

Extracts taken from: DFE Schools Covid-19 Operational Guidance Document and Letter to all staff from Matthew Emery dates 19<sup>th</sup> July 2021.

REVIEWED: 20<sup>th</sup> July 2021

Linked Document: Sacred Heart’s Educational Outbreak Management Plan

Risk	Actions and strategies in place to manage/ reduce the risk	Date in place
<p><b>Transmission of the virus within the school community</b></p>	<p>The DFE states: ‘Step 4 of the roadmap marks a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As Covid-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education – particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.’</p> <p>We will continue to follow <b>control and protective measures</b> in order to minimise the spread of the virus in school:</p> <p><b>1) Keeping occupied spaces well ventilated</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>● 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</li> <li>● 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)</li> <li>● increasing ventilation where possible – ensuring that all windows and doors are opened during large gatherings, e.g. assembly and during higher risk activities, such as indoor PE.</li> <li>● Any mechanical ventilation systems will be used and maintained in accordance with manufacturer’s recommendation.</li> </ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> <li>● opening high level windows in preference to low level to reduce draughts</li> <li>● increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)</li> <li>● providing flexibility to allow additional, suitable indoor clothing</li> </ul>	<p>September 2021</p>

- rearranging furniture where possible to avoid direct drafts
  - heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces
- Further advice on this can be found in The [Health and Safety Executive guidance on air conditioning and ventilation during the COVID-19 pandemic](#) and [CIBSE COVID-19 advice](#) provides more information.
- 2) Ensuring good hygiene for everyone**
- Frequent and thorough hand cleaning will be part of regular practice – either with soap and water or hand sanitiser.
  - Staff will direct children to either wash their hands or use the hand sanitiser and proceed to their classroom on entry in the morning, after all break times and before eating.
  - Inform the child of the importance of washing their hands after using the toilet - continual reminders and the hygiene posters will be emailed around on the inset day to be displayed in all classrooms. [https://e-bug.eu/eng\\_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus](https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus)
  - Premises staff to ensure each classroom has wipes and handwashing resources. Hand sanitising stations at various entry / exit points throughout the building.
  - Tissues available on each table, encourage children to use when coughing or sneezing and they must go into a bin after one use. The ‘catch it, bin it, kill it’ approach continues to be very important and will be promoted through assemblies and learning time.
- 3) Maintain appropriate cleaning regimes**
- A daily cleaning schedule is in place with daily cleaning of classrooms, toilets, staff room and communal areas at the end of each day by contracted cleaners, plus regular wiping of frequently touched surfaces and door handles by staff within each room at break and lunchtimes. Staff can wear gloves for this and should wash hands afterwards.
  - Cleaning materials and PPE (where necessary) are available. Stock regularly checked by the premises and cleaning team.
- 4) Face Coverings**
- Staff and visitors to schools in the St John Paul II Multi-Academy are required to wear face coverings (unless exempt) in communal areas and particularly where ventilation and social distancing cannot be achieved. This will be reviewed at the start of autumn term.
  - 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.	
<b>Local / regional outbreak of the virus</b>	<ul style="list-style-type: none"> <li>• Several confirmed cases within 14 days, may suggest an outbreak.</li> <li>• See linked document: Sacred Heart’s Educational Outbreak Management Plan which will be implemented in consultation with DFE / PHE advice.</li> <li>• Birmingham is currently an area receiving enhanced Covid-19 support which includes increasing vaccination take up and increased testing to ensure there is no danger to the NHS facing unsustainable pressure: <a href="https://www.birmingham.gov.uk/coronavirus_advice">https://www.birmingham.gov.uk/coronavirus_advice</a></li> </ul>	September 2021
<b>Transmission within school</b>	<ul style="list-style-type: none"> <li>• It is no longer necessary to keep children in consistent groups / bubbles.</li> <li>• Children can be seated in table groups in the classroom to allow for flexibility in curriculum delivery.</li> <li>• Assemblies and Masses will take place in the school hall and in Church (events will be risk assessed) / online Mass and assemblies can be accessed if in person gatherings are not possible.</li> <li>• Children can bring in their own equipment, small pencil cases in KS2, PE kits, lunch boxes, water bottles, coats, hats and book bags. Reading books can be sent home regularly as per usual.</li> <li>• A one-way system will still be in place in school to avoid congestion:</li> <li>• <b>The School Day</b></li> <li>• 8.30am Teaching staff expected to be on site by this time at the latest.</li> <li>• 8.40am Staff to be in their classrooms, children come in to class as they arrive to complete morning maths work, TAs to greet children on playground and send into class</li> <li>• 9.00am School day starts.</li> <li>•</li> <li>• During the school day; playtimes and lunchtimes children move between building and playground via:</li> <li>• KS1 Cloakroom doors ONLY</li> <li>• KS2 Year 3 and Year 5 Boy and Girls cloakroom doors ONLY. Year 4 and Year 6 door at bottom of stairs</li> <li>•</li> <li>• 10.30am – 10.45am Morning break KS1</li> <li>• 10.15 – 10.30 Morning break Year 3 and Year 6</li> <li>• 10.35 – 10.50 Morning break Year 4 and Year 5</li> <li>• Class teacher and TA will supervise during morning break</li> <li>•</li> <li>• 12.00pm- 1.00pm FY and KS1 lunch</li> <li>• 12.00pm - 1.00pm Year 3 and Year 6 lunch 20 mins playground, 20 mins lunch, 20 mins playground</li> <li>• 12.20pm – 1.20pm Year 4 and Year 5 lunch 20 mins playground, 20 mins lunch, 20 mins playground</li> </ul>	September 2021

