

Charlton-on-Otmoor Church of England Risk Assessment Whole School Opening - September 1st 2020

The school risk assessment has been written with reference to the guidance set out in the Government's publication to schools issued at the beginning of July. For further information regarding the guidance please refer to the link below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

Risk assessment written on 6th August by Ross Griffin - Headteacher

Charlton-on-Otmoor Church of England Risk Assessment Whole School Opening - September 1st 2020

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • A one-way system introduced where parents bring pupils to school. They will enter through the pedestrian gate 'way in' and leave via the 'way out' gate. • Whilst waiting for the school to be open, parents and child to stand on one of the crosses marked out. This will ensure that there is a 1 metre social distancing in place. • A one parent drop-off to be enforced. • Headteacher is outside reinforcing the social distancing guidelines (apart from on Tuesday when HT is teaching – on this day one of the office members of staff will be at the front of the playground). • Parents are not permitted to enter the school building – a letter box will be installed for correspondence or contact can be had by telephone or email. • A staggered start time will be put in place at the beginning of the day. Families with the surname A to M to arrive at 08:45 with N to Z arriving at 08:50. 	Low	Yes	
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise) • Face coverings are not recommended for the school environment 	Low	Yes	
Classroom set up	Staff Children	Spread of Infection due	<ul style="list-style-type: none"> • The classrooms in KS1 and KS2 will be set up to ensure that there is a forward facing desk for each child 	Med	Yes	

		to close contact	<ul style="list-style-type: none"> ● In some classes children will have their own desk whereas in bigger classes there will be two children to a desk. ● Children will not change desk and will need to keep their stationery at their desk at all times. ● Coats will be hung up at their normal pegs. Book bags will be allowed in school. ● Children in Nursery and FSU will not have forward facing desks although their desks will be spaced 1 metre apart where possible to adhere to social distancing. Keeping tables 1 metre apart will reduce the risk of the virus spreading. ● Where possible adults should try and keep their distance from other adults and pupils, ideally 2 metres. ● Desks in KS1 and KS2 will be 1 metre apart where possible. ● Tissues available for pupils to use when coughing or sneezing and they must go into a bin after one use. ● Hand sanitizer and anti-bacterial wipes available in every classroom for regular use ● Regular cleaning of surfaces should take place throughout the day. This will be done by staff in the younger classes and by the children and adults in KS2. ● The carpet space at the front of classrooms will be removed to help spread out the tables. ● Windows and doors to be kept open at all times to keep the room well ventilated. ● Indoor shoes will not be a requirement during the first half of the autumn term. 			
Classroom Lessons	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Teaching staff must keep a safe distance where possible ● Where children may require extra assistance, the 2-metre rule is still advised although we recognise that this may not be possible. ● Children will have their own resources, which will not be shared. If there are shared resources, they will be cleaned daily. 	Med	Yes	

			<ul style="list-style-type: none"> ● Reading books to be sent home and cleaned on return to school. ● Face covering are not recommended for the school environment 			
Children requiring using the toilet in lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> ● Inform the child of the importance of washing their hands after using the toilet and on their return to the classroom use the hand sanitiser. ● Staff members check on toilets and clean them regularly throughout the day. ● Each class to have a designated set of toilets to use. Children must not use another class' toilet. 	Med	Yes	
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Provide activities which encourage social distancing. ● Supervising staff must try to keep a 2 metre distance from each other at all times. ● Staff will 'cone off' separate areas for each bubble ● Children to wash hands before and at the end of every breaktime. 	Med	Yes	
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Staff are encouraged not to have breaks at the same time. ● Staff should avoid face to face contact and minimise time spent within close proximity to anyone ideally keeping to the 2 metre rule. ● Staff must make their own drinks/food and wash and dry their own cups and other crockery and utensils ● Staff to clean surfaces after they have touched them e.g. kettle, handles, fridge etc 	Med	Yes	
Break Times Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Whilst children are on breaks, clean tables and door handles with a disinfectant or disinfectant spray. ● Wear gloves whilst carrying out this task and wash hands after cleaning. 	Med	Yes	
Lunch breaks	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Lunch tables are positioned at least 1 metre apart in the hall where possible 2 metres. ● Bubbles to eat together ● Water and cups already on tables 	Med	Yes	

