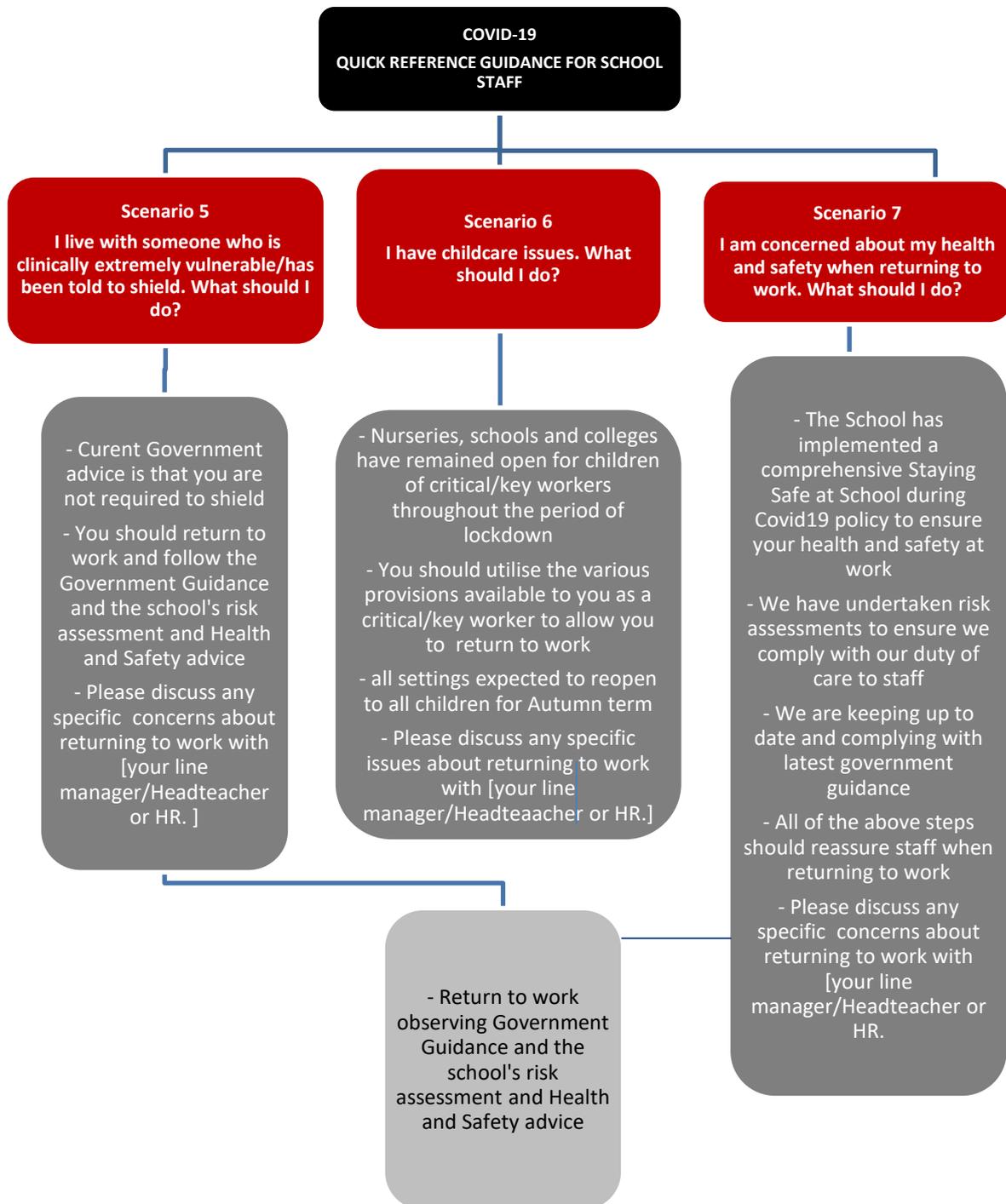
Union members may be able to seek advice and support from their union on managing their health and wellbeing at work.

