

Covid-19 Policy

Health & Safety Measures protecting all Cidari Academies and premises

Cidari | All Academies | Public

Version 9.0 Published 13th December 2021

Latest update: Changes to guidance following implementation of 'Plan-B'

Statement of intent

We are committed to ensuring the health, safety and welfare of all employees, pupils/students and visitors. This policy describes the measures that we have put in place to protect you from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us. Since the removal of all restrictions on 19th July 2021, we have reviewed the well tested systems and processes which have ensured the safety of all attending our sites, as well as reassuring staff, pupils, parents and the wider community and revised the guidance to reflect the national position.

Following the introduction of new national guidance relating to 'Plan-B' in response to the Omicron variant, this policy has been updated to reflect changes issued by the Department for Education on 9th December to the "Schools COVID-19 operational guidance"

The Trust, (Trustees, Executive and Academy SLT) recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by our activities during the COVID-19 pandemic.

This policy aims to:

- Ensure that all members of our community are safe and responsible users of technology.
- Support staff to become empowered and responsible digital creators and users.
- Ensure that staff use resources and technology safely, carefully and responsibly, respecting system security and password security.
- Support staff to be safe and considerate online and create a community that is respectful and caring, on and offline.

In order to discharge our responsibilities, we will:

- Bring this Policy Statement to the attention of all staff;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with our staff on matters affecting their health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Eliminate risks to health and safety, where possible;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Ensure that emergency procedures are in place at all locations for dealing with the virus;
- Maintain our premises, and provide and maintain safe plant and equipment;

- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;
- Provide adequate training and ensure that all employees are competent to do their tasks safely;
- Provide information, instruction, training and supervision for employees; and
- Regularly monitor and revise policies and procedures as guidance changes.

This policy statement will be reviewed and revised as necessary to reflect changes to the organisation's activities and any changes to legislation or government guidance. Any changes to the policy will be brought to the attention of all employees.

This document should be read in conjunction with published Government [Schools COVID-19 Operational Guidance](#), [COVID Contingencies document](#), Appendix 1 Local Action Plan (if implemented due to high number of cases), Appendix 2 Enhanced Mitigation and Control Measures, and Local Risk Assessment.

This policy applies to all our employees, pupils/students, contractors and visitors.

1. Legal Framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Education Act 2004
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Health and Safety at Work etc Act 1974
- Coronavirus Act 2020 (c. 7)
- Public Health (Control of Disease) Act 1984 (c. 22)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Keeping children safe in education'
- DfE Schools COVID-19 Operational Guidance (current)
- How to use CO2 monitors in education and childcare settings
- The Health Protection (Coronavirus, Restrictions) (No. 3) (England) Regulations 2020 (S.I. 2020/750)
- The Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations 2020 (S.I. 2020/1045)
- The Health Protection (Coronavirus, International Travel and Operator Liability) (England) Regulations 2021 (S.I. 2021/582)
- The Health Protection (Coronavirus, Wearing of Face Coverings) (England) Regulations 2021 (S.I. 2021/1340)

This policy operates in conjunction with the following Trust and Academy policies:

- Staff Absence Policy
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- Pupil Absence Policy
- Remote Learning Policy
- Personal Devices (Mobile Phones) Policy
- Data Protection Policy
- Safeguarding Policy / Keeping Children Safe in Education
- Online Safety Policy
- Staff Code of Conduct
- Covid Contingencies Document
- Staff Wellbeing Policy

Contents

Statement of intent	1
This policy aims to:	1
In order to discharge our responsibilities, we will:	1
Legal Framework	2
Contents	3
COVID-19 Responsibilities	4
Trust Executive	4
The Trust Executive will ensure that:	4
COVID-19 Supervisor	5
Line managers	5
Employees	6
Staff carrying out cleaning activities	6
Arrangements	6
Wider occupation of our Academies and offices.	6
Attendance	6
Staff workload and wellbeing	7
Transport	7
Food	7
Effective infection protection and control	7
Personal protective equipment (PPE), including face coverings and face masks	8
Class or group sizes	9
Shielding and Vulnerable Persons	10
Vaccinations	10
Unvaccinated staff	10
Pregnancy	11
Planning and organising	11
We will:	11



