

Area	Pre-control rating	SCC recommended controls/ Mitigation and Protective Measures	In place?	Setting-specific adaptations	Action		Post-control rating	
					Who	When		
	H/M/L		Yes, No or N/A	To control measures to reduce the risk or the reasons why the recommended standard cannot be met.			H/M/L	
1 Policies and Procedures								
1.1 Awareness of and adherence to policies and procedures	Medium	1	Health and Safety Policy has been updated in light of the COVID-19 advice	No	COVID-19 guidance updated on Sandfield emergency plan	KC	Sep-21	Low
		2	All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - Infection Control Policy - First Aid Policy	Yes	All employees regularly working have sight of relevant H&S policy	KC	Sep-21	
		3	All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings'	Yes	As required for roles. Please report any concerns to the Head	ALL	Ongoing	
		4	The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	Yes	Reminders provided in SLT meetings, as deemed necessary.	SLT	Sep-21	
		5	The school keeps up-to-date with advice issued by, but not limited to, the following: DfE; NHS; Department of Health and Social Care; PHE	Yes	Relevant roles only.	SLT	Sep-21	
		6	Staff are made aware of the school's infection control procedures in relation to coronavirus.	Yes	Reminders provided in staff meetings, as deemed necessary.	KC	Sep-21	
		7	Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance.	Yes	Families sent updated guidance for September in a parent letter - sent 01.09.21	KC	Sep-21	
		8	Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell.	Yes	Information shared with all pupils within classes	Teachers	19.01.22	
		9	Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff.	Yes	Children under 11 do not need to wear face covering. Information shared with staff during INSET training	KC	Sep-21	
		10	The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.	Yes	See Data Protection Policy	ALL	Sep-21	
2 Prevention – General								

2.1 Minimise contact with individuals who are unwell with COVID-19 symptoms	Medium	1	If a pupil or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on when to self-isolate and what to do. They 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).	Yes	Information shared with parents and staff	KC	Sep-21	Low
		2	If anyone in the school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice.	Yes	Isolation room to be used - office to contact families to collect their child ASAP	KC/office	Sep-21	
		3	For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.	Yes	Information shared with parents and staff	KC	Sep-21	
		4	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. Any rooms they use should be cleaned after they have left.	Yes	Isolation room - KS1 small office	KC/office	Sep-21	
		5	The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection	N/A	Current guidance_August 21_states that no family members should self-isolate if a member of their household tests positive or shows symptoms	KC	Sep-21	
		6	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.	Yes	All staff and parents aware of procedure	KC/office	Sep-21	
		7	Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.	yes	Information shared with children and staff	All	Sep-21	
		8	PPE will be worn by staff caring for the child while they await collection (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.	yes	Information shared with staff	All	Sep-21	
		9	In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.	Yes	Information shared with staff	KC/office	Sep-21	
		10	Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or they have been requested to do so by NHS Test & Trace.	Yes	Information shared with staff	All	Sep-21	

		11	The Infection Control Policy and Cleaning in non-healthcare settings guidance to be followed to clean the area.	Yes	Information shared with premises staff	NO	Sep-21		
		12	Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy	Yes	Information shared with staff	KC/office	Sep-21		
		13	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance.	Yes	Premises staff aware of procedures	NO	Sep-21		
2.2 Where recommended use of face covering	Medium	1	From Step 4, face coverings are no longer recommended for pupils, staff and visitors either in classrooms or in communal areas.	Yes	Information shared with staff and families	KC	Sep-21	Low	
		2	Pupils aged 11 and over should wear a face covering when travelling on dedicated transport to secondary school or college.	N/A					
		2.2.1 Temporary additional measures in event of outbreak							
		3	Face coverings will temporarily be re-introduced in communal areas and classrooms for pupils (aged 11 and over), staff and visitors, unless exempt.	N/A for now					
		4	Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.	N/A					
		5	Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.	N/A for now					
		6	In the event of an outbreak, Contingency framework: education and childcare settings - GOV.UK (www.gov.uk) will be referred to in reimplementing the use of face coverings.	N/A for now					
	Medium	7	All staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas need to wear a face mask, unless exempt.	Yes	Information shared with all stakeholders	KC	06.12.21	Low	
2.3 Clean hands thoroughly more often than usual	Medium	1	Pupils clean their hands regularly, including: - when they arrive at the school - when they return from breaks - when they change rooms - before and after eating	Yes	Information shared with all staff and children. Posters on hwo to wash hands properly displayed over sinks	All staff	Sep-21	Low	
		2	Pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans.	Yes	Information shared with all staff and children.	All staff	Sep-21		
		3	Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff.	N/A					
		4	Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands.	Yes	Staff aware of indentified pupils to support	All staff	Sep-21		
		5	Continue to help pupils with complex needs to clean their hands properly.	Yes	Staff aware of indentified pupils to support	All staff	Sep-21		
		6	Frequent and thorough hand cleaning should now be regular practice.	Yes		All staff	Sep-21		
		7	Ensure there is enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly	Yes	premises team to check daily soap + hand sanitisers across school	NO	Sep-21		

