

## COVID-19 – RISK ASSESSMENT Windlesham School

Version: 1.8 Date: 29.8.2020

### Points specifically relevant to parents.

The purpose of this risk assessment is to make sure that that the School operates in accordance with the Government's latest COVID-10 guidelines and ensures the safety and well being of those that visit the school including governors, staff, parents, pupils and visitors in light of COVID-19. Actions for parents or sections of particular importance to parents are highlighted in blue. The Risk Assessment sets out potential hazards that have been identified and the relevant actions to deal with the hazard. The assessment is a live document and will be monitored and kept up to date. It will be updated to include parents evening and when school lunches provision starts. It will be made available to staff and parents.

### A. Overall Risk Assessment in the COVID-19 Environment

	Potential Hazard	Control measures	Outcome	Updates with Date
1.	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding Policy updated by DSL	Maximum pupil bubble group size of 30	
2.	Government advice not being regularly accessed, assessed, recorded and applied.	Govt advice reviewed by SLT when issued (Deputy Head summarises for team) on a daily basis.		
3.	Unions not consulted over plans.	Consult staff on Union membership	Staff invited to share the revised Risk Assessment with others if they wish	
4.	Changes not regularly communicated to staff, pupils, parents and governors	Revised RA to be signed off by Chair of Governors then shared with staff and published on website and Engage Portal	Updates to RA to be signed off by the Chair of Governors and published when made with all amendments highlighted	RA shared with: Chair of Gobs: 28/09/20 Staff: 29/8/20 Public: 29/8/20
5.	Changes to assessments, procedures and other important matters not reviewed by Governors	All Covid related procedural changes communicated with governors.	Any significant revisions to be shared with Chair of Governors	
6.	Insurers not consulted with Schools re-opening and / or amended plans	Insurers to be provided with necessary info by Bursar	Opening now standard across England Sept 2020	

7.	Suspended services and subscriptions not re-set.	Suspended services reinstated by Bursar for commencement prior to re-opening on 1 <sup>st</sup> June.	All reinstated for Summer 2020	
8.	Access to School not controlled effectively and visitor (if allowed) details not recorded.	Only authorised visitors to be permitted access to school. Track and trace details of all new external visitors to be obtained before entry. Sickness and travel details also confirmed before entry is granted. Only one party permitted within reception area at any one time. Adults to wear face mask.	All visitors (including parents/carers) will be required to sanitise hands, wear a mask (unless exempted) and practise social distancing – Visitor badge security system continues to operate.  SLT to authorise any visitors.	
9.	Social Distancing (SD) and other hygiene rules not communicated, understood and applied. Rules now encourage social distancing particularly between adults and adults, or between adults and children. However, they are more relaxed about SD between children, particularly younger ones.	SD rules to be re-communicated to staff, pupils and parents prior to reopening and actively taught and reiterated regularly in class assemblies, circle time etc. All pupils and staff to wash hands on arrival at school before entering classrooms, staffroom or other communal spaces. Message to be reinforced by parents/carers at home with publication of this RA.	Difficult to apply social distancing rules to Early Years (EY). Separate Risk Assessment and plan prepared for Early years.	
10.	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Staff to be vigilant to any deviation from hygiene and SD rules and encouraged to remind people on the spot. Regular handwashing sessions to be included in timetable. Behaviour policy to be updated to make reference to COVID-19 situation and disciplinary action taken if rules broken. Bins to be provided in every classroom and emptied by Site manager during	Any refusal to comply with SD and hygiene rules to be reported to SLT for action.	