	<ul style="list-style-type: none"> <li>• All staff go onto playground to collect classes at the end of lunch time</li> <li>•</li> <li>• 3.15pm End of school day.</li> <li>• All classes led to the playground by class teacher via <u>all entrances</u>.</li> <li>• Children are not released until they have sight of the adult who is collecting them unless there is a note regarding collection/ walking home.</li> <li>•</li> <li>• Extra-curricular clubs / activities can also resume with individual risk assessments in place.</li> <li>• Communication with parents regarding Covid-19 measures takes place through regular letters and parent mail. The risk assessment and outbreak management plan are available on the school website.</li> </ul>	
<p><b>Transmission between close contacts</b></p>	<p><b><u>Self-isolating, Symptoms and Managing Confirmed Cases</u></b></p> <ul style="list-style-type: none"> <li>• We will continue to follow public health and Government advice on testing, self-isolation and managing confirmed cases of Covid-19. <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 main symptoms of Covid-19 are: <b>a high temperature, a new continuous cough</b> (this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours, if you usually have a cough, it may be worse than usual, <b>a loss or change to your sense of smell or taste.</b></li> <li>• Staff, pupils or visitors who have any of the main symptoms will be asked to self-isolate in line with Government guidelines and book a PCR test. School can refuse admission of a pupil if they have symptoms and it is necessary to protect others from possible infection with Covid-19.</li> <li>• Schools are no longer required to do contact tracing, but would ask all individuals within our school setting who receive a positive PCR test to inform the office (staff to inform the principal). School will continue to work with the health protection team, Public Health and NHS Track and Trace where necessary, e.g. in case of an outbreak.</li> <li>• From 16<sup>th</sup> August 2021, <b>children under the age of 18 will no longer be required to self-isolate</b> if they are contacted by NHS Track and Trace as a close contact of a positive Covid-19 case. Instead, children will be contacted by NHS Track and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.</li> <li>• From 16<sup>th</sup> August 2021, <b>adults who have been double vaccinated will no longer be required to self-isolate</b> if they are identified as a close contact. Our multi-academy are supporting the vaccine take-up. Staff are asked to inform SLT of their vaccination status at the beginning of September.</li> </ul> <p><b><u>Staff LFD Testing</u></b></p> <ul style="list-style-type: none"> <li>• There is no requirement for primary age pupils to test over the summer period.</li> <li>• Sacred Heart’s staff / teaching practice students are encouraged to continue the twice weekly lateral flow device tests (Sunday and Wednesday evenings from Sunday 29<sup>th</sup> August) until the end of September when this will be reviewed.</li> </ul>	<p>September 2021</p>

- 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. Named staff are in place to answer staff queries, manage stock, record results, etc. (Covid Co-ordinator: Dawn Cooper, Covid Registration: Jill Ali). Covid co-ordinator and other SLT have attended relevant training before informing staff about the process. Tests are kept securely in the Office 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 have been sent the you tube video and the step by step guide for self-testing. The Covid Co-ordinator is responsible for incident reporting / issuing a ‘yellow card’ on a school wide issue with the test kits. Staff results will be recorded on a staff register by the office staff. This will support identifying staff with positive results and also manage stock and distribution. Staff should also upload results on the following website: <https://www.gov.uk/report-covid19-result>
- 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.
- Those who receive a positive LFD test result, plus anyone who develops symptoms are expected to self-isolate, book a PCR test and follow the latest Government Covid-19 Guidance: <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#staying-home-when-unwell>
- If the PCR test is taken within two days of the positive lateral flow test, and is negative, it overrides the LFD test and the staff member / pupil can return to school as long as they do not have Covid-19 symptoms.