Communication	12
We will communicate our plans as follows:	12
When Open	12
For cleaning and hygiene:	12
Ventilation (Including Mechanical and Air Conditioning Systems)	13
Air Filtration & Purification	14
What happens if someone becomes unwell at our sites/ settings?	14
What happens if there is a confirmed case of COVID-19 in our sites/ settings?	15
Testing Principles	16
Asymptomatic testing	16
Confirmatory PCR tests	16
Symptomatic Testing	17
Supporting pupils/students with complex needs	17
Vaccination & Boosters	17
Staff and Pupils/ Students	17
Coronavirus (COVID-19) Policy Acknowledgement Form	18
Please read the notes below and then sign this form.	18
Signature:	18
Print Name:	18
Date:	18

COVID-19 Responsibilities


The overall responsibility for health and safety and management of the virus rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

It is important that everyone is aware of their responsibilities and has a clear understanding of their areas of accountability in controlling factors that could lead to ill health, injury or loss and the virus being spread. Line managers are required to provide clear direction and accept responsibility.

We recommend that the following positions are identified as having key responsibilities for the implementation of COVID-19 control measures:

Trust Executive

The Trust Executive will ensure that:

- Academy leaders are fully aware of their responsibilities relating to Covid-19.
 - Professional external Health & Safety advice is sought and implemented.
 - Academies are appropriately resourced financially and materially to meet their obligations relating to Covid-19.
 - Appropriate training and support is in place for all employees.
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- No employee, pupil, parent, visitor or contractor is put at unnecessary risk on or traveling to and from Trust premises.
- The latest guidance is applied and documentation prepared and distributed where necessary to Senior Leaders for local implementation.
- Unions are consulted and updated regarding the measures in place, proposed or any changes or variation to prior agreement.
- Effective and clear communication channels are in place for Staff, Parents, Pupils, Trustees, Governors and other stakeholders.
- Trustees are kept updated regularly in relation to the operational status of the Trust.


COVID-19 Supervisor

A COVID-19 Supervisor must be appointed in each of our sites and ensure that in their areas of control:

- They implement and follow the Coronavirus (COVID-19) Policy;
- They supervise their staff to ensure that they work safely within the context of COVID-19
- Liaise with and update the Trust Executive on all related COVID-19 matters.
- They communicate and consult with staff on COVID-19 issues;
- They keep themselves up to date with developments and guidance relating to COVID-19 issued by the Trust;
- That all contractors attending their setting have completed the Contractor Checklist and Visitor Declaration.
- Rules are followed by all;
- They encourage staff to report hazards and raise concerns;
- Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff;
- Any safety issues that cannot be dealt with are referred to the SLT/ Trust for action;
- Safety training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner;
- Safe systems of work are developed and implemented where needed;
- COVID-19 incidents inside and outside of work are recorded, investigated and reported where needed;
- Personal protective equipment (PPE) is readily available and maintained where appropriate, and relevant staff are aware of the correct use of this and the procedures for replacement;
- Hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures; and
- Regular and effective cleaning takes place.

Line managers

Line managers must ensure that:

- Good communication is in place between management and employees, particularly where there are organisational and procedural changes;
 - Employees are fully trained to discharge their duties; and
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- Where necessary, they look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. bereavement, illness of family members or anxiety about the general safety of their loved ones.

Employees

Employees must:

- Follow any information, instruction, training and supervision provided to them regarding looking after their health, safety and wellbeing (including mental health) during the COVID-19 outbreak; and
- Raise any issues or concerns with their line manager or safety representative where applicable.

Staff carrying out cleaning activities

Staff carrying out cleaning activities must:

- Take reasonable care of their own safety;
- Take reasonable care of the safety of others affected by their actions;
- Observe the safety rules;
- Submit their health and safety policy and relevant risk assessments to us for approval if not employed by the organisation;
- Comply with and accept our COVID-19 Policy;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Dress as appropriate for their work activities;
- Use all equipment, safety equipment, devices and protective clothing as directed;
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others;
- Maintain all equipment in good condition and report defects to their supervisor; and
- Ensure that chemicals are used appropriately and that contact times are followed.

Arrangements

Occupation of our Academies and offices.


From 19th July 2021 in line with current government guidance, the majority of measures relating to COVID-19 in our academies were scaled back.

Academies continued to have in place local arrangements to minimise the risk of spreading infection.

Following the publication of new guidance published on 9th December 2021, all staff (who are able to do so authentically) should now work from home wherever possible.

Attendance

No one with symptoms should attend our sites/ settings for any reason, nor should they attend if they have received a positive Lateral Flow or PCR Test, are still awaiting a test result, or have been instructed to



isolate. This would be a breach of Government Stay at Home Guidance. Anyone who is symptomatic should isolate and book a PCR test as soon as possible.

