

<b>Setting/Premises:</b>	Borders Primary Partnership (Barnby & North Cove Primary School & Glebeland Community Primary School).	
<b>Assessment Date:</b>	3.1.22	<b>Review Date:</b> In line with Government & Dfe guidance updates.
<b>Assessment completed by:</b>	Louise Scott (Academy Head)	

Links to current guidance are below:

<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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1044530/Schools\\_guidance\\_Jan\\_22.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044530/Schools_guidance_Jan_22.pdf)

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings#annex-a>

### **Objectives of additional control measures**

1. To ensure face-to-face education is maintained as far as possible across all educational settings and minimise disruption to students' education
2. To protect the health and wellbeing of children and staff in the context of emphasising the importance of face-to-face education
3. Measures should affect the minimum number of children for the shortest time

**Thresholds: Where additional measures based on thresholds are required Dfe/Government guidance in place at the time will be implemented.**

Threshold Measure:

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

Closely mixed is taken from the government guidance: Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples. For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team

- a group in an after-school activity

## Clarification on the changes to the self-isolation period for individuals who test positive for COVID-19

Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 7.

Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation.

Further information, including examples of when to end self-isolation if you have had COVID-19 symptoms, is available in the [stay at home: guidance for households with possible or confirmed COVID-19 infection](#).

Daily operation	Guidance/ Measures in place	Actions to be considered when school is notified of a positive case	Education/curriculum actions.	Communication inc. roles and responsibilities
Classrooms	Windows and doors will be opened to ensure ventilation. Tables to be cleaned daily  CO2 monitors are in place in all classrooms.	People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for <b>seven days</b> and <b>continue to attend their setting</b> as normal, unless they have a positive test result or develop symptoms at any time.  Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not start daily testing. If they live in the same household as someone with COVID-19 they should limit their contact with anyone who is at higher risk of severe illness if infected with	Home learning offered to well children with positive result from day 1 via Google Classroom - where useful Oak Academy will be used.  Pupils curriculum will reflect that of their in-school peers as much as possible including PE.	Text notification will be sent by the Office Manager to inform parents to check email  Parents will be advised by email – with a letter from the Academy Head of a positive LFT/PCR at the school setting. Confidentiality of individuals will be maintained at all times.

		COVID-19, and arrange to take a PCR test as soon as possible. They can continue to attend an education or childcare setting while waiting for the PCR result. If the test is positive, they should follow the <a href="#">stay at home: guidance for households with possible or confirmed COVID-19 infection</a> .	Assemblies and larger group activities can continue.  Children in receipt of FSM will receive a lunch parcel from day 1 of absence.	<b>OM's</b> will organise FSM provision.
Assemblies	Windows and doors to be kept open	Whole school assemblies will continue to take place.  Where cases reach level 2 threshold - actions will be in line with guidance at the time.	Assemblies to continue	Staff will be notified by LS  SLT to monitor situation on a daily basis.
Toilet Blocks	Enhanced cleaning	SLT to monitor situation on a daily basis.	N/A	SLT to monitor situation on a daily basis.
Playground	No restrictions	Where cases reach level 2 threshold - actions will be in line with guidance at the time.	NA	
Lunchtimes	Pupils will eat in the hall with ventilation measures operating.		N/A	
Hygiene Measures	Continued additional cleaning rota Continued hand hygiene - hand sanitiser available in all rooms Hand-washing in place Tissue disposal	Vertas will be informed of additional cleaning requirements.	N/A	Office manager to inform Vertas of additional cleaning requirements Teacher to ensure increased hand hygiene is implemented.
PPE	Face masks worn by staff in communal areas such as corridors and staff rooms. Face masks are not to be worn in classrooms. Visors may be worn with vulnerable pupils. Transparent face coverings	If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance.	Face masks not to be worn when teaching.	<b>OMs</b> will maintain a consistent well-stocked supply of PPE.