		8	Supervise hand sanitiser use given the risks around ingestion – skin friendly skin cleaning wipes can be used as an alternative	Yes		All staff	Sep-21	
		9	Building these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them	Yes		All staff	Sep-21	
2.4 Good respiratory hygiene	Medium	1	'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.	Yes		All staff	Sep-21	Low
		2	Younger pupils and those with complex needs are helped to follow this.	Yes		All staff	Sep-21	
		3	Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.	Yes	Risk assessments in place and shared with relevant staff	SENCO	Sep-21	
2.5 Cleaning and disinfection	Medium	1	Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.	Yes	Premises team and cleaning staff	TC / NO	Sep-21	Low
		2	More frequent cleaning of rooms and shared areas that are used by different groups	N/A for now				
		3	Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.	N/A for now				
		4	Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it	N/A for now				
		5	The COVID-19: cleaning of non-healthcare settings guidance is followed.	Yes	Premise team aware	TC / NO	Sep-21	
		6	Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract	N/A for now				
		7	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance	Yes	Premise team aware	TC / NO	Sep-21	
		8	Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	Yes	Reef cleaning aware of guidance	TC	Sep-21	
		9	The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk	N/A for now				
		10	The Head monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	Yes	Shares information with premise team (TC)	KC	Sep-21	
2.6 Minimise contact	Medium	1	From Step 4, it is no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). Bubbles will not need to be used for any summer provision or in schools from the autumn term.	N/A for now				Medium
		2	The school may choose to continue with these measures until the end of the summer term.					
		2.6.1	Educational visits					

3	It is recommended that the school does not go on any international visits before the start of the autumn term. From the start of the new school term the school can go on international visits that have previously been deferred or postponed and organise new international visits for the future.	Yes		KC	Sep-21
4	The school is aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and the school will comply with international travel legislation and will have contingency plans in place to account for these changes.	N/A			
5	The school will liaise with either its visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association (BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.	N/A			
6	The school will undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).	Yes		KC	Sep-21
	2.6.2 Wraparound activities				
7	From Step 4, it is no longer recommended necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision or from the autumn term.	N/A			
8	From Step 4, it is no longer advised that providers limit the attendance of parents and carers at sessions. The school will continue to ensure that parents' and carers' most up-to-date contact details are held in case of an emergency.	N/A	S4K (wrap around care provider) has all parent and carer contact details	S4K	Sep-21
9	Wraparound childcare and other organised activities for children may take place in groups of any number.	Yes		S4K	Sep-21
10	Providers caring for children: - under 5 years only should refer to the guidance for early years and childcare providers during the COVID-19 pandemic - both under 5 years and aged 5 years and over, in mixed groups together, should follow the guidance on actions for out-of-school settings.	Yes		S4k	Sep-21
	2.6.3 Sports provision				
11	All sports provision, including competition between settings, should be planned and delivered in line with government guidance.	Yes		HH	Sep-21
12	Providers of sports activities will also refer to: - guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England	Yes		HH	Sep-21