		day. "Catch it, bin it, kill it" mantra to be reinforced. Waste to be double bagged. Posters reminding school users of safe hygiene practices to be placed all around School Site		
11.	Insufficient supplies of hygiene materials and not being suitably placed.	Soap, Hand sanitiser and surface cleaners available across the school	Staff asked to report shortages to Site Manager who will refill supplies. Site Manager to order new stock as needed via Bursar	
12.	Insufficient or unsuitable cleaning regime - lack of regular re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Cleaning company Avanti instructed to pay particular attention to these points.	Staff to clean surfaces when bubble moves out/in as specified in operational plan. No materials to be shared by different bubbles if possible. If not possible, ensure a strict disinfection regime is in place.	
13.	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	<p>Teachers to be issued with their own cleaning equipment. Teachers to be advised not to take pupils' books home to mark - only mark at school.</p> <p>School library facilities to be open but returned books should be isolated for 48hrs before being replaced on shelves</p> <p>Pupils to be told not to share their equipment eg pens etc. Parents to re-inforce the message please.</p>	<p>Instruct teachers and pupils not to share items. Specified to staff on INSET day 1<sup>st</sup> September.</p> <p>EY separate RA</p>	
14.	High risk areas not being regularly monitored for hygiene.	Site Manager to check these areas regularly during the day. Teaching staff and site manager to clean high use areas at least once in day.	<p>High risk areas included:</p> <p>Toilets, stairs (handrails), bins, door handles and window handles, Work surfaces (including desks and tables), Bathroom facilities (including</p>	

		These will be cleaned again by cleaning staff at end of each day.	taps and flush buttons), Remote controls, Computer equipment (including keyboards and mouse devices), Classroom resources, such as games etc note: First Aid room	
15.	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Staff fully able to access MS emails and Teams IT. Parents communication via Engage system mailmerge	Remind parents/carers to notify School if contact details change	
16.	All hazards identified properly mitigated and regularly re-assessed?	SLT to revisit RA whenever new hazards identified, hazards change, and Govt information changes	Weekly review of RA diarised and amendments made and communicated more frequently if needed.	

## B. Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Updates with Date
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	Constant monitoring by SLT	Staff and parents asked to notify Bursar if they spot any malfunctions	
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	All Stakeholders are invited to communicate any issues and hazards in person, via phone or email.		
3	No Governor and / or SLT member for School / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	Mr Ingrassia and Mr Rowlands Hempel leading COVID –19 planning	All staff have SLT contact details.SLT have governors contact details.	
4	Lack of knowledge of where pupils / staff have travelled from (other than home and School).	staff & parents/carers to email school prior to arrival if they will be coming to school from a different household than their normal household or their support bubble.	This will enable SLT to assess whether access to School is permitted or prevented.	

5	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Rules/procedures in place, reminders on posters around school.		
6	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff training session with SD expectations outlined to be provided prior to start of term. Attendance is mandatory.	Update training sessions and meetings online via MS Teams. .	INSET training 2/3 Sep
7	At drop-off and pick-up parents/carers SD outside gates and entrances.	Staggered arrival and departure times to be enforced. Markings on school path for SD. Signs displayed. All visitors instructed to visit school quickly for minimum amount of time and not to pause to chat in and around school area.	Put up notices and include in preparation to come back to school email. Prepare floor markings to indicate SD requirements and movement flows. SLT to monitor pick up and drop off ensuring correct procedures are followed.	
8	Insufficient registration of sickness throughout the day including lack of temperature / health checks.	Staff trained to look for symptoms. Parents instructed not to send child to school if they or any of their household show CV-19 symptoms.	Thermometer gun available in School office	
9	Transit spaces (corridors), social zones (common rooms, playgrounds) not being configured to SD rules.	All shared areas to be marked up according to SD regs.	Corridors quite narrow so children instructed to walk quickly and not to talk when in transit. Movement arrows to be marked out where necessary to avoid close contact.  Playgrounds segregated for different bubbles.	
10	Learning and recreational spaces not configured to SD rules.	Playground to be divided when used by several bubbles to ensure		

		separation. Playtimes staggered also to ensure separation. Where appropriate, markings around teacher space in classes to ensure separation.		
11	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Timetable planned to allow for appropriate length of lessons and movement for all age groups. Shared spaces also timetabled to prevent mixing of year groups and bubbles. Staggered break times for pupils and staff.	Staff briefed during holiday period. Any issues addressed on INSET Day	
12	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	SENCO and Deputy Head briefed and timetable adjusted to allow greater support time. Additional staff trained to be aware and respond to mental health issues. Circle time and PSHE lessons to create opportunities to discuss experience of lockdown, current anxieties etc. Opportunities for staff to discuss their worries about reopening encouraged repeatedly. Parents encouraged to contact Head to discuss anxieties about return.		
13	If a pupil has unknowingly comes into contact with a person later found to be infected with COVID 19, they may infect others.	Pupils whose parents have been contacted by the NHS under the Track and Trace system, must inform the school immediately and isolate as required.	This will ensure that the bubble which the pupil is part of is more closely monitored and the guidance offered by NHS adhered to.	