**Developing Symptoms**

- Current Government Guidance: If you develop [COVID-19 symptoms](#), self-isolate immediately and [get a PCR test](#), even if your symptoms are mild. You should self-isolate at home while you book the test and wait for the results. You must self-isolate if you test positive. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This is [the law](#). The most important symptoms of COVID-19 are recent onset of any of the following:
  - a new continuous cough
  - a high temperature
  - a loss of, or change in, your normal sense of taste or smell (anosmia)
- If you test positive, you should self-isolate, regardless of vaccination status or age (the ten-day isolation starts on the first day of symptoms or positive test if no symptoms (as day zero) and the next ten full days.
- The child’s parents should inform school when they are due to return after having coronavirus – the school informs the relevant staff.
- Staff inform the principal when they plan to return to work after having coronavirus.
- Visitors should not come into school if they are showing any symptoms of Covid-19.

<p><b>Person developing symptoms in school</b></p>	<ul style="list-style-type: none"> <li>● An adult who developed symptoms in school, would be sent home and asked to follow the latest Government guidelines on testing and self-isolation.</li> <li>● A child who develops symptoms in school would be sensitively removed from class and taken to the isolation room (Opp D Cooper’s Office). Staff are aware and vigilant to the symptoms of Covid-19. The child will be supervised at all times by a member of staff who can wear appropriate PPE and stay at least 1m away. The child will be sent home and parents would be asked to follow the latest Government advice. The relevant member of staff calls for emergency assistance immediately if children’ symptoms worsen whilst in school. Areas used by unwell staff and children who need to go home are appropriately cleaned once vacated, using a disinfectant / anti-bacterial wipes and care to be taken when cleaning all hard surfaces. 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. Any medication given to ease the unwell individual’s symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy. 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.</li> </ul> <p>Intimate Care and First Aid:</p> <ul style="list-style-type: none"> <li>● When staff are carrying out any intimate care they must:</li> <li>● Wear gloves, wear an apron, wear a mask</li> <li>● Wipes etc. must be double bagged and placed into a bin (preferably a closed bin)</li> <li>● Soiled clothes to be double bagged and given to parents on collection of children</li> <li>● Staff must wash their hands once gloves and masks are removed</li> <li>● 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</li> <li>● Ensure records of injury and treatment are recorded and who administered first aid treatment</li> <li>● 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)</li> <li>● Any dressings used to be double bagged</li> <li>● In the event of a serious injury or incident call 999 immediately.</li> <li>● Wear face covering and gloves when in close contact or dealing with bodily fluids</li> <li>● Always wash hands after contact</li> <li>● Children’s medical needs will be reviewed for each classroom and medication to be added to classrooms as required</li> </ul>	<p>September 2021</p>

<p><b>Specific risks to individuals</b></p>	<ul style="list-style-type: none"> <li>• All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their GP or clinician not to attend – parents should liaise with school if this is the case to discuss further provision needed. Further information is available in the guidance on <a href="#">supporting pupils at school with medical conditions</a>.</li> <li>• Clinically extremely vulnerable (CEV) people are no longer required to shield, but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus: <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a> Staff who are CEV should currently attend their place of work if they cannot work from home. If this guidance applies to any staff, they are asked to consult with a member of SLT.</li> <li>• The SENDCO and class teachers liaise with parents of children with SEND regarding any specific help or preparation needed.</li> <li>• Dealing with an aggressive child: Where possible allow the child to vent their frustration and where possible allow the 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.</li> </ul>	<p>September 2021</p>
<p><b>Pupil Attendance</b></p>	<ul style="list-style-type: none"> <li>• School attendance is mandatory for all pupils of compulsory school age and it is our priority to ensure that as many children as possible regularly attend school.</li> <li>• Attendance records will continue to be kept by the office and monitored by SLT in line with our attendance policy.</li> <li>• 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).</li> <li>• Where they are unable to attend because they have a confirmed case of Covid-19, they should be recorded as I (illness).</li> <li>• 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 <a href="#">school attendance guidance</a></li> </ul> <p><b>Travel and Quarantine</b></p>	<p>September 2021</p>

