



Location	
FULFEN PRIMARY SCHOOL	
Assessment date	Review
25 th August 2021	To be reviewed fortnightly

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

All education and childcare settings should already have contingency plans (sometimes called outbreak management plans) describing what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission.

Prioritising education

The overarching objective is to maximise the number of children and young people in face-to face education or childcare and minimise any disruption, in a way that best manages the COVID-19 risk.

The impacts of having missed face-to-face education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

Decision-makers should endeavour to keep any measures in education and childcare to the minimum number of settings or groups possible, ***and for the shortest amount of time possible.***

Decision-makers should keep all measures under regular review and lift them as soon as the evidence supports doing so.

Measures affecting education and childcare settings across an area should not be considered in isolation, but as part of a broader package of measures. Attendance restrictions should only ever be considered as a last resort.

The Government will try to give as much notice as possible of any changes to the way settings should operate.

Cases identified in the test-on-return period should not trigger extra measures or escalation to the DfE helpline.

The [Operational Guidance](#) sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking [extra action](#) if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Statutory / essential measures

From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.

Instead, children 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. We would encourage all individuals to take a PCR test if advised to do so. If the PCR test returns a positive result, the child should self-isolate for 10 full days from the onset of symptoms.

When to self-isolate: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Parents and staff are asked to remain vigilant to symptoms of Covid-19 in children at school. Where children display any of the symptoms listed below, they should self-isolate immediately and book a PCR test. Tests can be booked at <https://www.gov.uk/get-coronavirus-test>. Children with any of the classic symptoms should isolate and must not leave home until their test result has been received. Any individual (pupil, parent or staff member) who tests positive for Covid-19 must then self-isolate for 10 days. Children who develop any of the classic symptoms whilst at school will be isolated by staff wearing PPE and parents will be called to collect them immediately. The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – 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)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Other precautionary symptoms

It is possible to catch coronavirus and not display any symptoms. Many people who have tested positive also displayed other symptoms.

Staffordshire residents are therefore advised to book a coronavirus test as a precaution if they have symptoms such as:

- Headaches
- Aches and pains
- Feeling very tired for no good reason
- Sore throat
- Runny nose
- Sneezing
- Sometimes 'tummy ache' in children

If you have one or more of these additional symptoms, book a test online and when you are able to, select the option "My local council has asked me to get a test".

If you have these additional symptoms you can carry on going to school or work if you are well enough to do so, and only need to self-isolate if the test comes back positive.

Entrance and Exit to the School Building				
Existing Level of Risk	High	Medium	Low	Negligible
Who might be at risk?	Risk Focus	How are you already controlling the risk?		Who needs to carry out the risk?
Parents, pupils and teachers	Preventing the transmission of the virus	<ul style="list-style-type: none"> At the beginning of each day children will be dropped off at normal time between 8.45am and 8.55am Children are to enter and leave the building through allocated entrances/exits: Y3 through 3G door, Year 4 through 4CA door, Y5 through KS2 door, Y6 through 6G door. In Key Stage 1, Y1 to enter school via 1M door and Y2 to enter school through KS1 playground door. At the end of the day, Y2 and 1OB leave via KS1 playground2 door and 1M exits via 1M door. Early years children to enter and exit through the early years door and pre-school children to enter and exit through pre-school. We are continuing to use the allocated doors to ensure that corridors are less busy. The one-way system on the playground will still be in use for parents and children to follow. Children will be expected to sanitise or hand wash before entering the classroom. On entry, children are to go directly to wash their hands or use hand sanitizer (dependent upon the handwashing area for the year group) and then to go to their allocated classroom and sit in their allocated space. Children are to leave their personal items in their lockers. However, children will need to be directed by teachers/TAs to their lockers. Children will always be supervised in the corridors so mixing is kept to a minimum. Parents are not allowed into the school building during the Autumn term unless it has been pre-arranged but can speak to the adult on the door. Sanitizer is located on ALL entry and exits to the school Teachers/TAs are to dismiss their class groups as swiftly as possible. 		
Remaining Level of Risk	High	Medium	Low	Negligible