### **DfE**

Online resources and charity grants to help schools and colleges respond to the impact of coronavirus on mental health and wellbeing have also been made available: <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

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







## **APPENDIX 5 - POLICY ADDENDUM ON ASSESSING RISK DURING COVID-19**

### **1. PURPOSE**

- 1.1 The purpose of this Appendix is for the Trust to set out the approach it is taking to the assessment of risk when schools reopen in September.. Re-opening schools and returning to work is for the benefit of children's' health, wellbeing and development and we wish to work together with our staff to allow them to return to work from September 2020.
- 1.2 This policy should be read in conjunction with the Trust's Staying safe at school during Covid19 policy.
- 1.3 The Trust is aware of its legal obligations towards staff and pupils to ensure, as far as reasonably practicable, their health and safety at work and school. We take this duty very seriously. This includes but is not limited to:
- Undertaking, implementing and monitoring risk assessments;
  - Implementing a comprehensive Staying Safe in School during Covid-19 policy which we are communicating to all staff and parents;
  - Complying with the latest government and DfE guidance in preparation for wider re-opening.
- 1.4 As part of planning for full reopening in the autumn term the Trust will revisit and, where necessary, update risk assessments building on the learning to date and the practices we had developed during partial re-opening and keyworker/vulnerable children provision.

### **2. POLICY STATEMENT**

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

### **3. RISK ASSESSMENTS**

#### General approach

- 3.1 We have undertaken and continue to undertake risk assessments in preparation for reopening of schools. The purpose of the risk assessments is to identify risks and thereafter to reduce or remove them.

- 3.2 It is important to highlight that the risk assessments are an ongoing process. In light of these unprecedented times and the fast changing government guidance they will be kept under constant review during this time. This will help us to identify and address any new risks and/or to reassess existing risks when school re-opens.
- 3.3 The process of undertaking risk assessments encourages constructive discussions between the Trust and parents/staff about not only risks that we have identified, but also risks that you have identified and are concerned about. The risk assessment process provides you with an opportunity to raise areas of risk that you believe apply to you so that these can be appropriately assessed and, where necessary, removed or reduced. For this reason staff and parents are encouraged to engage with the risk assessment process.
- 3.4 In order to support our staff and comply with our duty of care we will be completing individual risk assessments for **all** our school staff..
- 3.5 We will consult with the health and safety representative selected by a recognised trade union or, if there is not one, a representative chosen by staff, as required by law.
- 3.6 Consultation on any changes to risk assessments that will be in place for the start of the autumn term will commence with staff before the summer break, to ensure that those that are on term-time only contracts have adequate time to contribute.

*Clinically extremely vulnerable and clinically vulnerable staff*

- 3.7 The Trust's approach to those staff and pupils who fall into these categories is set out in the Staying safe in school during Covid19 policy. The approach taken is consistent with current government guidelines.
- 3.8 Clinically extremely vulnerable staff should follow medical advice and government guidance to shield. Current government guidance is to shield until 1 August 2020. Where possible the Trust will offer home working or other suitable duties that can be done from home. You should provide the Trust with your shielding letter as soon as possible if not already done so.
- 3.9 Current government guidance is that clinically vulnerable staff and pupils are not required to shield, unless advised to do so by their GP or other qualified medical professional.
- 3.10 Staff who are clinically vulnerable but have been advised to shield should provide their shielding letter as soon as possible if not already done so. In these circumstances the same rules will apply to you as those who are 'clinically extremely vulnerable'.
- 3.11 Current government guidance is that staff living with those who are clinically extremely vulnerable or clinically vulnerable are not themselves required to shield. However the Trust will support you and individual discussions will take place with those staff about their circumstances and the very simple ways of reducing the risk of the virus being transferred back into the home from school. These include washing hands and changing clothes before having any close (within 2m) contact with vulnerable household members.
- 3.12 Staff who have elected to shield but who have not produced a shielding letter or medical evidence supporting the requirement to shield must discuss their individual

circumstances with the Headteacher/HR and may reasonably be expected to return to work.