All other staff and pupils are expected to attend, unless they are self-isolating or authorised to work from home.

Staff workload and wellbeing

The Trust, Governors and SLT are conscious of the health, safety and wellbeing of all staff and will, where possible, implement flexible working practices in a way that promotes good work-life balance and supports our staff.

Workload will be carefully managed, and we will assess whether staff who are having to stay at home due to either asymptomatic isolation or other health conditions are able to support remote education, while those in school continue to focus on face-to-face provision.

Staff are also reminded about the Trusts Health and Wellbeing Policy and Employee Assistance Programme available through SAS.

Transport

Staff and pupils/students will still be encouraged to walk or cycle to and from school/ work and avoid public transport wherever possible.

We will work together with all parties and transport providers to put in place arrangements appropriate to our circumstances, including measures to reduce contact.

Food

To ensure food is available for pupils/students who attend our educational settings, Mellors will staff all kitchens and ensure that meals are able to be prepared and served safely. Meal services will continue to operate as normal.

We will continue to provide vouchers for FSM pupils/students not in the setting.

Staff rooms may continue to be used but with consideration for social distancing. Mask wearing in these spaces should be advised where practical. In some settings, size and configuration restrictions may require that social distancing measures place limits on the number of staff permitted to use the space at any one time. Staff must ensure that the staff room is kept clean and tidy and dirty dishes are put in the dishwasher (where applicable).

Effective infection protection and control

There are important actions that pupils/students, their parents and our staff can take during the COVID-19 outbreak to help prevent the spread of the virus.

Although it is difficult to put some of these measures in place in practice in schools, particularly with younger children, protective measures are possible. Hygiene will continue to be important across our Trust settings.

Preventing the spread of COVID-19 involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated



surfaces). A range of approaches and actions will be employed to do this. These can be seen as a Hierarchy of Controls that, when implemented, create an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- Minimising contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms do not attend our settings;
- Cleaning hands more often than usual – wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly (using disposable hand towels, where possible) or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered;
- Ensuring good respiratory hygiene – promoting the ‘catch it, bin it, kill it’ approach;
- Cleaning frequently-touched surfaces often using standard products, such as detergents; and
- Minimise contact between individuals wherever possible.
- Where necessary, wear appropriate personal protective equipment (PPE)
- Follow the guidance relating to ventilation and air purification within this policy.

Notices and posters promoting infection control best practice will be displayed throughout our buildings. The ‘Staying COVID-19 Secure in 2020’ poster will be displayed in reception.

Signage and markings supporting social distancing will remain in place.

All staff will complete the online training ‘Infection Prevention and Control’ available via the Every Learning Management System

Personal protective equipment (PPE), including face coverings and face masks

PPE will continue to be provided for all staff who wish to wear it.

Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.

In our Secondary Academy, Face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure. Pupils in these schools must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school. We do not advise that pupils and staff wear face coverings in classrooms.

In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.

Face coverings do not need to be worn when outdoors.

As an employer the Trust has a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. We also have a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully. No pupil should be denied education on the grounds that they are not wearing a face covering.

Where face coverings are identified as required, the safe wearing and use of these will be communicated to all staff and pupils. This includes:



- Cleaning of hands before and after touching the face covering
- Safe storage in individual, sealable plastic bags between use (if reusable)
- Replacing should the face covering become damp

Pupils will be instructed not to touch the front of their face covering during use or when removing it and will dispose of temporary face coverings in general waste, or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

Headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in specific circumstances such as close contact conversations and drop off/ pick up or ad hoc meetings where space and ventilation is a concern.

Under the current guidance face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

Most of our staff will not require PPE beyond what they would normally need for their work, however this will be readily available to them. PPE will only be needed in a very small number of cases, including:

- Pupils/students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way.
- If a pupil becomes unwell with symptoms of COVID-19 while in our settings, a face mask should be worn by the supervising adult, if a distance of two metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- If a pupil becomes unwell with non-COVID-19 symptoms, they should be treated as normal with no specific additional PPE requirements.

Some individuals are exempt from wearing face coverings. This applies to those who:


- cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability
- speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate

In these instances we expect all our staff to be sensitive to those needs and for reasonable adjustments or appropriate alternatives to be provided.

Further information regarding Face Coverings in educational settings can be found in the latest DfE [Schools COVID-19 operational guidance](#).