	<ul style="list-style-type: none"> <li>● All pupils travelling to England must adhere to <a href="#">travel legislation</a>, details of which are set out in <a href="#">government travel advice</a>. This will be sent to parents on the 2<sup>nd</sup> September before the children return to school on 3<sup>rd</sup> September.</li> <li>● Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return.</li> </ul> <p><b>Remote education</b></p> <ul style="list-style-type: none"> <li>● School will support those who have tested positive to work and learn from home if they are well enough to do so, e.g. if they are asymptomatic. Our remote learning policy is in place and available on our school website. We maintain our capacity to deliver high-quality remote education for the year 2021-22 where required to do so, which is equivalent in length to the core teaching pupils receive in school.</li> <li>● We will work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.</li> <li>● Staff and children have access to the following online resources to set, complete and assess learning and aid planning, both in school and at home. This includes: Google Classrooms and email addresses to set, receive and mark work, Purple Mash / Serial Mash, Times Tables Rockstars, Letter-Join Handwriting, Lexia, Charanga Music, Twinkl.</li> <li>● We have a number of laptops available for any disadvantaged children or children who do not have access to a device at home.</li> <li>● Teachers have a school device, complete with camera to pre-record teaching videos to aid and support learning at home.</li> </ul>	
<p><b>Mental Health and Well-Being</b></p>	<ul style="list-style-type: none"> <li>● Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. School has a wealth of initiatives and resources in place to support this. We have trained mental health first aiders, regular staff inset on mental health and well-being, feelings boxes, circle time and collective worship activities within class. We also have access to wider pastoral support if needed, in consultation with parents – e.g. Secure Mind Solutions, counselling, educational psychologist, school nurse, etc. Useful links and sources of support are shared with staff, e.g. <a href="#">promoting and supporting mental health and wellbeing in schools</a>.</li> <li>● Outdoor PE lessons to support children’s physical well-being will take place.</li> <li>● Votes for School scheme to run alongside PSHE / SMSC and UNICEF work to support children’s emotional health and mental well-being.</li> <li>● Children will have access to transition activities in their new year groups in September, e.g. artistic / craft based / outdoor learning / team games in small groups to support concentration, communication and children’s re-engagement with classmates.</li> <li>● Staff have access to well-being meetings, regular communication briefings and Westfield Health resources.</li> </ul>	<p>September 2021</p>



<p><b>Curriculum Achievement and Attainment</b></p>	<ul style="list-style-type: none"> <li>• The Covid catch-up premium has been spent on a wealth of curriculum resources used to support children’s learning in key areas identified by staff, including additional reading and maths resources which are utilised when teaching and assessing children - maths resources to enable learning through concrete-pictorial-abstract, factual reading books, etc. (see catch-up premium spending report on the website).</li> <li>• Thorough handover and transition meetings have taken place between staff in preparation for September.</li> <li>• Gaps in learning and starting points will be identified and addressed through planning, regular feedback and on-going assessments, as well as focused support and same day catch-up.</li> <li>• Effective use of regular formative assessment – quizzes, live feedback, scrutiny of work takes place to address misconceptions as they occur in lessons.</li> </ul>	<p>September 2021</p>
<p><b>Educational Visits</b></p>	<ul style="list-style-type: none"> <li>• Thorough risk assessments will be undertaken in relation to all educational visits and public health advice, such as hygiene and ventilation requirements, as well as any localised guidance concerning the virus will be part of the risk assessment. General guidance about educational visits is available from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.</li> </ul>	<p>September 2021</p>
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• Safeguarding remains the highest priority and the policy is updated to reflect changes. All staff are briefed regularly on safeguarding arrangements and updates. DSL contact details are available in school. Regular contact will be made with vulnerable families and any families with a CP / CIN plan if the child is isolating, social workers or family support workers would also be informed.</li> </ul>	<p>September 2021</p>
<p><b>Family Circumstances</b></p>	<ul style="list-style-type: none"> <li>• Families are asked to let school know if they are experiencing any difficulties, e.g. financial hardship. Regular reminders and signposts to help and support families are sent with the school newsletter and through Parent mail. The MAC food and toiletry bank is in place with a confidential email address: <a href="mailto:family@sacredheart-sch.net">family@sacredheart-sch.net</a> We also have links with the SVP.</li> </ul>	<p>September 2021</p>