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

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

*Travelling to and from work*

- 3.15 Public transport continues to operate albeit at reduced capacity and restricted timetables in some areas. Social distancing rules may also result in delays to your usual journey. This should be factored in when travelling to and from work.
- 3.16 Staff should ensure that they give themselves plenty of time to travel to and from work and that they plan their journey in advance. You should have an alternative route mapped out in the event of closures or disruptions. Purchasing tickets online or using contactless technology when travelling is encouraged. Staff must wear a face covering when travelling on public transport.
- 3.17 Please refer to the [Government's Coronavirus \(COVID-19\): safer travel guidance for passengers](#) on how to stay safe when travelling during Covid-19 and follow the Government's current safer travel checklist below:
- 3.18 Checklists for safer travel

**Plan your journey**

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

**What to take with you**

- a face covering - for longer journeys, take more than one face covering and a plastic bag for used face coverings
- a plan for the journey
- tickets, contactless payment card or pass
- phone, if needed for travel updates, tickets, contactless payments
- hand sanitiser
- essential medicines
- tissues

When finishing your journey, we recommend you:

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

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

## APPENDIX 6 - STAYING SAFE IN SCHOOL RULES FOR PUPILS

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

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

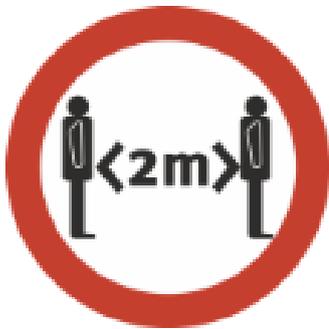
### 1. Listen



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

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

### 2. Keep apart



Keep your distance from other pupils and staff if possible.

### 3. Wash your hands



Carefully wash your hands for 20 seconds with soap and water often throughout the day or use hand sanitiser including on arrival at the school, when you return from breaks, when you change rooms as well as before and after eating.

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

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



Carefully blow your nose with a tissue away from others and cough or sneeze into a tissue instead of your hands. Put the tissue in the tissue bins and wash your hands and/or use hand sanitiser located around the school.

### 5. Stay with your class or year group



You will be informed whether you are part of a class or group 'bubble'. Class or year group bubbles should keep away from other groups or bubbles throughout the school day, including lunch and break times.

Your class teacher will let you know if you have a new lunch and break time.

## 6. Speak up



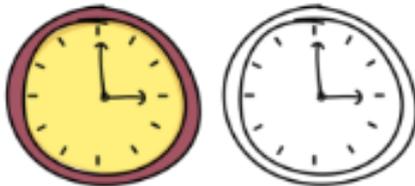
If you are feeling unwell, you must tell your class teacher as soon as possible. You must tell a teacher if you develop any of the following symptoms:

- You develop a cough;
- You think you have a temperature (or you feel hot); and / or
- You lose your sense of smell or taste.

Your parent/carer will be called to collect you, and depending on how you are feeling, you may be asked to stay at home for a period of time as recommended by government guidance.

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

## 7. Pick up and drop off



The school may have to change the times when the school day starts and finishes and you will be informed what your time slots are. Please stick to your start and finish times and use the entrances communicated to you by the school.

## 8. Avoid crowds



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

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

#### 9. Hands away



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

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

#### 10. Stop, Look, Listen and Go.



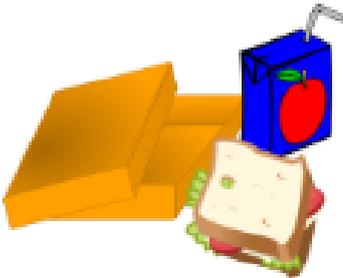
The school may need to change the way pupils move around the school to avoid groups mixing with each other. Please follow any instructions that are given to you carefully.

## 11. No sharing

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

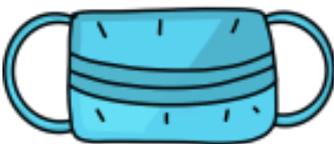


You must follow your teacher's instructions if you are told not to use certain equipment as it may have been used by others in the school outside of your group.