Use of Communal Spaces				
Existing Level of Risk	High	Medium	Low	Negligible
Who might be at risk?	Risk Focus	How are you already controlling the risk?		Who needs to carry out the risk?
Staff and pupils.	Minimising contact and mixing between groups of staff and pupils	<p>The following practices have been put in place:</p> <ul style="list-style-type: none"> • Visitors will be asked to sanitise on arrival and face coverings are encouraged • Accessing rooms directly from outside where possible; • Limited numbers using toilet facilities at one time. • Wipes to be kept by the photocopier to encourage more regular than usual cleaning • The use of staff rooms and offices is staggered through timings of lunch and play time to limit occupancy. • There are multiple stations for equipment, crockery and cutlery in order to minimise the number of people using shared equipment. • More regular cleaning and hand-washing is expected before and after using this equipment • Playtimes will be in phases – Reception (as necessary) Y1/2 – 10.15-10.30 (KS1 Playground) Y3/4 – 10.15-10.30 (KS2 Playground) Y5/6 – 10.30 – 10.45 <p>Children will return to eat lunch in the hall and will be kept in classes as much as possible.</p> <p><u>Lunchtimes will be as follows:</u> Pre school: 11.40 Reception: 11.45am – 1.15pm</p>		

		Year 1/2 – 12pm- 1pm Year 3/4 – 12.15pm- 1.15pm Year 5/6 – 12.30pm – 1.30pm Lunch staff will be robust with the hygiene measures in the hall and children will be encouraged to move swiftly outside.			
Remaining Level of Risk	High	Medium	Low	Negligible	
Layout of Classrooms and Offices					
Existing Level of Risk	High	Medium	Low	Negligible	
Who might be at risk?	Risk Focus	How are you already controlling the risk?			Who needs to carry out the risk?

Staff and pupils	Careful consideration of resources and layout	<ul style="list-style-type: none"> • Staff meetings will take place in the hall to ensure that there is more space and windows will be open to promote ventilation • Limited use of shared resources and prevention of sharing stationery and other equipment where possible. • robust hygiene should be practiced, • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. • Assemblies in the hall will be re-introduced gradually. Children will be seated in phases e.g. years 1/2, 3/4 and 5/6. However only one key stage will be in the hall at one time. 			
	Office Staff	<ul style="list-style-type: none"> • Staff expected to ensure workstations and devices are cleaned between users; • Staff should use the telephone in pre-school or in an office that it is empty, to phone parents • Phone numbers and data collection sheets will be stored outside SS office during the school day. • 			
Remaining Level of Risk		High	Medium	Low	Negligible

Hygiene and Cleaning			
Existing Level of Risk	High	Medium	Negligible
Who might be at risk?	Risk Focus	How are you already controlling the risk?	Who needs to carry out the risk?
Staff pupils and contracted cleaners	Hygiene measures	<ul style="list-style-type: none"> • Promoting good respiratory hygiene ('catch it, bin it, kill it' approach) • Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities) • Help is available for children and young people who have trouble cleaning their hands independently • Children are encouraged to learn and practise these habits through games, songs and repetition • Briefings for staff on expectations with regard to hygiene measures at school through the agreed hand washing poster and protocol • Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Provision of liquid/foam hand soap (not bars) and regular checking of supply throughout the day • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary • Pupils do not share cutlery, cups or food • Tissues available in classrooms and other key locations 	
Staff and pupils	Enhanced cleaning	<p>Enhanced cleaning protocols are in place. These include:</p> <ul style="list-style-type: none"> • Thorough cleaning of classrooms and communal areas at the end of the day; 	

