

Setting/Premises:	Greenfields: Helmingham and Henley Primary Schools		
Assessment Date:	January 2022	Review Date:	February 2022
Assessment completed by:	Stephanie Hawes (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
Entering school	Hand sanitiser will be given at the school gate Helmingham children sanitise hands as they enter the building			
Classrooms	Windows and doors to stay open Tables to be cleaned daily 'Catch it, Bin it, Kill it' approach continues to be important Frequent and thorough hand cleaning as regular practice in school	Children in related groups advised to test every other day for 10 days Close contacts within groups (breakfast club, ASC, enrichment clubs, form class, maths groups, friendship groups) will be required to LFT on the same day and report any positive outcomes.	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 office manager to inform parents to check email Cleaning staff communicate with office managers to maintain supply
Assemblies	Children to sit in class rows Children to face the same direction Windows and doors to be kept open	Whole school assembly will remain a mix of being in the hall and classrooms with increased ventilation and greater spacing of class groups Some assemblies may be virtual across both school groups.	Assemblies to continue with increased safety measures unless cases reach 10% of school population- they will then cease for 10 days	Staff will be notified by Academy Head
Playground	No restrictions In wet weather when field is too muddy all children will remain on playground	friendship groups –i.e. playground groups will not trigger consideration of bubbles if across mixed educational groups.	NA	

Lunchtimes	Children will eat hot dinners in the hall. If weather permits, packed lunches can be eaten outside. Classrooms may be used in bad weather	Henley- Rota of children eating in hall following outdoor play.	N/A	
Parental attendance	Events can be attended by parents- outside events will be encouraged Online engagement will be encouraged for indoor events where appropriate	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
EVCs	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
Visitors to school	Outside agencies invited in to support children in bigger spaces and following guidance for social distancing and PPE as appropriate	Those who have been in close contact with visitors who have tested positive will be advised to have an LFT	Outside agencies working with children will only be cancelled if they test positive on day of visit	Office managers to advise parents of any contacts with positive visitors

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 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>NHS Test and Trace will work with the positive case <u>and/or their parent</u> to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case <u>and/or their parent</u> specifically identifies the individual as being a close contact.</p> <p>Once notified by NHS Test and Trace as a close contact, all eligible staff, pupils and students should take an LFD each day for 7 days and report the results through the Online Reporting System and to their setting.</p> <p>If they test negative, they can continue to attend their education setting.</p> <p>If they test positive, they should self-isolate.</p> <p>Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.</p> <p><u>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</u></p>	Pupils awaiting results or asymptomatic but positive will receive home learning in line with the Trust policy	Class teachers to contact parents of pupils to inform them of the home learning offer

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	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 the office managers.

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/three time per week or as directed if part time only and report their results using the Government APP and Arbor</p> <p>Staff are to work in well ventilated areas</p> <p>Sanitiser is available to all staff</p> <p>PPE made available to staff as needed</p>	<p>Fully vaccinated staff do not need to isolate if identified as close contacts. 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.</p>		School Outbreak Contingency Plan to be shared with all staff and reviewed regularly at teacher and Teaching Assistant meetings.
ALL Staff with symptoms	Should complete a LFD test and inform the Academy Head of the result immediately.	Staff can return to work once they no longer have COVID-19 symptoms after 7 days if negative LFD on both day 6 and 7.	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. If there are more than 5 cases amongst staff,
Fully vaccinated staff notified	Do not need to isolate if identified as a close contact. They should complete a LFT immediately and report the result.	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		

as close contacts		If the LFT is positive staff must immediately isolate.		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	<p>If symptoms are identified in school pupils will be moved to an isolation room and adults supporting will be provided PPE</p> <p>Parents will be notified and required to collect the pupil immediately.</p> <p>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</p>	<p>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.</p> <p>Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.</p>	<p>Pupils with symptoms are not required to access home learning but should be encouraged to return to school after their 10 day isolation and when all symptoms have gone</p>	<p>School to inform parents via letter</p>

	COVID-19 (for example, they are required to quarantine).			
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	<p>Enrichment groups require a weekly register which is the responsibility of the lead adult</p> <p>Office Managers/ Amanda S to keep register of BSC/ASC and Enrichment groups</p>	<p>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</p> <p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.</p>	<p>Close contacts must return to school if negative and no symptoms are present</p> <p>Positive asymptomatic pupils can access home learning as advised by the class teacher</p> <p>Positive and unwell children do not need to access home learning</p>	Parents to inform office staff of results and email staff if their child requires home learning

		Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation. Further information is available in the stay at home: guidance for households with possible or confirmed COVID-19 infection		
Attendance	<p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded</p> <p>Attendance codes are as follows: X can only be used if no other sub-code can be used : X02 - pupil self-isolating with coronavirus symptoms X05 - pupil self-isolating as part of quarantine X07 - pupil advised not to attend as part of restrictions X08 - not attending due to outbreak X09 - pupil required to self-isolate as a close contact of a confirmed case</p> <p>I illness code also has sub codes. I01 for illness and I02 confirmed case of coronavirus</p> <p>Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p>	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	<p>Pupil attendance is mandatory</p> <p>Follow attendance guidance above</p>	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 may be asked to wear a mask when working in close contact with an adult or child in smaller spaces	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
School transport service	Face coverings are required on request of the travel company	Notify the transport company Trace close contacts		Office managers to maintain liaison with travel company

Transport to sporting events/ swimming or EVCs	<p>Face coverings are not required by pupils</p> <p>Pupils to use hand sanitiser before entering the coach and when leaving it to re-enter school</p> <p>Pupils should space out <i>where possible</i> sitting in pairs and leaving every other row free</p>	<p>Notify the transport company</p> <p>Notify EVC site (school office)</p> <p>Trace close contacts i.e those seated adjacent to positive case</p>	No impact	<p>Office Managers to notify transport company and EVC site of positive cases</p> <p>Inform parents of known close contacts and follow guidance above for pupils</p>
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