Class or group sizes

Under current guidance there is no impact on class sizes dictated by COVID-19 measures. We will therefore work through the hierarchy of measures set out above which, in summary, includes:

- Avoiding contact with anyone with symptoms;
 - Frequent hand cleaning and good respiratory hygiene practices;
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- Regular cleaning of settings; and
- Minimising contact and mixing between cohorts where possible.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

We are following the published [Schools COVID-19 operational guidance](#) (revised 9th December 2021).

Where an academy cannot achieve the measures set out at any point, they will notify the Trust executive (CEO or COO).

Shielding and Vulnerable Persons

There are no specific measures for those previously instructed to shield.

All staff who were previously deemed as Clinically Extremely Vulnerable will continue to have a personal risk assessment and regular reviews with their Headteacher.

Those who are at a higher risk of becoming seriously ill if they were to catch COVID-19, may wish to think particularly carefully about additional precautions you might wish to continue to take. Individuals may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading COVID-19, particularly if they were previously considered clinically extremely vulnerable and if COVID-19 disease levels in the general community are high. It is important to respect and be considerate of those who may wish to take a more cautious approach now that many restrictions have been lifted.

Vaccinations

We will actively encourage all eligible persons to be vaccinated and boosted, and will release them from work or school attendance as required to facilitate this. We will promote and anonymously monitor vaccination levels amongst our workforce to support risk management and contingency planning.


The Trust recognises that vaccination is an individual choice. Where a member of staff has not been vaccinated we will carry out an individual risk assessment to ensure that they are comfortable with the safety measures in place to protect their health and wellbeing.

Unvaccinated staff

Unvaccinated staff will be invited to notify their Headteacher so that they too can have a personal risk assessment.

Unvaccinated persons are deemed to be at higher risk and will be treated as being at higher risk of becoming seriously ill with COVID-19.

If a member of unvaccinated staff is identified as a close contact of a positive case they will be asked to self isolate immediately in line with national guidance. This may be done ahead of formal contact from national Test and Trace through instruction by the Trust.



If positive cases are recorded in an Academy, unvaccinated persons may wish to think particularly carefully about additional precautions you might wish to continue to take. Individuals may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading COVID-19.

The Trust will not act in a discriminatory manner against any staff who are unvaccinated either for medical reasons or through personal choice.

Pregnancy

For women more than 28 weeks pregnant the Trust will adopt a more precautionary approach and whether they should be working from home will depend on the current situation within the Academy and an appropriate risk assessment. This should take account of the rate of infection, the working environment and any extra measures recommended.

Pregnant women will be supported through an individual risk assessment, informed by the latest [guidance available](#) and also the guidance from the [Royal College of Obstetricians and Gynecologists](#).

Planning and organising

We will:

- Refresh our risk assessment and other health and safety advice for pupils/students and staff considering recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening.
- Follow the guidance in the COVID-19 Contingencies Document and respond accordingly.
- Monitor cases and respond in line with local public health advice.
- Consider reverting to previous measures to reduce the risk of transmission if cases in the setting rise or transmission in the community is high. This might include:
 - Re-introducing mandatory face coverings for all parents and carers at drop off and pick up times.
 - Re-introducing one way systems and physical social distancing measures.
 - Reducing mixing between the affected group and the rest of the Academy.
 - Adapting, Limiting or postponing indoor sporting events, trips, open days and performances.
 - Reverting to video-link collective worship in classrooms.
 - Reducing the amount of classes staff work across.
 - Resuming twice-weekly Staff Lateral flow testing for Primary staff.
 - Re-introducing class bubbles.
 - Reverting to class-based school lunches.
 - Limiting all non-essential visitors to school.
 - Postponing all non-essential events.
 - Re-introducing remote learning for individual classes for 10 school days considered


Communication

We will communicate our plans as follows:

- Telling pupils/students, parents, carers or any visitors, such as suppliers, not to enter our settings if they are displaying any symptoms of COVID-19 and to seek a PCR test immediately;
- Where appropriate, continue to engage parents and pupils/students in educational resources/posters such as e-bug and PHE;
- Ensure parents and young people are aware of recommendations on transport to and from our settings.
- Talking to staff about the plans in place and the scenarios in which they may change and contingency measures implemented.
- Communicating as early as possible with contractors and suppliers that will need to prepare in the case of any implementation of contingency measures.
- Monitoring and reviewing the additional cleaning requirements and agreeing additional hours to allow for this as appropriate.