		<ul style="list-style-type: none"> • Cleaning of frequently touched surfaces often including toys, books, desks, chairs, doors, sinks, toilets, light switches and hand rails; • Removal of unnecessary items from learning environments; More frequent cleaning of rooms shared/used by different groups • Cleaning of outdoor play equipment more frequently than usual • Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with possible or confirmed coronavirus has spent time (see managing ill health section) • Tracey Dimmack and Dean Etchells will manage the stock levels of cleaning/PPE products and discuss any additional measures required with regards to managing the spread of coronavirus. 	
	<p>Maximising ventilation</p>	<p>Keeping a fresh flow of air into the room is crucial. To see the importance of ventilation, please watch this short 2-minute video:</p> <p>https://www.youtube.com/watch?v=qYZMOG2kUWg</p> <ul style="list-style-type: none"> • As much as possible, try to keep windows slightly open at all times to improve fresh air ventilation into classrooms. This will help reduce the spread of infections. • Internal doors should be propped open where it is safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). • As the weather changes it is not practical to keep all windows and doors wide open and staff will need to find a balance between comfort and ventilation. 	

		<ul style="list-style-type: none"> In the event of cold weather, staff are advised to look at the temperature displays in rooms and keep windows open slightly and open external doors at break times to ventilate the room as options. 	
Remaining Level of Risk	High	Medium	Low

Emotional & Mental Wellbeing					
Existing Level of Risk		High	Medium	Low	Negligible
Who might be at risk?	Risk Focus	How are you already controlling the risk?			Who needs to carry out the risk?
Pupils	Reacting to trauma	<ul style="list-style-type: none"> • Greater focus of PSHE within assemblies and weekly PSHE sessions • have a greater prominence in the classroom <p>Comfort given safely/from a distance – at adult height and hand washing after (if preferred)</p>			
Staff	In school wellbeing	<ul style="list-style-type: none"> • Timetables build in identified breaks during the day including (where possible) • Those working remotely encouraged to ensure that they take breaks from work during the day • Staff encouraged to take breaks outdoors where practical • Provision of a regular update email from school leaders ensuring that all staff are well informed of key messages and reminded about wellbeing issues. • Wellbeing weeks planned in school for staff • Staff encouraged to come forward confidentially with any concerns they have about workload or wellbeing. • Staff meetings will take place in the school hall • Staff briefings will continue to held virtually <ul style="list-style-type: none"> • Designated noticeboard in the staffroom – 5 steps to wellbeing • “Shout out board” • Suggestion and idea box 			

		<ul style="list-style-type: none"> • Monthly newsletter • The last Thursday in each month is a treat day • Gifts at Christmas for all staff • Well-being advent calendar • Leaflets and booklets • Positive postcards 	
Remaining Level of Risk	High	Medium	Low
			Negligible

Pupils with SEND, SEMH and High Needs Support					
Existing Level of Risk		High	Medium	Low	Negligible
Who might be at risk?	Risk Focus	How are you already controlling the risk?			Who needs to carry out the risk?
Staff and Pupils	Behaviour	<ul style="list-style-type: none"> Children to be kept within classes or less busy areas within school where possible Seek expert guidance from the SENCO and Deputy Headteacher re support for children with behaviour difficulties – that might need restraint and display spitting, biting etc. Leading to individual risk assessments/Behaviour Plans PPE (disposable aprons, gloves, visors) available which are easily cleaned or disposed of between uses for when working with children with complex needs who struggle with/do not understand the health and hygiene requirements associated with COVID-19. Reduced timetable / exclusion / inclusion considered if necessary if children are acting in a way staff are put at risk 			
Remaining Level of Risk		High	Medium	Low	Negligible

Visitors to School Site					
Existing Level of Risk		High	Medium	Low	Negligible
Who might be at risk?	Risk Focus	How are you already controlling the risk?			Who needs to carry out the risk?
Staff	Visitors	<ul style="list-style-type: none"> • Reception / main entrance meeting areas no longer in use • All visitors are required to follow the Visitors Protocol and the Test & Trace system either by scanning the QR code or leaving their contact details as they sign in. • Visitors to the site are fully briefed on the school's arrangements and follow site guidance on hygiene on arrival. Where visits can happen outside of school hours, a record will be kept of all visitors with contact details for test and trace. Individual sheets linked to rooms in school should be filled in where visitors have been in the room for more than fifteen minutes • Visitors will be required to wear the visitor lanyard. This will be sprayed with Dettol fabric anti-bacterial spray between uses • Visitors will be encouraged to wear masks (unless exempt or working with children in a manner in which their impact would be compromised by doing so) 			
Remaining Level of Risk		High	Medium	Low	Negligible