### C. Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Updates with Date
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	DSL updating and communicating Safeguarding policy and practice. Latest version always available on school website. SLT updating and communicating Staff Handbook. Updates to this were shared at INSET and as appropriately thereafter.	Other policies to be updated according to priority/urgency	
2	DSL and ADSL not easily contacted and their contact information not known to all.	Mrs Fox DSL and Mr Ingrassia ADSL contactable by all staff via school email and phone and via the info@windlesham email or the safeguarding@windlesham email for all other members of community.	Publish Safeguarding email address to parents <a href="mailto:Safeguarding@windlesham.school.co.uk">Safeguarding@windlesham.school.co.uk</a>	29/8/20 Republish safeguarding email address
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Update First Aid policy to include CV-19. Publish CV-19 operations policy	1/6/20 CV-19 included in First Aid Policy	
4	Fire drills, routes and assembly points not rehearsed.	Health & Safety Co-ordinator to review Fire Policy with Bursar and to communicate any changes to normal practice. Arrange a fire drill rehearsal on first day.	Fire evacuation plans to be updated, published and rehearsed	2/9/20 Fire Evac plans communicated to staff and rehearsed first week
5	Classes not <u>reduced but</u> kept together in their "bubble" (minimising contact with others) or properly supervised.	SLT have planned for bubbles with maximum bubble/class size of 30 in dedicated teaching space and minimum use of communal indoor spaces. Bubbles greater than 18 (but less than 30) will only be necessary at break times or for Games. Normal lessons will not exceed 18.	Minimum of 2 dedicated staff for each bubble. Ruling bodies for each sport consulted on whether sport can be undertaken with SD regs. Games and PE planning and teaching will be conducted in accordance after approval by SLT.	Deputy Head and Head of Sport continually monitoring situation

		Toilets and wash facilities to be allocated to each bubble. These are signposted.		
6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	SLT agreeing new Timetable and Plan with consideration to each age group	Early Years specific Plan and Risk Assessment also available.  Marking of books and use of reading books as per school operational plan.	27/8/20 New plan and RA complete for EY
7	Staff not having sufficient down time / rest during the working day / week?	Timetable guarantees adequate rest time allocated to every member of staff.		
8	Lack of new staff and pupils induction. Registration and recruitment processes not adapted or compliant.	All normal induction practices to be complied with. Method of training delivery may be altered in some cases EG. Online induction meetings for staff. Operational plan to include induction requirements for new children and children returning.	All staff Induction procedures and procedures for pupil induction explained at INSET Day.	
9	Insufficient staffing due to sickness absence	Bank of temporary staff available and used when needed		
10	SCR and required documents not properly verified or recorded.	Recruitment policy followed and SCR kept up to date by Bursar.	Chair of Governors to check SCR sent by Bursar on request	
11	Plans for working and learning outside not fully considered	SLT considered all current outdoor spaces.  Climbing frames to be cleaned frequently twice daily by site manager as per current hygiene requirements.	Outside areas regularly reviewed and assessed for safety.	



