

Links to Government guidance on preparing to open from 1st September 2020: REVIEWED: 24th February 2021

Risk	Actions and strategies in place to manage/ reduce the risk	Date in place
<p>Updates for March 8th 2021</p>	<ul style="list-style-type: none"> • LFD Testing will also open to Sunshine staff when they return. • New shielding letters have been issued – staff / parents of pupils in receipt of these should contact SLT. • Face coverings continue to be worn by all adults in all communal areas and where social distancing is not possible (visors or shields should not be worn as an alternative to face coverings). Safe wearing of face coverings guidance states: safe wearing of face coverings requires the cleaning of hands before and after touching – including to remove or put them on, safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day. • Where pupils who are self-isolating are within the DFE definition of vulnerable, it is important that we keep contact with them. When a vulnerable pupil is required to self-isolate, we will notify their social worker (if they have one), agree with the social worker the best way to maintain contact and offer support. We will check if a vulnerable pupil is able to access remote education support and support them to access it (as far as possible) and regularly check if they are accessing remote education. 	
<p>Covid-19 spreading in the school community</p>	<p>School following the Government recommended control measures for LFD testing. Staff testing is voluntary and will take place twice weekly (Sunday and Wednesday) and staff will take these tests at home. Information has been communicated to all staff and they have been provided with the relevant documents, guidance and privacy notices – including: what rapid testing is, how to take part, the requirement for reporting results to school and online to the NHS and the process to follow in the case of any incidents. Staff then make the decision to opt in or out. Named staff are in place to answer staff queries, manage stock, record results, etc. (Covid Co-ordinator: Natalie Hill, Covid Registration: Helen Pritchard). Covid co-ordinator and other SLT have attended relevant training before informing staff about the process. Staff will need to adhere to social distancing and protective measures (face coverings, hand sanitising) when collecting and signing for their test kits and the lot number will be recorded against their name. Staff will collect their first set of test kits in the week beginning 25th January 2021 from the board room. Tests will be kept securely in the board room to prevent unauthorised access. They will be stored in a cool, dry place between 2 and 30 degrees. New versions of instructions (v1.3.2) will be issued with each set of seven tests. Staff will be sent the you tube video and the step by step guide for self-testing.</p>	

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	<p>Staff results will be recorded on a staff register by the office staff. This will support identifying staff with positive results for contact tracing and also manage stock and distribution.</p> <p>Those who receive a positive test result, plus anyone who develops symptoms are expected to book a PCR test and isolate following the Government’s ‘Stay at Home’ guidance. If a test is void, staff should take another test. If they receive two void results in a row, a PCR test should be taken.</p> <p>If a positive result is received, school would follow our policy on contact tracing for our school bubbles, in communication with Public Health.</p> <p>Covid Co-coordinator is responsible for incident reporting / issuing a ‘yellow card’ on a school wide issue with the test kits.</p>	
<p>Tier 4 Specific Guidance and Risk Management:</p>	<ul style="list-style-type: none"> ● Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school. Not applicable at the moment at St J. ● Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers. ● Advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each local restriction tier. ● In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020. No staff have currently advised SLT that they are CEV. ● All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable. <p>Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the ‘prevention’ section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. People who live</p>	

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	<p>with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor. Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in schools. All pregnant women should take particular care to practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission. An employer’s workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the general workplace risk assessment. As part of their risk assessment, employers should consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks</p>	
Pupil Numbers	<p>All pupils (except CEV) are expected in school from Monday 8th March.</p>	
<p>How will we maintain social distancing? FY through to Y6 Adjustments to premises / classrooms?</p>	<p>Recent research in to this is showing that good ventilation has a real impact on lowering transmission of the virus in indoor environments. Keeping windows open in classrooms is vital to allow stale air to be removed. If turning the heating up is not doing enough to keep everyone warm, please allow children to wear warm clothing in classrooms. This may need to include coats if the weather gets particularly cold.</p> <p>Drop off and collection must be considered</p> <p>All parents enter via both entrances. 1+ metre rule to be enforced while they are waiting for staff to receive their children Staff members do not have to wear masks or visors unless meeting parents face to face.</p> <p>Staggered start times- not required. Parents will be asked to drop children at either gate between 8:35-8:45am and staff will be on duty to greet and direct the children to their classrooms at various points. Parents reminded to socially distance and wear a face covering.</p> <p>Children are to stay in their classroom groups, with allocated staff for the whole day. - where TAs are shared, they can move between classes.</p>	

Usual classes using usual toilets -cleaned by staff as required throughout the day – Premise Team to provide cleaning materials. Children to be regularly reminded of hand washing / sanitising after using the toilets.