Managing Ill Health and First Aid				
Existing Level of Risk	High	Medium	Low	Negligible
Who might be at risk?	Risk Focus	How are you already controlling the risk?		Who needs to carry out the risk?
Staff	Staff becoming unwell with COVID-19 symptoms	<ul style="list-style-type: none"> If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. Staff must immediately visit the GOV.UK website https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name and follow the instructions to book a test at a drive-through testing site (preferred) or home testing kit. Deputy Headteacher must be kept up to date at any time via phone-call or text message/WhatsApp with regards to the status / progress / result. 		
Staff	<ul style="list-style-type: none"> Staff who are unwell but unsure if their illness is linked to coronavirus should visit 	Staff who are unwell but unsure if their illness is linked to coronavirus should visit https://111.nhs.uk/covid-19/ <ul style="list-style-type: none"> Staff will continue to follow the information within the Staff Handbook with regards to illness and when to come into work 		

	<p>https://111.nhs.uk/covid-19/</p> <ul style="list-style-type: none"> • Staff will continue to follow the information within the Staff handbook with regards to illness and when to come into work becoming unwell but non COVID-19 symptoms 		
Staff and pupils		<p>If a child is at home when symptoms develop, parents must immediately visit https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name and arrange for a test for their child at a drive-through site (preferred) and inform the school of the result as soon as possible fulfen@staffs.sch.uk</p> <ul style="list-style-type: none"> • Unwell pupils who are waiting to go home are kept in the First Aid room where they can be at least 2m away from others and the outside door will be opened for adequate ventilation. • Everyone will 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 with normal household disinfectant 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. • PPE will 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 	

		<p>information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. However, staff will be given the option to return home and shower/change if they would like to.</p> <ul style="list-style-type: none">• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance• If they need to go to the staff toilet while waiting to be collected. The toilets must be cleaned and disinfected using standard cleaning products before being used by anyone else.• The relevant member of staff calls for emergency assistance immediately if the pupil’s symptoms worsen.• The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.• Where contact with a pupil’s parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.• Parents are advised to contact 999 if their child becomes 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. Any pupil who	
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		<p>displays signs of being unwell is immediately referred to the DSLs (Carly Tranter or Jane Davies)</p> <ul style="list-style-type: none"> • A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. • If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating 		
	<p>Children becoming unwell with non COVID-19 symptoms</p>	<p>The usual school absence policy will apply.</p> <ul style="list-style-type: none"> • If the child is aged five or over, encourage parents to follow the advice given on https://111.nhs.uk/covid-19/ • Recommend the poster to support decision making 		
	<p>Spread of Infection</p>	<ul style="list-style-type: none"> • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in specific lidded waste bins in the classroom. • Pupils clean their hands after they have coughed or sneezed. • Parents are informed via booklet 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. • The hygiene and cleaning measures area to be followed carefully and the Infection Control policy consulted, too 		
Remaining Level of Risk	High	Medium	Low	Negligible

Response to Infection				
Existing Level of Risk	High	Medium	Low	Negligible
Who might be at risk?	Risk Focus	How are you already controlling the risk?		Who needs to carry out the risk?
Whole school	Pupils or staff member that tests positive	<p>Extra action will be taken if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, will be used as an indication for when the COVID co-ordinator will seek public health advice if they are concerned.</p> <p>The thresholds are as follows:</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period 		
Remaining Level of Risk	High	Medium	Low	Negligible