When Open

For cleaning and hygiene:

- Follow government guidance on cleaning, including:
 - Cleaning an area with normal cleaning products after someone with COVID-19 has left to reduce the risk of passing the infection on to other people;
 - Wearing disposable gloves and aprons for cleaning (these will be double-bagged, stored securely for 72 hours, then thrown away in the regular rubbish after cleaning is finished);
 - Using disposable cloths, first clean hard surfaces with warm soapy water, then disinfect these surfaces with normal cleaning products (paying particular attention to frequently-touched areas and surfaces, such as bathrooms, handrails, stairwells and door handles);
 - Where an area has been heavily contaminated, such as with visible bodily fluids, from a person with COVID-19, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron; and
 - Washing hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.
 - Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, we will provide hand sanitiser in classrooms and other learning environments.
 - Clean surfaces that pupils/students are touching – such as toys, desks, chairs, doors, sinks, toilets, light switches and banisters – more regularly than normal.
 - Ensure that all adults and pupils/students:
 - Frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
 - Wash their hands on arrival at the setting, before and after eating, and after sneezing or coughing;
 - Are encouraged not to touch their mouth, eyes and nose; and
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- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Ensure that help is available for pupils/students who have trouble cleaning their hands independently.
- Consider how to encourage young children to learn and practise these habits through games, songs and repetition.
- Ensure that bins for tissues are emptied throughout the day.
- Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units.
- Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation (See Managed Use Policy relating to fire doors).
- Get in touch with public sector buying organisation partners about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed.
- Confirm to staff and parents that there is no need for anything other than normal personal hygiene and washing of clothes following a day in our settings.


Ventilation (Including Mechanical and Air Conditioning Systems)

It is important to ensure our academies are well ventilated and a comfortable teaching environment is maintained. Good ventilation can help reduce the risk of spreading coronavirus and improve air quality, so we will implement strategies to improve general ventilation through fresh air or mechanical systems, supplemented by air filtration and purification..

Improved ventilation can be achieved by a variety of measures including:

- mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
- 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 (not fire doors) can also assist with creating a throughput of air
- 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)

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- opening high level windows in preference to low level to reduce draughts
 - increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
 - providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform
 - rearranging furniture where possible to avoid direct drafts
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Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

The risk of air conditioning spreading COVID-19 in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation and the types of air conditioning installed across our Trust has been identified as safe to continue using as normal (units with 100% recirculation). We only have one site with a central ventilation system. On this site, the recirculation is turned off.

Increased ventilation may make buildings cooler than usual over the winter months. While academies will want to maintain the benefits of their uniform, they may wish to consider allowing additional, suitable indoor items of clothing to be worn during the winter period in addition to the academies current uniform. Where this occurs academies will work with the Trust to ensure that no extra financial pressure is placed on parents.

Further guidance relating to air conditioning and ventilation is available from the HSE at <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

Air Filtration & Purification

All teaching spaces across the Trust have been supplied with a HEPA+ grade Blueair 400 Micro Atmospheric Filter and Purifier.

Guidance in the operation of these units has been distributed however key principles are outlined below:

The unit needs to be located near a plug socket, away from any open doors or windows and with a minimum 20cm gap between the unit and the wall.


The unit should be switched on in the morning by the staff member in that classroom prior to any pupils arriving and should be left to run until the end of the day when the final staff member to leave the room will be responsible for switching off.

Air filtration is not a substitute for ventilation. The HEPA medical grade filter improves air circulation (reducing pockets of still/ dead air) and purifies however it does not remove CO₂. To maximise the benefit of the filtration whilst still allowing fresh air to enter the room it is recommended that only a limited number of windows are open (along with all trickle vents). Continue to monitor CO₂ levels and if they reach thresholds of concern identified in the DfE Guidance ([How to use CO₂ monitors in education and childcare settings](#)) take action to increase ventilation initially through opening additional windows or through an approved risk assessment allowing the opening of fire doors.

What happens if someone becomes unwell at our sites/ settings?

If anyone becomes unwell with a new, continuous cough, high temperature or loss of sense of taste or smell in our settings, they will be sent home and advised to follow government guidance for households with possible COVID-19 infection.

In addition vigilance is required around some lesser recognised symptoms in children as highlighted by Local Public Health teams, including sickness and Diarrhoea. In these cases LFT testing should be encouraged.



If a pupil is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least two metres away from other people.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was unwell with a new, continuous cough, high temperature, or loss of sense of taste or smell, they will not need to go home unless they develop symptoms themselves (and in which case, they will be expected to get a test) or the child subsequently tests positive (see 'What happens if there is a confirmed case of COVID-19 in our settings?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal cleaning products after someone with symptoms has left to reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of COVID-19 in our sites/ settings?