			<ul style="list-style-type: none"> ● A one way system to be in operation when collecting food ● Catering staff may consider wearing a mask while serving large volumes of children. ● Movement around the hall to be discouraged with children in FSU and Reception only allowed to use the hall toilets. 			
Assemblies	Staff Children	Spread of infection due to close contact	<ul style="list-style-type: none"> ● Each bubble to sit at least one metre apart from another bubble ● All windows and doors to be kept open ● Bubbles to enter and leave one group at a time ● Movement within assemblies to be kept to a minimum 	Med	Yes	
Mixing classes	Staff Children	Spread of infection due to close contact	<ul style="list-style-type: none"> ● Teaching of mixed bubbles to happen in larger spaces – and to take place outside where possible. ● To keep bubbles apart within the space using cones or markers to separate the groups. ● If indoors to open all windows and doors ● To ensure that pupils wash their hands at the start and end of each session. 	Med	Yes	
Homework	Children Staff	Spread of infection due to work coming into school	<ul style="list-style-type: none"> ● Where possible, teachers to set work online with pupils uploading work electronically using the Google Classroom or Tapestry ● Avoid unless essential homework coming into school ● If books come into school they must be cleaned 	Low	Yes	
School Trips	Children Staff Visitors	Spread of infection due to close contact and being in a different setting	<ul style="list-style-type: none"> ● Children to be kept within constant groups ● Adhere to COVID secure measures at destination ● To use outdoor space in the local area where possible to support the delivery of the curriculum ● A full risk assessment to be completed as would normally happen ● To consider what control measures need to be used ● To follow the health and safety guidance on education visits 	Med	Yes	
Private Transport	Staff Children		<ul style="list-style-type: none"> ● Pupils on dedicated school transport do not mix with general public on these journeys and tend to be consistent. 	Med	Yes	

			<ul style="list-style-type: none"> • The advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a one metre plus approach where this is not possible, will not apply from the autumn term on dedicated transport. • School to have a copy of the transport COVID risk assessment • Approach taken by school transport company to align as far as possible with the principles underpinning the system of controls set out by the school. • Face coverings not required for pupils under 11 • Pupils to wash hands before and after being on transport. 			
Lessons by external providers	Staff Children Visitors	Spread of infection due to close contact	<ul style="list-style-type: none"> • All music teachers to ensure that they have followed personal hygiene expectations prior to coming to school and on arrival. • To be accompanied to classroom/hall/place of learning • To not move unattended around the school building • To stay at least one metre away from pupils 	Low	Yes	
Movement around the school	Children Staff	Spread of infection due to close contact and touching surfaces	<ul style="list-style-type: none"> • Avoid all but essential movement around the school • Bubbles to remain in classes at all times unless going to toilet, lunch or break • If needing to go to the library to be supervised • Pupils not allowed to walk to the office to collect registers or to give messages. 	Med	Yes	
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where minor first aid treatment is required, First Aiders must ensure they wear gloves and a face covering when dealing with injuries. • Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. • Ensure records of injury and treatment are recorded including who administered first aid treatment. • Always wash hands after contact 	Med	Yes	
First Aid – Life threatening	Staff Children	Spread of Infection due	<ul style="list-style-type: none"> • In the event of a serious injury or incident call 999 immediately. 	High	Yes	

		to close contact	<ul style="list-style-type: none"> ● Wear face covering and gloves when in close contact or dealing with bodily fluids ● In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. ● Always wash hands after contact 			
First Aid & Medication	Staff Pupils Others	First Aid Procedures	<ul style="list-style-type: none"> ● First Aiders must always wear gloves when administering first aid procedures. ● It is advisable a face covering is worn if having to deliver close contact first aid (always refer to up to date information from Gov.UK) ● Any dressings used to be double-bagged. ● Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 	High	Yes	
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> ● When staff are carrying out any intimate care they must: ● Wear Gloves ● Wear an apron ● Wear a mask ● Soiled clothes to be double-bagged and given to Parents on collection of child. ● Staff must wash their hands once gloves and masks are removed ● A poster to be displayed of instructions which must be followed. ● Record all intimate care carried out. 	High	Yes	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● When a child is upset, it is advised to maintain a safe distance whilst offering comfort to the child. ● Encourage the child to use a tissue to wipe their eyes/nose etc. ● If contact is required, consider wearing a face covering and gloves. ● Wash hands after contact 	Med	Yes	

Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where possible allow the child to vent their frustrations and have time-out Where possible allow child to be in a room on their own or outside If team-teach techniques are required, it is advised face coverings and gloves are worn. 	Low	Yes	
Children leaving at the end of the school day. Primary	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> FSU and Nursery to exit by normal door. KS1 and KS2 to leave via the side gate. KS1 and KS2 to stand apart from each other on the front playground or to wait for one class to leave before walking out with their own class. One-way system in place with pupils and parents leaving via the 'way out gate'. HT to supervise outside to inform Parents to abide by the 2-metre social distancing rule. Staggered leaving times is not going to be implemented at the end of the school day unless required. 	Med	Yes	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Contact with the office or staff will be done via the telephone or office email. Parents are discouraged from coming into school to speak to staff. A letter box will be positioned outside of the main entrance for letters to be delivered into. Parents will be discouraged in congregating around the school site. 	Med	Yes	
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> All staff, returning back to work must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. Risk assessment to be shared with all staff on the second Inset day – Wednesday 2nd September. Risk assessment will be on the school website and on the school shared drive. All staff are kept up to date with the latest information on COVID-19 with email alerts from the Department for Education. 	Med	Yes	