	<p>can be worn to assist communication with someone who relies on: • lip reading • clear sound • facial expression.</p> <p>Transparent face coverings may be effective in reducing the spread of COVID-19.</p> <p>Health advice continues to be that children in primary schools should not be asked to wear face coverings</p>	<p>Any rooms they use should be cleaned after they have left.</p>		
Parental attendance	<p>Meetings to be held online</p> <p>Parents are unable to enter the school building inc PTA members.</p> <p><u>Parents must maintain social distancing and wear face masks whilst dropping off and collecting children on school property.</u></p>		<p>Teachers to use google classroom and other online platforms to promote children's work</p>	<p>Office to monitor parental messages + calls</p>
Educational visits	<p>Will continue whilst school is in level 1 and below level 2.</p> <p>Follow transport guidance below</p> <p>Ratios can be supported with parents that can evidence a negative LFT on the day of the visit</p> <p>Encouraged to go ahead with COVID RA from receiving site in place</p>	<p>Adults will be replaced where possible to allow visits to continue</p> <p>If the visit lead is unable to attend a member of SLT will replace them where possible</p>	<p>Where cases reach level 2 threshold - actions will be in line with guidance at the time.</p>	<p>All communication to parents regarding EVCs will set out cancellation procedures</p>

Wrap-around provision		<p>Wraparound provision and extra-curricular activity More information on planning extra-curricular provision can be found in the guidance for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children.</p> <p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</a></p> <p>Where cases reach level 2 threshold - actions will be in line with guidance at the time.</p>	The delivery of the curriculum and pupils' access to enrichment and after school care remains a priority.	Parents will be informed of positive cases in linked cases.
-----------------------	--	--	---	---

Tracing close contacts and isolation	Guidance/ Measures in place	Actions to be considered when school is notified of positive case	Impact on education	Communication inc. roles and responsibilities
Informing parents	Parents will be notified of the presence of a positive case <b>in a class or group</b> by the school but no names will be shared.	<p>Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD</p>	Pupils awaiting results or asymptomatic but positive will receive home learning in line with the Trust policy	<p>Parents will be notified of the presence of a positive case <b>in a class or group</b> by the school but no names will be shared. Text notification will be sent by the Office Manager to inform parents to check email</p> <p>1) Parents will be advised by email sent by <b>OM</b>– with a letter from the Academy Head of a positive LFT/PCR at the school setting. Confidentiality of individuals will be maintained at all times.</p>

		test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time. They do not need to wear a face covering in school.		3) <b>Class teachers</b> to contact parents of pupils to inform them of the home learning offer  Track and Trace will contact close contacts.  AH to inform Suffolk LA & Dfe helpline 0800 046 8687, option 1 as necessary.  Where deemed necessary, DFE will contact PHE on behalf of the school.
Informing the LA	L.Scott has information on who to contact			L.Scott will notify the LA as per the County Council flow chart
Informing PHE	DFE will inform PHE depending on threshold criteria met.			DFE will inform PHE depending on threshold criteria met.
Informing CMAT	The attendance register will report cases.		CMAT home learning policy to be applied to absence where pupils are asymptomatic	In the event of multiple cases and the threshold criteria met in one group, CMAT will be advised by the <b>Academy Head</b> .

Managing Staffing	Guidance/ Measures in place	Actions to be considered when school is notified of positive case	Impact on education	Communication inc. roles and responsibilities
Measures to support staff	All staff are strongly encouraged to complete <b>LFT's three</b> per week and report their results using the Government APP.  Staff are to work in well ventilated areas	Fully vaccinated staff do not need to isolate if identified as close contacts.  They will be required to complete a Lateral Flow Test and report the result for the following 7 days if notified as being a close contact.The are able to remain in school unless they test positive on a LFT		School Outbreak Contingency Plan to be shared with all staff on inset day 3rd & 4th January L.Scott to share.