Classrooms to be arranged with all desks front facing
 Children to only use their own pencil, ruler... resources (in plastic wallets in KS1)
 Staff to be seated on a chair and children sitting on the floor when applicable (**only FY and Y1**).
 Consider placing circle mats on the floor for children to sit on (**only FY and Y1**).

One way system in corridors to reduce mixing
 there will be a loop system- All will travel in the direction from Y2 to Y1, Y3, Y4 and Y5 to enter and exit the building via their fire exits.

Internal Arrows will be on the floor to assist.

Y2 and Y1 will travel from the playground to their room via the Y2 doors.

Y2 and Y1 will travel to the playground via the Staffroom door

Y3 and Y4 will use their Fire exit door and travel to the playground heading via the staffroom windows, Y5 via Sunshine

Y3 to Y5 will travel back from the playground via the sunshine club route using their fire door to enter

Y6 will travel to and from the playground via the car park area.

Start of day

- Both Little Sutton Lane and Bromwich Drive entrances will be open. Staff to be on duty at the entrances.
- Children come in from either entrance and walk to their classroom between 8:35am and 8:45am.
- Parents leave the children at the entrance gate and leave the site.
- Parents reminded not to wait and chat at the gate as it can cause congestion.
- Pupils can bring in essential items – lunch boxes, hats, coats, books, stationery.
- School uniforms will be worn and do not need to be cleaned any more often or differently than usual.
- Children will be in ‘year group bubbles’. This means that interventions, setting, group work, etc. can take place across the two classes in each year group. Staff to wipe/sanitize rooms and surfaces before and after use.

Break Time (each year group bubble to have half of the playground (FY – side playground)

Break times are staggered to allow for less children on the playground at once (maximum of three year groups) and no use of the field due to the cold weather.

Staff rota for duties will be under constant review due to additional staffing.

Lunch Time

- Kitchens are fully open complying with the guidance for food and businesses on coronavirus documents.

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	<ul style="list-style-type: none"> ● Staggered lunch times – each year group will be given a slot to eat their hot lunch in the dining hall. Staff will wipe down and clean all surfaces in between to prepare for the next year group. When children are not eating they will be playing outside in their zone. Lunchtime supervisors are assigned to set classes. <p><u>End of Day</u> Each year group will be dismissed from a different area of the playground at Staggered finish times 3.05pm Y5 and Y6 3.10pm Y3 and Y4 3.15pm Y1 and Y2 3.20pm FY A BLUE LINE has been painted across the playground – parents must wait behind and not cross this line, and obviously adhere to social distancing. The children will be brought to the playground at the designated time above, they will wait in their class line and be dismissed to parents within the allotted 5-minute window. We ask all parents to be prompt and punctual leaving as soon as they have collected their child. Any parents collecting siblings will need to wait for their children to be dismissed at the allotted cohort time.</p> <p>Any messages to be given by parents must be communicated via email to the school office and not in person to the member of staff.</p> <p>No larger gatherings – Masses, assembly, collective worship will take place. Assemblies will be sent via the IWB</p> <p>Sunshine Club Provision Children can be kept in year group bubbles and not mixed for wraparound care – currently open to limited year groups and siblings due to the most current government guidance.</p> <p>Signage/Tape to be used to reinforce messages</p> <p>FY will need to ensure that all resources used as a communal are routinely cleaned. After each use the resources will be thoroughly cleaned using the appropriate cleaning products by the staff members of that class. Children will be reminded they must wash their hands before and after each use of the resources.</p>	
<p>Free time (free flow) Infection Control</p>	<p>Children informed again of the importance of social distancing whilst outside. Look at providing activities which can abide by the rules or minimising the amount of children in one area. Supervising staff must keep a 1+ metre distance from each other as reasonably practicable.</p>	
<p>Handwashing and hygiene</p>	<p>Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise children) or they will be directed to the toilets to wash their hands (member of staff will supervise)</p>	

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	<p>Inform the child of the importance of washing their hands after using the toilet and where possible accompany them to ensure this is carried out</p> <p>Academy to ensure each classroom has wipes and handwashing resources Premises and cleaning team to ensure these stocks are maintained daily</p> <p>Tissues available on each table, encourage children to use when coughing or sneezing and they must go into a bin after one use.</p>	
<p>Safeguarding concerns</p>	<p>DSL or DDSL on duty for every day open Extra vigilance will be required as vulnerable families and others emerge from lockdown. Referrals to CASS Bereavement issues to follow the CCS training and school policy</p>	
<p>First aid supplies including PPE for staff when dealing with children/ adults with symptoms</p>	<p>Academy to provide stocks of PPE to ensure enough gloves, aprons etc for when dealing with asymptomatic pupils or pupils requiring first aid. Staff treating anyone with symptoms to wear PPE. Procedures in place for isolating anyone who develops symptoms on site. First Aid room - door closed and windows open. Intimate Care Changing clothes When staff are carrying out any intimate care they must: Wear Gloves, Wear an apron, Wear a mask wipes etc. must be double bagged and placed into a bin (preferably a closed bin) Soiled clothes to be double bagged and given to Parents on collection of children. Staff must wash their hands once gloves and masks are removed Record all intimate care carried out. Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact</p>	
<p>First Aid – Life threatening Infection Control</p>	<p>In the event of a serious injury or incident call 999 immediately. Wear face covering and gloves when in close contact or dealing with bodily fluids In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. Always wash hands after contact Children’s medical needs will be reviewed for each classroom and medication to be added to classrooms as required</p>	
<p>First Aid & Medication Infection Control</p>	<p>First Aiders must always wear gloves when administering first aid procedures. It is advisable a face covering is worn if having to deliver close contact first aid. (always refer to up to date information from Gov.UK) Any dressings used to be double bagged.</p>	