12	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	SLT provide guidance to supervising staff and teachers about permissible outdoor play and learning.	Staff to check any proposals for outdoor sessions with SLT.	
13	Sporting and play SD rules unclear to staff and pupils	Communicate Sporting and play SD rules to staff and pupils in first week. Emphasise message through signs.		
14	Drama, dance and music activities not applying SD or hygiene rules	Communicate Drama, dance and music SD & hygiene rules to staff, via operational plan.		
15	Risk reducing measures for sport, play, drama, dance and music activities not properly formulated.	Risk assessment for swimming reviewed and published to staff. Operational plan to reflect changes in procedures for all other subjects affected.	Play, drama, dance, and music activities to be supervised by bubble staff in line with all teaching activities	
16	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff meetings to occur on Microsoft Teams and in reduced physical presence to allow further spacing and working from home.	Staff instructed to bring own food and eating utensils daily. Operational plan to include detail on wiping surfaces they touch EG taps. Number of chairs available limited. Number of staff permitted in staffroom limited to 10.	
17	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Site manager continuing to check systems	Maintenance company to be called in out of hours if needed.	
18	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Signs posted outside reception area to explain new procedures.	Office staff to monitor via CCTV and SLT to speak to people as necessary regarding violations	
19	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	SLT and Site Manager to configure	Dividers positioned on playground and markings elsewhere.	
20	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	SLT to instruct staff to consider class layout to encourage more SD where appropriate (eg not in EY)	SLT to monitor cleaning and class layout..	Bursar monitoring with Site Manager

21	No regular breaks for handwashing during the school day.	Instruct pupils and staff to follow procedural plan.		
22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	SLT to assess what is needed and implement. Assessment carried out 28/05.		Outside taps and sink added at playground.
23	Hygiene stations not stocked, checked and cleaned regularly.	Site Manager to monitor		
24	Unnecessary items not removed from classrooms and other learning environments.	Site Manager to prepare areas	Teachers to report additional items to be removed to Site Manager. Teachers to remove items themselves.	Complete 1/6/20
25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Soft items removed from classes		Completed 22/5/20
26	Break times, drop-off and collection times not sufficiently well staggered.	New operational plan put in place and shared with staff over holidays.	Important to review at end of 1 <sup>st</sup> full week.	2/9/20 New TT in place  Review scheduled for 14 <sup>th</sup> September
27	Hazards and risks of providing after school clubs not understood.	After school club provision limited to Windlefun initially. No extra-curricular clubs.	Sep to October 2020 no after school clubs  Sep 2020 only WIndlefun	
28	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	School requesting full information from Parents/carers and Staff		4/9/20 request updated medical info from parents
29	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	Staff to monitor pupils and invited to speak to a member of SLT or colleague if they have concerns about their own mental health and well-being.		2/9/20 reminder to staff
	Infection from children crossing bubbles	In accordance with government guidelines, opportunities for children	SLT to constantly monitor operation.	

		crossing bubbles is discouraged and limited to necessary after school care where very strict hygiene routines and SD guidance will be enforced.		
	Infection from teachers crossing bubbles	Teachers crossing bubbles is generally discouraged. Exceptions are made in line with government guidelines and only as necessary to facilitate specialist teaching. In all cases, SD between children and adults is strongly encouraged. The specific guidance will be shared in the operational plan.	SLT to constantly monitor operation & to keep staff informed of guidelines.	

#### D. Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Updates with Date
1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.	SLT following Govt guidelines.	Continual review of changes to advice and information from Govt	29/8/20 Latest Govt advice followed
2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Posters on display around school	Children trained on this	4/9/20 Train children
3	No / insufficient staff supervising / supporting normal medical staff	Supervision timetable designed to provide more than sufficient supervision, thus allowing for potential occasional absence.		
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, normal medical issues.	Small number of children. Minimum of 1 SLT staff always available on site.		
5	Insufficient First Aid trained personnel (ratio) for pupils in School	Minimum of 2 Level 3 first Aiders on site at all times. Paedetric first aider to be available whenever possible.		