	<ul style="list-style-type: none"> - advice from organisations such as the Association for Physical Education and the Youth Sport Trust - guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents - using changing rooms safely 				
	2.6.4 Performances, Events and Music				
13	Singing, wind and brass instrument lessons can be undertaken, following guidance provided by the DCMS working safely during coronavirus (COVID-19): performing arts.	Yes		KC	Sep-21
14	If planning an indoor or outdoor face-to-face performance in front of a live audience, the school will also follow the latest advice in the DCMS working safely during coronavirus (COVID-19): performing arts.	Yes		KC	Sep-21
15	If delivering sporting or other organised events, more information can be found in the COVID-19: Organised events guidance for local authorities.	Yes		KC	Sep-21
16	<p>Where the school premises are hired for use by external wraparound childcare providers, such as after-school or holiday clubs, these organisations will:</p> <ul style="list-style-type: none"> - consider the relevant government guidance for their sector - put in place protective measures. <p>From 13 December office workers who can work from home should do so. Anyone who cannot work from home, such as those involved in the face-to-face provision of education, should continue to go to their place of work. School leaders are best placed to determine the workforce required to meet the needs of their pupils. School leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home without disrupting to face-to-face education.</p>	Yes		HE	Sep-21
17	Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.	Yes	Information shared with Sandfield Community	KC	13.12.21
	2.6.5 Temporary Additional Measures in the event of an Outbreak	Yes	KC contacted Trust + PHE to inform. KC sent out letter to all stakeholders; families, staff, governors and Trust. KC discussed outbreak plan with all staff.	KC	19.01.22
17	It may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups, as follows.	Yes	KS1 + KS2 separate bubbles. Classes in KS1 taught separately with no mixing between pupils in the Key Stage	all staff	19.01.22
18	<p>The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles'). The school will consider:</p> <ul style="list-style-type: none"> - The layout of the school site; - The feasibility of keeping distinct groups separate while offering a broad curriculum 	Yes	KS1 + KS2 - separate playtimes and lunch times. No pupils crossing over between phase groups	all staff	19.01.22
19	More information on groups can be found in COVID-19: Guidance for full opening				
20	All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools	Yes	Only 1 member of staff crossing over between Key Stages. The rest of the staff working within the phase groups. All staff to wear masks in communal	all staff	19.01.22
21	Supply teachers, peripatetic teachers and/or other temporary staff can	Yes	Use of a consistent supply teacher to support	KC	19.01.22

		move between schools.		teaching gaps			
		22 Large gatherings such as assemblies are avoided, and groups kept apart.	Yes	All assemblies on Zoom. No live large scale events in school to operate. Limiting visitors and visits to KS1 building. All staff meetings on Zoom. Any	all staff	19.01.22	
		23 The timetable is revised to implement where possible: - Plan for lessons or activities which keep groups apart and movement around the school site to a minimum; - Maximise the number of lessons or classroom activities which could take place outdoors; - Staggered assembly groups; - Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time.	Yes	KS2 - Classes all taught in phase groups. KS1 taught in separate classes. No cross class interventions to happen in KS1. Assemblies on zoom. KS1 + 2 separate break and lunch times.	all staff	19.01.22	
		24 Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day, and are seated at the same desk.	Yes	All areas of the school receive a thorough clean at the end of the day. Toilets and touch points cleaned during the day.	NN/NO Reef cleaning	19.01.22	
		25 Mixing within education or childcare setting is minimised by: - accessing rooms directly from outside where possible; - considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; - staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms; - The number of pupils using the toilet at any one time is limited.	Yes	Clear hygiene practice in place across the school in every classroom. Regular handwashing, "Catch it, bin it, kill it," remind pupils of the need to use tissues. Tissues available in every class and shared space.	all staff	19.01.22	
		26 The use of shared space such as halls is limited and there is cleaning between use by different groups.	Yes	Regular cleaning in place	reef cleaning NO/NN	19.01.22	
2.7 Keep occupied spaces well ventilated	Medium	1 Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. When the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. These 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 and that only fresh outside air is circulated. 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 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) The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice provides more information.	Yes	All windows in classrooms, hall, outside classroom to be open	All staff/NO	Sep-21	Low