			<ul style="list-style-type: none"> ● The school will provide any additional training which is regarded as essential in protecting staff from the risks of COVID-19. ● HT will remind pupils of safety messages during weekly assemblies. These will be reiterated daily by class teachers and staff around the school. ● Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. ● Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. 			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> ● Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. ● Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. ● Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. ● Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. ● Pupils are forbidden from sharing cutlery, cups or food. ● All cutlery and cups are thoroughly cleaned before and after use. ● Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. ● A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about 	Med	Yes	

			enhanced cleaning protocols is sought from the Health Protection Team /Public Health England			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> ● Staff and families of pupils to engage with the Track & Trace Process- reporting suspect or diagnosed cases. ● Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. ● Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. ● The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. ● The parents of unwell pupils 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. ● Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. ● Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. ● If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. ● Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. 	Med	YES	

			<ul style="list-style-type: none"> Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. Staff will not be administering any kind of medicine to alleviate COVID-19 symptoms. 			
Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. Parents are informed 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. Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary. 	Med	Yes	
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for symptoms consistent with Covid-19 if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or SLT as soon as possible. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. 	High	Yes	

			<ul style="list-style-type: none"> ● The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff. ● Staff inform the headteacher when they plan to return to work after having coronavirus. ● A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 			
Lack of communication	Pupils Staff Parents Others	Infection Control	<ul style="list-style-type: none"> ● The school staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. ● The headteacher contacts the local Health Protection Team (HTP) or follows the advice given from and discusses if any further action needs to be taken. ● Schools put into place any actions or precautions advised by their local HPT. ● Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. 	High	Yes	
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> ● All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➢ All door handles ➢ All tables and chairs used by staff and pupils ➢ Toilet flushes and regular cleaning of toilets. ● All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. ● Regular cleaning of surfaces will reduce the risk of spreading the virus. ● All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. ● The school will be cleaned on a daily basis by the school cleaner using the COVID cleaning schedule. 	High	Yes	
Statutory Tests and Inspections	Staff Pupils	Health & Safety	<ul style="list-style-type: none"> ● Statutory inspections to continue but with social distancing in place at all times. 	Low		

		Infection Control	<ul style="list-style-type: none"> ● In-house inspections should continue to ensure the school remains as safe as possible. 			
Contractors in school	Staff Pupils	Health & Safety Infection Control	<ul style="list-style-type: none"> ● Records of visitors and contractors to site recorded- name- address and contact number for Track and Trace (these are to be kept for 21 days) ● Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. ● Control measures regarding the Coronavirus must be included within their RAMs. ● School to ensure no pupils or staff are in the area where contractors are working. ● Contractors will be designated a toilet they can use whilst on site – this will be the toilet by the reception to avoid them moving around the school. ● Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. ● They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. ● If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. 	Med	Yes	
Breakfast Club and CAST	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● Frequent and regular handwashing will be essential before, during and after ● The hall will be cleaned on a daily basis ● All surfaces and tables will be cleaned before and after use ● Resources used will be limited and cleaned after use ● We encourage and ask parents to avoid using multiple after school providers ● We will not be engaging in any external companies during autumn one ● Where possible, pupils will be kept within their bubbles and apart from each other 	Med	Yes	

			<ul style="list-style-type: none"> ● Breakfast club and CAST to use the outdoor space as much as possible ● Children to use their allocated toilets where possible. 			
PE Lessons	Staff Pupils	Spread of Infection due to close contact	<ul style="list-style-type: none"> ● PE to take place outside where possible or in a large space ● Children to avoid any form of contact sport ● Where bubbles are joined – bubbles to be in separate sections divided by cones ● Children are to wear their PE kits on their PE days. 	Low	Yes	
Emergencies	Staff Pupils	Infection Control	<ul style="list-style-type: none"> ● All staff and 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. ● Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	Med	Yes	

System of controls:

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Schools will engage with the NHS Test and Trace process

The new NHS Test and Trace service has launched and will form a central part of the government's coronavirus recovery strategy.

Anyone who tests positive for coronavirus will be contacted by NHS Test and Trace and will need to share information about their recent interactions. People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus.

Further information on the NHS Test and Trace service can be found here:

<https://www.gov.uk/government/news/government-launches-nhs-test-and-trace-service>

Guidance on the NHS Test and Trace service for employers, businesses and workers can be found here:

<https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

Guidance on how the NHS Test and Trace works can be found here:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Public Health England has published guidance that explains what you should do if the NHS Test and Trace service notifies you that you are a contact of a person who has tested positive for coronavirus and you do not live with that person.

The guidance can be found here:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

The NHS guidance can be found here:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Staff members and parents/carers will be briefed to understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools will ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 -day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Managing confirmed cases of coronavirus

Schools will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team and the trust central team. The local health protection team provides the advice that must be followed. In the event that this advice is slow and heads need to make rapid decisions, the trust central will support heads with this.

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, schools keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. (Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.)

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.

Schools will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Advice for containing an outbreak:

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and will continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.