6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	New thermometer gun training for all staff on opening		2/9/20 INSET training
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	First Aid policy reviewed and updated	First Aid Co-ordinator to update Policy	To be checked by Bursar 2/9/20
8	Medical room(s) not properly equipped.	Medical room relocated to enable isolation.	Equipped according to First Policy and checked regularly by First Aid coordinator.	To be checked by Bursar 2/9/20
9	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, , use, care and disposal arrangements.	Reference to Govt guidance	Provide disposable gloves aprons masks and eye protection for staff caring for someone with symptoms stored in staff room	To be checked by Bursar 2/9/20
10	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Clear communication to staff and parents: don’t attend or send your child in if they are ill or during period of mandatory self-isolation.		29/8/20 Parents and staff reminded to review RA
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed.	Specific EY RA.		
12	School unaware of any staff and pupil pre-existing medical conditions.	School compiles list of vulnerable pupils and staff and regularly updates as concerns are identified.	List updated 2/9/20.	
13	Insufficient information on which staff or pupil(s) have had contact with anyone who subsequently tested positive or with someone who is suspected of having COVID-19	Parents notified of their obligations to notify the School as in F below.		29/8/20 Parents and staff reminded to review RA
14	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath, loss of taste). Require anyone who has experienced symptoms to take test as described in Appendix A.	Keep accurate confidential records in Office/ on Engage. Notify to Public Health Engalnd as required	Notify appropriate group eg bubble, all parents, admin staff etc as advised by PHE.	
15	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	Staff asked individually by SLT. Families asked to report on this.	List maintained	

16	Insufficient proof of shielding and individual conditions?	Bursar holds list of staff medical conditions. Pupil medical records are on Engage to inform response if there is a medical incident		
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Relocated Medical room provided for this.		27/8/20 Medical room checked
18	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Temperature gun provided to enable SD temperature testing	Any records to be kept with regard to GDPR compliance	27/8/20 no testing needed as yet
19	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Maintain Fire Regulations as per published procedure – staff and Site Manager to check areas.		2/9/20 reminder INSET
20	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	All staff to be vigilant and speak to colleagues if breaches are noticed.  Procedural plan to specify hygiene and cleaning requirements.		
21	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Bursar to manage this.	Contractors to be briefed by telephone before they attend. To be asked to attend when School empty when possible. If not then accompanied by Site Manager to ensure SD.	2/9/20 Site Manager to be briefed
22	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	PPE to be available in Staff room.	Lead First Aiders briefed on safe procedures	

#### E. Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Updates with Date
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Site Manager check heating all functioning	All checked/OK	
2	Insufficient gas supply, venting and valves?	Site Manager check	All checked/OK	

3	Ventilation and extraction systems not checked.	In Pool only – See separate Pool RA	Pool checked by Engineers August	
4	Electrical tests not up-to-date including emergency lighting and PAT	Check all dates	All up to date	5 year electrical tests completed 29/5/20 PAT testing completed July 2020
5	Water testing for temperature, flow and legionella not in date for test.	Site Manager tests and flows supplies through weekly	All up to date	3/9/20
6	Water supply not tested for legionella on re-opening facilities.	Pool to be tested a week before re-opening	Tested 17/8/20	
7	Swimming Pool not secure or inspected regularly.	Pool tested at regular intervals and kept locked when not in use	See separate Pool RA	
8	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	See separate Pool RA		
9	Fire alarm panel, system and extinguishers not in date and not serviced.	Servicing up to date		Serviced Aug 2020
10	Dining rules not properly considered, inadequate or safe.	Pupils to eat in bubbles outside or in own section of the hall. Wiping down procedures required before/after set out in operational plan to be shared on INSET day. Staggered timetable shared.		
11	Insufficient drinking supplies and hydration available	Children use own water bottles. New water fountains installed in playground.	Refill at taps available as usual.	
12	Suspended services not re-set.	All services reinstated by Bursar	Cleaning and refuse	Deep Cleaning undertaken 24-28 Aug
13	Approach not agreed to any scheduled or ongoing building works	Building work is in separate area. No access to School where children/staff are present	Contractors have their own CV19 regulations and Risk Assessment	
14	Suppliers not following appropriate SD and hygiene measures	No contact with children or part of school occupied by staff and children		
15	Waste procedures not reviewed or sufficient.	Bursar/Site Manager monitoring waste.	Staff to take home all lunch packaging as much as possible. Recycling of milk bottles to continue as normal. Any waste in school is	2/9/20

			placed in covered bins where possible.	
16	Pest control services not recorded, deficiencies not identified or actioned.	No current problems- Site check by Site Manager		