Rapid Testing				
Existing Level of Risk	High	Medium	Low	Negligible
Who might be at risk?	Risk Focus	How are you already controlling the risk?		Who needs to carry out the risk?
Staff	COVID-19 spreading in the school community	<p>Schools following government recommended control measures set out in the school's protective measures risk assessment.</p> <ul style="list-style-type: none"> • At Fulfen Primary School, mass testing of staff will take place twice a week (Wednesday and Sunday evening) and staff will take these tests at home. These tests are to be taken 3-4 days apart. • Tests to be taken before staff come into work. • Any Positive tests will be recorded on a register. for contact tracing. • Those with symptoms are also expected to order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus. 		
	Regular communication to staff	<p>Information booklet given to staff including:</p> <ul style="list-style-type: none"> • - what rapid testing is, about using the how to guide and the video content available • - the requirement for them to report their test results. • - the process and who to contact if they have an incident while testing at home. • Covid Co-ordinator: Carly Tranter • Staff will be signed off the register by Tracey Dimmock once they receive their test kit. • Staff will collect their first set of tests and instructions from Tuesday 26th January from Tracey Dimmack (Senior First Aider) 		

	<p>Tests to be stored correctly and collection managed in a safe way</p>	<p>Tests to be kept securely in the First aid room to prevent unauthorized access Not be stored outside. Stored in a cool, dry place. Test kits will be stored in a temperature between 2 and 30 degrees. The kits should be used at room temperature (15 to 30 degrees). If the kit has been stored in a cool area less than 15 degrees, leave it at normal room temperature for 30 minutes before using.</p>	
	<p>Staff not reporting results</p>	<ul style="list-style-type: none"> • Void, double void and positive results are communicated to the school once the test is completed. • A negative test is assumed by 9am on Monday and Thursday • Staff must report their result online as per the instructions as soon as the test is completed either online or by telephone as per the instructions in the home test kit. 	
	<p>Low uptake on testing</p>	<p>Tests are optional and are not mandatory. Staff to opt in after they have read key information and privacy notice to understand data protection for testing.</p>	
	<p>Swabs are taken incorrectly causing a false reading or cause contamination</p>	<ul style="list-style-type: none"> • Schools following government control measures. • Covid Coordinator has undertaken relevant training and informed staff of how to access the portal/training videos/documents prior to taking part in the community testing scheme. • Test conducted on a dry, clean, flat surface. • Hands washed or use sanitiser before taking the test. • Online information, training and webinars available. Video available 	

		<p>on how to take your own test.</p> <ul style="list-style-type: none"> • Information with the kits to be followed. • Regular communication with staff about the testing process. • If test is void, take another test. If 2 void results in a row, a PCR test should be taken. • If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline. 		
Remaining Level of Risk	High	Medium	Low	Negligible

Policies, Procedure and Emergencies (including School Closure)				
Existing Level of Risk	High	Medium	Low	Negligible
Who might be at risk?	Risk Focus	How are you already controlling the risk?		Who needs to carry out the risk?
Staff and pupils	Communication	<ul style="list-style-type: none"> Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection For any questions or queries, the Headteacher, Deputy Headteacher or relevant school staff will make necessary communications with the relevant department(s) Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary; Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this. 		
	Monitoring Awareness of policies	<p>Management checks to be undertaken at least once a week on the control measures in place and reported back to the Headteacher and Deputy Headteacher</p> <ul style="list-style-type: none"> Staff encouraged to report any breaches of health and safety protocol they have witnessed. Health and Safety Policy has been updated in light of the COVID-19 advice All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - First Aid Policy 		

		<ul style="list-style-type: none"> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: The Reporting Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 • - The Health Protection (Notification) Regulations 2010 • - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' • - DfE and PHE (2020) 'COVID-19: guidance for educational settings • The school keeps up-to-date with advice issued by, but not limited to, the following: DfE; NHS; Department of Health and Social Care; PHE • Staff are made aware of the school's infection control procedures in relation to coronavirus • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if the child develops coronavirus symptoms (posters displayed around school) or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance. • Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell; • The Staff Code of Conduct 2020-23 is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	
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	Partial closure	The school communicates with parents via letter/email/text message/website/seesaw regarding any updates to school procedures which are affected by the coronavirus pandemic.	
	Emergencies	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	
Remaining Level of Risk	High	Medium	Low
			Negligible