	<p>Sanitiser is available to all staff</p> <p>Staff to wear masks in communal areas including corridors and the staffroom.</p> <p>Health advice continues to be that children in primary schools should not be asked to wear face coverings</p>	<p>and then will be required to have a PCR or they develop symptoms.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p> <p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> <li>• fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>• all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>• people who are not able to get vaccinated for medical reasons</li> <li>• people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> </ul> <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p>		
<p>ALL Staff with symptoms</p>	<p>Should complete a PCR test and inform the Academy Head of the result immediately.</p>	<p>If you test positive:</p> <ul style="list-style-type: none"> <li>• you must self-isolate for 10 full days, counting from the day after your symptoms started, or the day after your PCR test if you did not have symptoms</li> <li>• you may also be able to leave self-isolation after 7 days if certain conditions are met – read more about <a href="#">how long to self-isolate</a></li> <li>• You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.</li> </ul>	<p>Classes may be covered by unqualified teachers working in school, by an HLTA , TAs, a cover teacher employed by the school, a supply teacher member of the Trust.</p> <p>Measures will be taken to support the delivery of face-to-face education.</p>	<p>Staff must inform the Academy Head and the Assistant Academy Head immediately. Test results must be reposted to the Academy Head and Office Manager.</p> <p>AAHs to organise staffing rota to ensure pupils specific needs are met.</p>

		<ul style="list-style-type: none"> <li>You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 6 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result.</li> </ul> <p><b>When you do not need to self-isolate</b> If you live with or have been in contact with someone with COVID-19, you will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> <li>you're fully vaccinated – this means 14 days have passed since your final dose of an approved COVID-19 vaccine</li> <li>you're under 18 years and 6 months old</li> <li>you're taking part or have taken part in an approved COVID-19 vaccine trial</li> <li>you're not able to get vaccinated for medical reasons</li> </ul> <p>Even if you do not have symptoms, you're strongly advised to:</p> <ul style="list-style-type: none"> <li>do daily rapid lateral flow tests (1 a day for 7 days), if you're fully vaccinated, to protect yourself and others from COVID-19 - <a href="#">find out more about daily testing on GOV.UK</a></li> </ul>	<p>Where staffing capacity is reduced, classes may require merging together and staff moving between classes.</p> <p>Isolating staff with no symptoms will be required to live teach from home or access CPD provided by the Academy head. Any CPD will be recorded and staff evaluation will be requested.</p> <p>Where attendance may be restricted, home learning offer will be from day 1 via Google Classroom, live online delivery and where useful Oak Academy will be used.</p>	
Unvaccinated staff notified as close contacts	If staff choose not to get vaccinated, or are unable to be vaccinated they will need to self-isolate for 10 days if identified as a close contact in line with NHS guidance.		Isolating staff with no symptoms will be required to live teach from home or access CPD provided by the Academy head.	



			Any CPD will be recorded and staff evaluation will be requested.	
Previously considered CEV		<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again. Individuals previously identified as CEV are advised to continue to follow the guidance on <a href="#">how to stay safe and help prevent the spread of COVID-19</a>.</p> <p>Individuals should consider advice from their health professional on whether additional precautions are right for them.</p>		

Pupil Absence	Guidance/ Measures in place	Actions to be considered in case of positive case	Impact on education	Communication inc. roles and responsibilities
Pupils with COVID-19 Symptoms	<p>If symptoms are identified in school pupils will be moved to an isolation room and adults supporting will be provided PPE Parents will be notified and required to collect the pupil immediately.</p> <p>Pupils should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>To keep everyone safe school leaders have the right to send children home or refuse entry to school, if the child is unwell and displaying symptoms (in line with public health guidance).</p>	<p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Further information on this can be found in the <a href="#">use of PPE in education, childcare and children's social care settings</a> guidance. Any rooms they use should be cleaned after they have left.</p> <p>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</p>	Pupils with symptoms are not required to access home learning but should be encouraged to return to school	School to inform parents via letter