## F – Possible Scenarios (Parents to Read)

Event	Action
Pupil shows symptoms at gate	<ul style="list-style-type: none"> <li>No entry to school and required to take test (either ordered as a home test or organised via NHS).</li> <li>Symptomatic pupil isolates for 10 days and pupil sibling/other members of household for 14 as per gov guidelines unless they test negative:</li> <li><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/906663/20203007_Easy_read_household_isolation_v3.1.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/906663/20203007_Easy_read_household_isolation_v3.1.pdf</a></li> <li>and</li> <li><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ul>
Symptoms show in pupil while at school	<ul style="list-style-type: none"> <li>Child taken to sick room by designated staff member with PPE</li> <li>Parent called to collect pupil and take home and required to take test (either ordered as a home test or organised via NHS). Symptomatic pupil SI (Self Isolates) for 10 days and pupil sibling/other members of household for 14 as per gov guidelines. If symptoms subside and they test negative, they may return. If symptoms do not subside but they test negative they must continue SI for 10 days.</li> <li><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></li> <li>The School is not required to notify parents/carers of bubble children of a child with symptoms</li> </ul>
Symptoms show in staff member while at school	<ul style="list-style-type: none"> <li>Staff member sent home and required to take test (either ordered as a home test or organised via NHS).</li> <li>If test positive the rest of bubble then required to SI for 14 days.</li> <li>If member of staff has crossed several bubbles due to the nature of their work (eg French Teacher) guidance will be sought from PHE.</li> </ul>
Symptoms show in pupils at home	<ul style="list-style-type: none"> <li>Parent to notify school and pupil stays home and required to test</li> <li>Symptomatic pupil SI for 10 days and pupil sibling/other members of household for 14 as per gov guidelines unless they test negative</li> <li>The School is not required to notify parents/carers of bubble children of a child with symptoms.</li> <li></li> </ul>
Symptoms in pupil's household	<ul style="list-style-type: none"> <li>Parents notify school. Pupil must SI for 14 days unless a negative test.</li> </ul>

but not in pupil	
Test positive of pupil	<ul style="list-style-type: none"> <li>• Parents notify school</li> <li>• Pupil does not come to school for 10 days from date of test</li> <li>• All members of bubble including the teachers and Teaching Assistants must SI for 14 days.</li> <li>• PHE consulted about other possible people who may need to SI.</li> </ul>
Test positive of member of household	<ul style="list-style-type: none"> <li>• Parents notify school</li> <li>• Pupil does not come to school</li> <li>• Household SI for 14 days. PHE consulted about other possible people who may need to SI.</li> </ul>
Test positive of staff	<ul style="list-style-type: none"> <li>• Staff member does not come to school</li> <li>• All members of bubble SI for 14 days.</li> <li>• PHE consulted about other possible people who may need to SI.</li> </ul>
Pupil has visited a designated quarantine country	<ul style="list-style-type: none"> <li>• Pupil must not attend school for quarantine period</li> </ul>

## Appendix A – Easy Guide on Actions to take if a pupil develops Covid 19 Symptoms

### What to do if a pupil or staff member develops symptoms

Anyone with symptoms should inform the school as soon as is possible; or if at school they should be sent home.

Symptoms include one or more of the following:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

More detail is available online: <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>



The individual should be tested for COVID-19; this can be arranged online: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

They should consider alerting the people with whom they had close contact with in the last 48 hours to let them know they have symptoms of COVID-19.

#### **What to do following a positive test**

If the individual tests negative they can return to school. However, in the event of positive test result, they must self isolate at home for seven days and follow the guidance available online: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

The individual will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts. Other individuals may also need to self-isolate for 14 days; in most cases this will include the rest of their class or group, however, PHE will support the school to identify those close contacts who will need to be advised to self-isolate and any further testing required.

**If the School is told that a pupil or staff member has tested positive for COVID-19, a member of SLT will call:**

**Public Health England, South East Health Protection Team: 0344 225 3861**