		2	To balance the need for increased ventilation while maintaining a comfortable temperature, consider: - opening high level windows in colder weather in preference to low level to reduce draughts - increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) - providing flexibility to allow additional, suitable indoor clothing - rearranging furniture where possible to avoid direct draughts	Yes	Pupils to wear extra layers of clothing when temperatures begin to fall	All staff	Sep-21	
		3	Heating to be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.	Yes	Premise team to advise	TC/NO		
3 Prevention – Specific Circumstances								
3.1 Where necessary, wear PPE	Medium	1	The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: - where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools - Performing aerosol generating procedures (AGPs)	yes	All staff to wear face mask in communal settings and when moving around the school.	All staff	Sep-21	Medium
		2	When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only wear PPE that would be routinely worn, should be worn.					
		3	Read the guidance on safe working in education, childcare and children’s social care for more information about preventing and controlling infection and follow SCC’s PPE guidance.					
3.2 Promote and engage in asymptomatic testing, where available	Medium	3.2.1 Asymptomatic testing						Low
		1	Testing remains important in reducing the risk of transmission of infection within schools.	Yes	All staff aware of thre need to self test (LFT) twice a week	KC	Sep-21	
		2	Over the summer, staff and secondary pupils will continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. The school will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings.	Yes	All staff aware of thre need to self test (LFT) twice a week	KC	Sep-21	
		3	As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.	N/A				
		4	The school may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.	N/A				
		5	Staff undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.	Yes	All staff aware of thre need to self test (LFT) twice a week	KC	19.01.22	
6	Secondary schools will also 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.	N/A						

		7	There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.	N/A					
			3.2.2 Confirmatory PCR tests						
		8	Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19.	Yes	Information shared with all staff and families	KC	Sep-21		
		9	Whilst awaiting the PCR result, the individual should continue to self-isolate.	Yes	Information shared with all staff and families	KC	Sep-21		
		10	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.	Yes	Information shared with all staff and families	KC	Sep-21		
4 Response to infection or an outbreak									
4.1 Test and trace	Medium	1	From Step 4, close contacts will be identified via NHS Test and Trace and the school is longer expected to undertake contact tracing.	Yes		KC	Sep-21		Low
		2	As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case 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.	Yes		KC	Sep-21		
		3	From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. The school encourages all individuals to take a PCR test if advised to do so.	Yes		KC	Sep-21		
		4	18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.	N/A					
		5	A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.	Yes		KC	Sep-21		
	Medium		All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. Daily testing by LFT recommended for identified close contacts of positive cases for 7 days.	Yes	Information shared via letter with all stakeholders	KC	Dec-21		Medium

4.2 Managing confirmed COVID-19 cases	Medium	1	If a pupil or staff member develops COVID-19 symptoms or has a positive test they will follow public health advice on when to self-isolate and what to do. They 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).	Yes	Information shared with all staff and families	All	Sep-21	Low
		2	If anyone in the school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice.	Yes	All staff and families aware	All	Sep-21	
		3	If a pupil in a boarding school shows symptoms, they should usually self-isolate in their residential setting so that their usual support can continue, others may then benefit from self-isolating in their family home.	N/A				
		4	For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household	Yes		All		
		5	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. Any rooms they use should be cleaned after they have left	Yes	All staff aware of the isolation room procedures - small office in KS1 building	All	Sep-21	
		6	The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.	N/A	Current guidance_August 21_states that no family members should self-isolate	KC	Sep-21	
		7	Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.		Inform Trust Central Team of confirmed cases			
		8	In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. Daily testing by LFT recommended for identified close contacts of positive cases for 7 days (as of 14.12.21)	yes	Head to ask families to test their child using a LFT Head to ask all close contacts - staff and pupils to complete LFT for 7 days	KC	Dec-21	
4.3 Contain any outbreaks	Medium	1	If the school has several confirmed cases within 14 days, this may signify an outbreak.	Yes	School to follow advice given by PH by phoning the DfE helpline (0800 046 8687, option 1)	KC	Sep-21	Medium
		2	The school will call the dedicated advice service who will escalate the issue to the local health protection team where necessary and advise if any additional action is required, such as implementing elements of the school's outbreak management plan. The school will call the DfE helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case.					