		<p>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.</p> <p>You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.</p> <p>You may be able to end your self-isolation period before the end of the 10 full days. You can take an LFD test from 6 days after the day your symptoms started (or the day your test was taken if you did not have symptoms), and another LFD test on the following day. The second LFD test should be taken at least 24 hours later. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result.</p> <p>You should not take an LFD test before the sixth day of your isolation period, and you should only end your self-isolation after you have had 2 consecutive negative LFD tests which should be taken at least 24 hours apart. You should stop testing after you have had 2 consecutive negative test results.</p>		
<p>Pupils identified as close contacts</p>	<p>Teachers to keep records of pupil/intervention/phonics groups</p> <p>Enrichment groups require a weekly register which is the responsibility of the lead</p> <p>Office Managers to keep register of BSC/ASC and Enrichment groups</p>	<p>NHS track and trace will contact parents School to send supporting document to parents highlighting latest government guidance Pupils will be encouraged to attend school if no symptoms and a negative lateral flow test or PCR has been completed</p> <p>School will request LFT every other day for 7 days if child is identified as a close contact</p>	<p>Close contacts must return to school if negative and no symptoms are present</p> <p>Positive asymptomatic pupils can access home</p>	<p>Parents to inform office staff of results and email staff if their child requires home learning</p>

			<p>learning as advised by the class teacher</p> <p>Positive and unwell children do not need to access home learning</p>	
Attendance	<p>Attendance is mandatory for all pupils of compulsory school age. This means it's your legal duty as a parent to send your child to school regularly if they are registered at one.</p>	<p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus).</p> <p>Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>Where parents have made the decision to withdraw their child this will be recorded as unauthorised absence.</p> <p>School attendance and closures are decided on a case-by-case review with the DfE &amp; PHE.</p>	<p>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</p> <p>Parents are strongly advised to keep their children in school in line with government guidance on close contacts.</p>	<p>Parents to communicate with the school office</p> <p><b>OM's</b> will continue to follow first day calling and welfare check calls for absent pupils.</p> <p>Information letters will be sent to parents regarding their child's absence in line with trust policies by <b>OM's</b>.</p> <p><b>SLT</b> will meet with parents where absence is of a concern and to discuss support and to identify barriers to attendance.</p>
Those formerly considered to be clinically extremely vulnerable	<p>Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread.</p> <p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p>			<p>Parents to provide evidence of clinical advice from specialist or clinician to support school in additional precautions required.</p>

Pupils Travelling Abroad	For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the <a href="#">school attendance guidance</a> .	Pupils returning from abroad must take a LFT and parents must report the result to school staff before returning  Isolation is only required if a child has symptoms or a positive result	Pupil attendance is mandatory  Follow attendance guidance above	Parents to be informed of the need for a test in writing before the start of term
--------------------------	---	---	---	---

<b>Wearing of face coverings</b>	<b>Guidance/ Measures in place</b>	<b>Actions to be considered in case of positive case</b>	<b>Impact on education</b>	<b>Communication inc. roles and responsibilities</b>
Pupils	Not required	If multiple cases are reported pupils will not be required to wear face coverings  All children will use sanitiser and/or wash hands before entering a classroom	n/a	Letter to parents at start of term sets out conditions
Staff	Face masks worn by staff in communal areas such as corridors and staff rooms. Face masks are not to be worn in classrooms. Visors may be worn with vulnerable pupils.	Face masks worn by staff in communal areas such as corridors and staff rooms. Face masks are not to be worn in classrooms. Visors may be worn with vulnerable pupils.	n/a	Will be updated by email if there are increased cases
Visitors - Trust team, local committee members, peripatetic teachers	Visitors to wear face masks in communal areas.	Visitors will be asked if they are displaying any symptoms. Visitors will be asked to wear a mask in communal areas. No visitors allowed in school.	n/a	Office staff will check with visitors.

Transport	Guidance/ Measures in place	Actions to be considered in case of positive case	Impact on education	Communication inc. roles and responsibilities
Transport to sporting events/ swimming or EVCs	<p>Face coverings are not required by pupils</p> <p>Pupils to use hand sanitiser before entering the coach and when leaving it to reenter school</p>	<p>Notify the transport company</p> <p>Notify EVC site (school office)</p> <p>Trace close contacts i.e those seated adjacent to positive case</p>	No impact	<b>D.Ives</b> will notify transport company and EVC site of positive cases