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	Where any medications are administered try and encourage the children to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK)	
Children who are upset Infection Control	Where a child is upset it is advised still to try to maintain a safe distance whilst offering comfort to the child. Encourage children to use a tissue to wipe eyes/nose etc. If contact is required, consider wearing a face covering. Wash hands after contact	
Children with behavioural issues Infection Control	Where possible allow the child to vent their frustrations Where possible allow child to be in a room on their own or outside If ‘React UK restraint’ techniques are required, it is advised face coverings and gloves are worn.	
It is possible that members of staff or pupils may have experienced significant grief and bereavement as a result of the current situation. How can you support them on returning to school?	Ed psych service for staff support Bereavement training for staff to manage this before we start back Our Place mentor referrals Recovery Curriculum Collective worship RE Rainbows / Silver Linings	
Break Times – Staff Room Infection Control	Staff must sit at least 1+ metres apart from each other Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils. Limit of six staff in the staff room at once. Staff must wear a face covering in all communal areas.	
Play areas Infection Control	Whilst children are outside or there is a break between morning and afternoon sessions, clean tables, equipment and door handle with a mild disinfectant or disinfectant spray / antibacterial wipes. Wear gloves whilst carrying out this task and wash hands after cleaning.	
Refreshments for children Infection Control	Children will sit in small groups and where possible sitting at least 1+ metres apart (consider placing dots/circles on the floor) Wear gloves when preparing any fruit or toast Ensure the kitchen surfaces have been wiped down with a mild disinfectant before and after preparing snacks and drinks. When clearing up ensure gloves are worn when picking up / disposing of leftover food. Wash all utensils in hot soapy water.	
Dealing with any suspected and	Where staff members have symptoms, they should access testing promptly through the government self-referral mechanisms, or by the school/Trust through the employer referral site.	

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confirmed cases of C19 in the school community?	All latest GOV / PHE advice to be followed.	
Managing the expectations of Parents	<p>BOD letter to all -explicit in what parents should expect and accept</p> <p>No Parents to enter the building at all unless via appointment All communication via phone and email. Parents will be discouraged from congregating around the school site. School will continue to promote the use of using the enquiry email more</p> <p>All visitors must be signed in and out – for track and trace systems</p>	
Provision for staff mental health/ well-being?	Trained Mental Health First Aiders in schools Access to Westfield Health- Counselling and CBT sessions available	
Awareness of policies / procedures / Guidance Infection Control	<p>All staff, returning back to work must continue to follow the current guidelines in regard to safe distancing and washing hands on a regular basis.</p> <p>All staff are able to access the following information on-line for up to date information on COVID-19</p> <ul style="list-style-type: none"> ➤ Public Health England ,Gov.co.uk , NHS, DfE, Department for Health and Social Care <p>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids)</p> <p>Staff are made aware of the school’s infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.</p> <p>Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</p> <p>Children are made aware of the school’s infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.</p>	
What arrangements do you have in place for cleaning and how does this look different from normal?	<p>Separate RA for cleaning (Please see)</p> <p>Supply of cleaning materials and PPE for cleaning staff.</p> <p>TA / teacher / Cleaning staff to clean classroom and equipment every day.</p> <p>Children have their own, allocated equipment and not share.</p>	
Do any adjustments need to be made to premises / entry and	Staff available for messages	

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exit routes to support social distancing?		
Catering provision	All children will have the option of a hot meal option provided by the kitchens All tables and seats will be wiped down between year groups by the staff.	
Ill health	<p>We will follow the system of controls needed in schools in regards to preventing and responding to any infection, taken from the latest Government guidance as follows:</p> <p><u>Prevention:</u></p> <p>1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</p> <p>All schools must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from the day after the individual tested positive.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (library), 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.</p> <p>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.</p> <p>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). More information on PPE use can be found</p>	

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in the [safe working in education, childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not otherwise visit the GP, pharmacy, urgent care centre or a hospital.

Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should arrange to have a test)
- the symptomatic person subsequently tests positive
- they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)

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 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](#).

Public Health England has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

- 2) **Adults to wear face coverings in all communal areas, e.g. corridors, staff room, etc.** Staff can also choose to wear PPE when teaching.

3. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Pupils will be sent to clean their hands regularly, **including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.** Regular and thorough hand cleaning is going to be needed for the foreseeable future.

4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

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The ‘catch it, bin it, kill it’ approach continues to be very important, so school must ensure that we have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right and all pupils understand that this is now part of how the school operates. The [e-Bug coronavirus \(COVID-19\) website](#) contains free resources for schools, including materials to encourage good hand and respiratory hygiene.

5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents – cleaning at break times (surfaces, desks, door handles, etc.) and after school

6) Minimise contact between individuals and maintain social distancing between bubbles so that there are no whole school gatherings. Pupils continue to sit side by side and facing forwards.

7) Where necessary, staff will wear appropriate personal protective equipment (PPE) if staff need to administer first aid, intimate care or treat someone with symptoms of COVID-19. The Government guidance states that the majority of staff in education settings will not require PPE beyond what they would normally need for work.

8) Keeping occupied spaces well ventilated

It is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

This can be achieved by a variety of measures including:

- natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

Further advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](#) and [CIBSE coronavirus \(COVID-19\) advice](#).

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

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- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing. For more information see [School uniform](#)
- rearranging furniture where possible to avoid direct drafts

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

Response to any infection:

9. Engage with the NHS Test and Trace process

Schools must ensure they understand the NHS Test and Trace process. Schools must remind staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. 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 if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. 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. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand the quickest and easiest way to get a test.

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Having a test at a testing site will deliver the fastest results. The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.

These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance [Coronavirus \(COVID-19\): test kits for schools and FE providers](#).

Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance.

If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.

If someone with symptoms tests positive, they should follow the [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 continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.

10. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

(A member of SLT will contact them if someone from St Joseph’s tests positive for Coronavirus).

Any child or member of staff who displays signs of being unwell, and believes they have been exposed to coronavirus, will be sensitively taken out of the class and placed in an area where they will not come into contact with others, but will be supervised at all times by a staff member wearing appropriate PPE..

The relevant member of staff calls for emergency assistance immediately if children’ symptoms worsen.

The parents of unwell children are informed as soon as possible of the situation by a relevant member of staff.

Where contact with a child’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.

Unwell children who are waiting to go home are kept in an area where they can be at least 1+ metres away from others.

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	<p>Areas used by unwell staff and children who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</p> <p>If unwell children and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.</p> <p>Any children who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the child becomes seriously ill or their life is at risk.</p> <p>Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</p> <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice</p> <p>The advice service 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. If, following triage, further expert advice is required the adviser will escalate the school’s call to the PHE local health protection team.</p> <p>The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the individual tested positive. Close contact means:</p> <ul style="list-style-type: none"> ● 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) ● proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ● travelling in a small vehicle, like a car, with an infected person <p>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p>	
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Where individuals who are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10-days from the day after contact with the individual tested positive should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:

- if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.

The PHE local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

	<p>11. Contain any outbreak by following local health protection team advice</p> <p>If schools have two or more confirmed cases within 10 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.</p> <p>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. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	
<p>Spread of infection</p>	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</p> <p>Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</p> <p>Staff and children do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with national guidance.</p> <p>Children who are unwell are not taken on school trips or permitted to enter public areas used for teaching,</p> <p>Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</p> <p>The school in liaison with individuals’ medical professionals where necessary, reviews the needs of children who are vulnerable to infections.</p> <p>Any additional provisions for children who are vulnerable to infections are put in place by the Principal/HOS, in liaison with the child’s parents where necessary.</p>	
<p>Poor management of infectious diseases</p>	<p>Self-isolating log kept and updated daily by the office.</p> <p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a child or staff member has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague’s or a child’s symptoms to the Principal or SLT as soon as possible.</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p>	

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	<p>The school is informed by children’ parents when children return to school after having coronavirus – the school informs the relevant staff.</p> <p>Staff inform the Principal when they plan to return to work after having coronavirus.</p> <p>A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p>	
<p>Contractors in school Infection Control</p>	<p>Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.</p> <p>Control measures regarding the Coronavirus must be included within their RAMs.</p> <p>School to ensure no children or staff are in the area where contractors are working.</p> <p>Contractors will be designated a toilet they can use whilst on site.</p> <p>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</p> <p>They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</p> <p>If they become aware of a contractor coming down with symptoms within 10 days of being at the school, they must inform the school immediately.</p>	