		3	The contingency framework describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.					
		4	Additional measures may be necessary to help mitigate an outbreak, extremely high prevalence in the local community, or when responding to variants of concern. This risk assessment includes additional temporary measures to be introduced as part of the school's outbreak plan, and this will be reviewed to reflect government guidance government's COVID-19 Contingency Framework and the Surrey County Council local outbreak control plan					
		5	Covid Clinics – consultation offer provides additional support to assist school leaders in their decision making in response to an outbreak. The consultation service is delivered by Surrey County Council Public Health and School Relationships & Support Service.					
5 Attendance								
5.1 Clinically extremely vulnerable (CEV)	Medium	1	Shielding advice was paused nationally on 31 March. From 1 April, all clinically extremely vulnerable pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.	Yes	As advised by families GP - families to share information with the school	KC	Sep-21	Low
		2	Pupils who live with someone who is clinically extremely vulnerable should continue to attend school as normal.	Yes		KC	Sep-21	
		3	Further information is available in the guidance on supporting pupils at school with medical conditions	Yes		All staff	Sep-21	
5.2 Travel and quarantine	Medium	1	All pupils travelling to England must adhere to current legislation and government travel advice.	yes	SLT + office staff to share information with families where necessary	SLT/office	Sep-21	Low
		2	Schools will check the current 'red list' and liaise with parents to ensure any pupils arriving from an affected country, or having transited through one in the past 10 days, will follow this advice.	Yes	SLT + office staff to share information with families where necessary	SLT/office	Sep-21	
		3	Additional guidance has been issued on the quarantine arrangements for boarding school pupils travelling from red-list countries to attend a boarding school in England.	Yes	SLT + office staff to share information with families where necessary	SLT/office	Sep-21	
6 Workforce								
6.1 Clinically extremely vulnerable (CEV)	Medium	1	A Shielding advice was paused nationally on 31 March. From 1 April, clinically extremely vulnerable individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions.	Yes		KC	Sep-21	Low
		2	Staff in schools who are clinically extremely vulnerable will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.	Yes		KC	Sep-21	
		3	People living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.	Yes		KC	Sep-21	

6.2 Pregnant women	Medium	1	Pregnant women are considered 'clinically vulnerable' or in some cases 'clinically extremely vulnerable' to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.	Yes	Risk assessments put in place when required	KC	Sep-21	Low
		2	Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).	Yes	Risk assessments put in place when required	KC	Sep-21	
6.3 Clinically vulnerable (CV)	Medium	1	Clinically vulnerable staff can continue to attend school. While in school they should follow the prevention measures in this document to minimise the risks of transmission.	Yes		KC	Sep-21	Low
		2	People who live with those who are clinically vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.	Yes		KC	Sep-21	
7 Emergencies								
	Medium	1	All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.	Yes	Office staff to update as required all emergency contacts and ensure the school has 2 contacts	office	Sep-21	Low
		2	Parents are contacted as soon as practicable in the event of an emergency.	Yes		KC/office	Sep-21	
		3	Pupil alternative contacts are called where their primary emergency contact cannot be contacted.	Yes		KC/office	Sep-21	
		4	The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	Yes	The setting holds staff emergency contact details and those for regular volunteers, as appropriate.	All staff	Sep-21	
8 Managing School Transport								
	Medium	1	Parents and pupils are encouraged to walk or cycle to their education setting where possible.	Yes		KC	Sep-21	Low
		2	Parents and pupils are discouraged from using public transport, where possible particularly during peak times.	N/A				
		3	For more information on home to school transport - Dedicated transport to schools and colleges COVID-19 operational guidance (publishing.service.gov.uk)	N/A				
		4	Where possible, transport arrangements are organised to cater for any changes to start and finish times.	N/A				
		5	Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus.	N/A				
		6	Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers.	N/A				

		7	Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).	N/A					
9 Additional Site-Specific Measures									
9.1	None yet								