

Setting/Premises:	Southwold Primary School	
Assessment Date:	01 st September 2021	Review Date:
Assessment completed by:	Gail Jerman (Academy Head)	

Daily operation	Guidance/ Measures in place	Actions to be considered when school is notified of positive case	Impact on education	Communication inc. roles and responsibilities
Classrooms	Windows and doors to stay open Tables to be cleaned daily	Children in related groups advised to test every other day for 10 days Close contacts within groups (breakfast club, ASC, enrichment clubs, class, friendship groups) will be required to LFT on the same day and report any positive outcomes – PCR must follow positive LFT	The reintroduction of bubbles will only be considered across class groups in the event of 5 or more cases in one close group = breakfast club, ASC, enrichment clubs, form class, maths groups Home learning offered to asymptomatic children with positive result	Parents will be advised by email – with a letter from the Academy Head Text notification will be sent by OM to inform parents to check email
Assemblies	Children to sit in class rows Children to face the same direction Windows and doors to be kept open	Whole school assemblies in hall Celebration assemblies held virtually, led by AH Hub assembly virtual on Mondays	Assemblies to continue with increased safety measures unless cases reach 10% of school population- they will then cease for 10 days	Staff notified of changes via email

Playground	No restrictions	Friendship groups –i.e. playground groups will not trigger consideration of bubbles if across mixed educational groups.	NA	
Lunchtimes	All pupils in hall, Staggered start – Astronauts - 1200 Mercury - 1205 Jupiter - 1210 Mars - 1215		N/A	
Parental attendance	Only outdoor events can be attended by parents Online engagement will be encouraged for indoor events	If parents advise that they have a positive LFT or positive PCR their children will be sent home to be tested Children must be collected by an adult that has not had a positive result – follow guidance below for actions relating to children	Teachers to use google classroom and other online platforms to promote children’s work	Office to monitor parental messages + calls
Educational Visits	Follow transport guidance below Ratios can be supported with parents that can evidence a negative LFT on the day of the visit Encouraged to go ahead with COVID RA from receiving site in place	Adults will be replaced where possible to allow visits to continue If the visit lead is unable to attend a member of SLT will replace them where possible parents will be made aware of what cost elements are refundable prior to giving consent	EVCs will only be cancelled if adult ratios cannot be met	All communication to parents regarding EVCs will set out cancellation procedures

Tracing close contacts and isolation	Guidance/ Measures in place	Actions to be considered when school is notified of positive case	Impact on education	Communication inc. roles and responsibilities
Informing parents	Parents will be notified of the presence of a positive case in a class or group by the school but no	NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be	Pupils awaiting results or asymptomatic but positive will receive	Class teachers to contact parents of pupils to inform them of the home learning offer

	names will be shared. If staff are aware of close contacts parents will be notified as soon as possible alongside NHS track and Trace.	<p>traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.</p> <p>individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school</p>	home learning in line with the Trust policy	
Informing the LA	Academy head has information on who to contact			Academy Head will notify the LA as per the County Council flow chart
Informing PHE	Academy head to follow PHE guidance on when to notify			Academy head will follow PHE guidance and report as required
Informing CMAT	Academy Head will notify CEO/Facilities The attendance register will report cases.		CMAT home learning policy to be applied to absence where pupils are asymptomatic	In the event of multiple cases in one group CMAT will be advised by Academy Head.

Managing Staffing	Guidance/ Measures in place	Actions to be considered when school is notified of positive case	Impact on education	Communication inc. roles and responsibilities
Measures to support staff	<p>All staff are to complete LFT's twice per week or as directed if part time only and report their results using the Government APP until the end of September when this will be reviewed by the Government</p> <p>Staff are to work in well ventilated areas</p> <p>Sanitiser is available to all staff</p>	<p>Fully vaccinated staff do not need to isolate if identified as close contacts.</p> <p>They will be required to complete a Lateral Flow Test and report the result</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the staff member can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>		
ALL Staff with symptoms	Should complete a PCR test and inform the Academy Head/Assistant Academy Head of the result immediately.	Staff can return to work once they no longer have COVID-19 symptoms	Classes may be covered by unqualified teachers working in school, by an HLTA , a cover teacher employed by the school or a supply teacher.	Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.
Fully vaccinated staff notified as close contacts	Do not need to isolate if identified as a close contact. They should complete a LFT immediately and report the result.	<p>All close contacts should complete a LFT immediately – if the test is negative the staff member may remain in work as long as they have no symptoms</p> <p>If the LFT is positive staff must immediately isolate and take a PCR test</p> <p>Staff with symptoms will also need to get a free PCR test to check if they have COVID-19</p> <p>Staff can return to work once they no longer have COVID-19 symptoms</p>		If there are more than 5 cases amongst staff, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested

				positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate. Further guidance is available
Unvaccinated staff notified as close contacts	If staff choose not to get vaccinated, or are unable to be vaccinated they will need to self-isolate for 10 days if identified as a close contact in line with NHS guidance.		Isolating staff with no symptoms will be required to live teach from home or access CPD provided by the Academy head. Any CPD will be recorded and staff evaluation will be requested.	

Pupil Absence	Guidance/ Measures in place	Actions to be considered in case of positive case	Impact on education	Communication inc. roles and responsibilities
Pupils with COVID-19 Symptoms	If symptoms are identified in school pupils will be moved to an isolation room and adults supporting will be provided PPE Parents will be notified and required to collect the pupil immediately.	If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in	Pupils with symptoms are not required to access home learning but should be encouraged to return to school after 10 their 10 day isolation and when all symptoms have gone	School to inform parents via letter

	Pupils should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).	education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.		
Siblings of pupils with symptoms	Siblings should be removed from class and must wait outside the school office to be collected with the sick child,	Siblings must complete a LFT and follow stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection .	Siblings with no symptoms and a negative LFT can return to school either during the same day or the following session	Office staff to collect siblings and notify parents Register to be updated accordingly
Pupils identified as close contacts	Teachers to keep records of maths groups and phonics groups Enrichment groups require a weekly register which is the responsibility of the lead adult K Watts to keep register of BSC/ASC and Enrichment groups	NHS track and trace will contact parents School to send supporting document to parents highlighting latest government guidance Pupils will be encouraged to attend school if no symptoms and a negative lateral flow test or PCR has been completed School will request LFT every other day for 10 days if child is identified as a close contact	Close contacts must return to school of negative and no symptoms are present Positive asymptomatic pupils can access home learning as advised by the class teacher Positive and unwell children do not need to access home learning	Parents to inform office staff of results and email staff if their child requires home learning
Attendance	Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).	Parents will be informed that attendance is mandatory unless a positive case has been identified	School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.	Parents to communicate with the school office
Pupils Travelling Abroad	For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance .	Pupils returning from abroad must take a LFT and parents must report the result to school staff before returning	Pupil attendance is mandatory Follow attendance guidance above	Parents to be informed of the need for a test in writing before the start of term

		Isolation is only required if a child has symptoms or a positive result		
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Wearing of face coverings	Guidance/ Measures in place	Actions to be considered in case of positive case	Impact on education	Communication inc. roles and responsibilities
Pupils	Not required	If multiple cases are reported pupils will not be required to wear face coverings All children will use sanitiser or wash hands before entering a classroom	n/a	Letter to parents at start of term sets out conditions
Staff	Not required	If multiple cases are reported staff will be advised to wear face coverings when working within 1m of a child	n/a	Will be updated by email if there are increased cases
Visitors	Not required	Visitors will be asked to provide evidence of a negative LFT Visitors will be asked to wear a mask when working in close contact with an adult or child	n/a	Will be checked by the office staff Invitees will be notified by receiving staff of our conditions

Transport	Guidance/ Measures in place	Actions to be considered in case of positive case	Impact on education	Communication inc. roles and responsibilities
Transport to sporting events/ swimming or EVCs	Face coverings are not required by pupils Pupils to use hand sanitiser before entering the coach and when leaving it to reenter school	Notify the transport company Notify EVC site (school office) Trace close contacts i.e those seated adjacent to positive case	No impact	OM to notify transport company and EV site of positive cases Inform parents of known close contacts and follow guidance above for pupils

	Pupils should space out where possible sitting in pairs and leaving every other row free			
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