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

## 12. Take extra care



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

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

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

If you have any questions about protective wear, please contact the Academy Business Manager who will look into your concerns.

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

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

Disciplinary action for not following these rules will not be taken lightly, however, if you ignore these rules or deliberately act in a way that could harm the school community, disciplinary sanctions may be applied, which may include fixed or permanent exclusion in serious cases. Any such decision will however depend on the circumstances as well as the school's risk assessment, and will be in line with the school's legal duties under the Equality Act 2010, the Special Educational Needs and Disability Code of Practice, as well as the school's SEND and Equality Policy.

### Possible consequences

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

**[Signed statement**

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

Signed by Pupil Name: Signature: Date:	Signed by Parent Name: Signature: Date:
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## APPENDIX 7 – GUIDANCE ON TRAVELLING ABROAD

### 1. General

1.1 In order to allow the us to appropriately assess and manage risk, as well as for staff planning, we have set out in this guidance what is expected of staff and pupils if they are intending on travelling abroad during Covid19.

1.2 This guidance applies to the period from July 2020 until the end of the Autumn term and will be reviewed regularly.

1.3 Current government advice remains that you should avoid all non-essential international travel at this time. Travel to some countries and territories is currently exempted. For information on the government's current advice on travelling overseas, the exempted countries/territories and returning to the UK from abroad please see:

- [Guidance: Travel advice: coronavirus \(COVID-19\)](#);
- [Guidance: Coronavirus \(COVID-19\): countries and territories exempt from advice against 'all but essential' international travel](#)
- [Guidance: Coronavirus \(COVID-19\): how to self-isolate when you travel to the UK](#);
- [Guidance: Coronavirus \(COVID-19\) and entering or returning to the UK](#);
- [Guidance: Coronavirus \(COVID-19\): travellers exempt from border rules in the UK](#).

1.4 The government requires that anyone travelling to the UK from abroad (including UK nationals returning home) and who does not fall into one of the [exempt groups](#) and/or is not travelling to or from one of the [exempt territories](#) is required to self isolate for 14 days. It is an offence to fail to adhere to the self-isolation requirement. There are different self-isolation rules and penalties depending on whether you are returning to:

- [England](#)
- [Scotland](#)
- [Wales](#)
- [Northern Ireland](#)

1.5 Where you are travelling to an exempt country or territory you should nevertheless check any local guidance as well as updated UK Government advice that may apply to you at the time of your intended travel.

1.6 We ask that staff and parents work together with the school so that risks to health and safety can be properly managed. As part of that process we ask that the below action for staff and parents is followed if you are planning on travelling abroad before the start of the new term.

### 2. Action for Staff and Parents

2.1 Anyone planning to travel abroad during the school summer holidays is expected to take the following steps:

- follow current government advice and avoid all non-essential international travel unless it is to an exempt country or territory;

- if you intend on travelling abroad you should notify the school as soon as possible, and in any event prior to travelling, of your intended dates of travel and the country you are travelling to;
- try and ensure so far as reasonably practicable that your return date to the UK is at least 14 days before the start of the new term.

2.2 If you have already booked your travel, you are travelling to a country/territory that is not exempt and the return date to the UK is less than 14 days before the start of term, you must notify the Headteacher as soon as possible and in any event prior to the end of the summer term with details of your travel dates and the country you are travelling to. This is necessary in order to allow us to undertake appropriate staff planning and risk assessments.

2.3 Staff who are travelling abroad and whose return to the UK is from a non-exempt country and less than 14 days before the start of the new term may be required to work from home on alternative duties whilst they complete the mandatory 14 day self-isolation period. This is provided that home working can be accommodated by the school at the relevant time.

2.4 Staff who are found to be intentionally booking international travel where the return date is less than 14 days before the start of the new term, may be acting in breach of a reasonable management instruction to ensure their return date is at least 14 days before the start of term. This conduct may be treated as a disciplinary matter as all staff are aware of the mandatory 14 day isolation period and must take all reasonable steps to ensure that they book travel which will not interfere with their return to work in September 2020.