When a pupil or staff member develops symptoms compatible with COVID-19, they will be sent home and advised to self-isolate for ten days pending a negative PCR test. They may need to self-isolate for 10 full days even if you have had a negative test result.


They need to self-isolate if:

- They've been told to by NHS Test and Trace
- They had a PCR test (a test that is sent to a lab) to confirm the result of a positive rapid lateral flow test, and there were more than 2 days between the tests.

If the individual still feels unwell after a negative test, they must stay at home until they are feeling better. They should contact their Headteacher or Manager before returning to work.

Their fellow household members should refer to the latest guidance to check whether they are required to isolate. All staff and pupils/students who are attending our settings will have access to a test if they display symptoms of COVID-19 and are encouraged to get tested in this scenario.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
 - they are below the age of 18 years and 6 months
 - they have taken part in or are currently part of an approved COVID-19 vaccine trial
 - they are not able to get vaccinated for medical reasons
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In these cases close contacts will be expected to take daily LFT tests for 7 days and will still be advised to book a PCR test at the earliest opportunity.

Where the pupil or staff member tests negative, they can return to their setting providing they have no symptoms.

Where a pupil or staff member tests positive the Chief Operating Officer will be informed immediately. Close contacts in school within the 48 hours prior to symptoms or the positive test will be identified and instructed to isolate. Other local Public Health or Local Authority guidelines may dictate that further action is required. The Academy will complete the Minimum Data Set for positive COVID-19 cases and the Trust will liaise with the Local Authority, PHE and other agencies for any additional response requirements.

In some cases, a larger number of other pupils/students may be asked to take a PCR test as a precautionary measure – perhaps the whole class, site or year group.

To continue monitoring transmission, staff and pupils/students in all settings will be eligible for testing if they become symptomatic. A negative test will enable children to get back to education, and their parents to get back to work. In the event of a child or member of staff testing positive for COVID-19, national Test and Trace will be responsible for identifying and contacting close contacts.

As National Test and Trace are responsible for identifying close contacts, there is no longer a requirement on settings to have a process in place for reporting and the information flow of positive cases during school holidays.

Testing Principles

The 2 main tests are:

- **PCR tests – mainly for people with symptoms**, they're sent to a lab to be checked
- **Rapid lateral flow tests – only for people who do not have symptoms**, they give a quick result using a device similar to a pregnancy test

If you have symptoms, do not rely on taking an LFT. Begin isolating and book a PCR test immediately. If you have taken an LFT which has returned a positive or two void results, isolate immediately and book a PCR test.

Asymptomatic testing

Testing remains important in reducing the risk of transmission of infection within schools. Any close contacts who are contacted by test and trace will be expected to take daily LFT tests for 7 days.

All Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.

Our Secondary Academy will retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

There is no need for primary age pupils (those in year 6 and below) to test.



Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before planned visits to an Academy.

Confirmatory PCR tests

Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

Symptomatic Testing

All pupils/students eligible to attend our settings, and members of their households, will have access to testing if they display symptoms of COVID-19. This will enable them to get back into education, and their parents or carers to get back to work, if the test proves to be negative. To access testing, parents will be able to use the NHS 119 telephone service between 7am and 11pm or book online at

<https://www.gov.uk/get-coronavirus-test>

Supporting pupils/students with complex needs

We will follow government guidance for special schools, specialist colleges, Local Authorities and any other settings managing pupils/students with education, health and care plans, including those with complex needs where appropriate.

Vaccination & Boosters

Staff and Pupils/ Students

We will actively encourage all eligible persons to be vaccinated and boosted, and will release them from work or school attendance as required to facilitate this. We will promote and anonymously monitor vaccination levels amongst our workforce to support risk management and contingency planning.

The Trust recognises that vaccination is an individual choice. Where a member of staff has not been vaccinated we will carry out an individual risk assessment to ensure that they are comfortable with the safety measures in place to protect their health and wellbeing.



Coronavirus (COVID-19) Policy Acknowledgement Form

Please read the notes below and then sign this form.

Clearly, we will do all in our power to ensure the health and safety and welfare of all our staff and we look to our employees to abide by the standards laid down.

We have formulated our Coronavirus (COVID-19) Policy to outline our policy and procedures in relation to COVID-19 and the current national guidance.

You must read the information contained in this policy and adhere to the requirements at all times.

Please discuss any queries you may have with your line manager and sign this form.

I have read the Coronavirus (COVID-19) Policy and understand and accept its contents.

Signature:

Print Name:

Date:

