

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
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Risk Assessment for full opening- maintained schools –Even Swindon Primary

Government guidance states that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term 2020. Schools should **not** put in place a rota

This risk assessment is to be used by both mainstream and alternative provision.

In addition to this schools are expected to also plan for the possibility of a local lockdown and how to ensure continuity of education.

The way the guidance will be implemented will be for schools to decide based on the school's individual circumstances. There are some essential public health requirements, these will be indicated by '**MUST**' do.

There is an expectation that schools work closely with parents, staff and unions when agreeing the best approaches for their circumstances.

Schools **must** comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

Schools should thoroughly review existing health and safety risk assessments.

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

Risk Assessments and Plans		
Theme/key actions/measures/mitigations	Action and Risk measure (low, medium high)	By whom/when
Schools must Review and update existing risk assessments to consider additional risks and control measures	<p>All Risk assessments reviewed 1st and 23rd Sept 2020</p> <p>New Review: 15th October 2020 – Re: Visitors in school and use of corridors and communal areas</p> <p>New Review: 6th November 2020 – new national lockdown guidance</p> <p>Review: 13th November 2020 – Catering staff visors</p>	<p>All staff Sept 2020 EP – 15/10/20 All staff – Oct 20</p> <p>EP – All Staff 06/11/20 EP – All Staff 13/11/20</p>

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		<p>Review: 17th November 2020 – Playground separation, staff face coverings in playground, start & end of day, cleaning procedures, updated advice on ventilation EP – All Staff 19/11/20</p> <p>Review: 4th January 2021 – New strain, Section 44 H&S at Work Act and Partial Closure EP – All Staff 04/01/21</p> <p>Review: 20th January 2021 – Staff Testing EP – All Staff 01/03/21</p> <p>Review: 1st March 2021 – 8th March Children Return EP – All Staff 01/03/21</p> <p>Review 6th May 2021 – Change to lunch arrangements EP – All Staff 06/05/21</p> <p>Review 17th May 2021 – Peripatetic Teachers and music lessons EP – All Staff 17/05/21</p> <p>Review 11th June 2021 – Year 1 classroom set up changes EP – All staff 11/06/21</p> <p>Review 16th June 2021 – Volunteer working in school in allotment only EP – All staff 16/06/21</p> <p>Review 1st September 2021 – New School Year EP – All staff 01/09/21</p> <p>Review 1st November 2021 – Recommended daily LFT testing for household siblings of positive cases and identified close contacts of positive cases until the PCR result is returned EP – All staff 01/11/21</p> <p>29th November 2021 – Staff advised to wear face masks in communal areas EP – All staff 30/11/21</p>

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		<p>9th December 2021 – Mandatory for staff to wear face masks in communal areas unless exempt. All visitors including contractors to provide evidence of negative LFD test before coming in to school.</p> <p>Review 6th January 2022: Changes to the rules around testing (PCR and LFD) and isolation periods</p> <p>Review 27th January 2022: Wearing of face masks no longer recommended for staff in communal areas</p>	<p>EP – All Staff 09/12/21</p> <p>EP – All staff 07/01/22</p> <p>EP – All Staff 27/01/22</p>
Schools have a legal obligation to protect their employees and others from harm and should continue to assess health and safety risk and consider how to meet equality duties in the usual way	Employers have a legal duty to consult their employees on health and safety in good time. It also makes good sense to involve pupils (where applicable) and parents in discussions around health and safety decisions to help them understand the reasons for the measures being put in place.	Risk assessment were shared with staff in July 2020 and appropriate portions with parents in July 2020, Updated risk assessment was shared again with staff/parents on 1 st September and 24 th September. Updated Risk Assessment with regard to visitors in school and use of corridors for interventions shared with staff on	HT July 2020
Action plan for an eventuality of a local lockdown, include how to ensure continuity of education		Teachers would deliver the whole curriculum via remote learning (Teams) to their individual classes. We would also provide paper copies for home learning for those children who did not have access to online learning.	Teachers (if required)
Schools should share the results of their risk assessment with their workforce	If possible, they should consider publishing it on their website to provide transparency of approach to parents, carers and pupils (HSE	All staff will be provided with a copy of the risk assessment by the end of Term 6.	HT/EP July 2020

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	would expect all employers with over 50 staff to do so).	Updated shared 1 st September, 24 th September, 20 th October, 6 th November, 13 th November, 19 th November, 4 th January 2021, 20 th January 2021, 1 st March 2021, 6 th May 2021, 17 th May 2021, 11 th June 2021, 16 th June 2021, 1 st September 2021, 1 st November 2021, 29 th November 2021, 9 th December 2021, 6 th January 2022 27 th January 2022	
It is important that employers know how effective their risk controls are.	They should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.	Risk controls will be monitored and adapted throughout	BM/HT/SLT ongoing
Minimise contact with individuals who are unwell particularly those that are displaying symptoms of COVID -19 or who has someone in their household who does, by ensuring these people do not attend school This must be in place all of the time		Isolation measures have been put in place to deal with the eventuality of someone with symptoms. The Nurture Pod (an external, individual building) will be used for isolation purposes. Details of this have been included in the staff handbook. Staff with the pupil will wear full PPE of gloves, apron, mask and face shield but will remain at least a 2 metre distance from the pupil (if possible and weather permits, the staff member will remain outside or in the doorway of the pod. Once the pupil leaves, the pod will be closed off and sanitised with Toucon Eco before it can be used again. If the pupil needs to use the toilet whilst in isolation, they will use the Year 1 toilets at the end of the building – these will then be	All staff ongoing

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		<p>closed off and sanitised completed with Toucon Eco before used again.</p> <p>1st September 2021: If a pupil shows symptoms whilst at school, they will be put into isolation as previously until collected by a parent. Siblings would not be sent home.</p> <p>If a member of their household has symptoms or tests positive, they are no longer required to isolate or stay at home.</p>	
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Minimise COVID-19 risks

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<p>Minimise contact between individuals and maintain social distancing where possible</p> <p>For younger children the emphasis will be on separating groups and older children it will be on distancing. For children old enough they should also be supported to maintain distance and not touch staff where possible.</p> <p>It is recognised that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group</p> <p>It will not be possible when working with many pupils who have complex needs or who need close contact,</p>	<p>Avoid contact between groups</p>	<p>Each class will create its own bubble consisting of a maximum of 30 pupils plus the Teacher and TA. Some class bubbles will also have an MDSA included. There will be an extended Year group bubble consisting of up to 90 pupils (3 classes) and associated staff.</p> <p>Entrance and exit to each classroom will be made through the outside classroom door, with the exception of the SRP pupils, who will go through the outside door by the covered walkway and up the stairwell to their classroom.</p> <p>Other movement about the school will be limited with pupils and staff remaining in their bubble at all times. SLT and Year group leaders may move between classes in the same year group but will maintain social distancing and contact.</p> <p>During the lunchtime, classes in the same year group will eat in school hall, but with pupils sat side by side</p>	<p>From 1st September ALL STAFF & PUPILS</p>
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<p>these pupils educational and care support should be provided as normal.</p> <p>Staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual</p>		<p>and classes remaining in their own class bubble on tables. No children will be facing each other.</p> <p>From Term 2: As our corridors are large and wide, corridor areas will be used for interventions. There will be intervention spaces set up per year for use in the corridors, all work spaces will be suitably distanced. These work areas will be set up so they can be worked at in a COVID safe manner, limiting and restricting any face to face working, between both pupils and staff. Each group will only consist of 1 TA and up to 2 Pupils. The use of these areas will be timetabled by the Year group leader for use by each year group at separate times, to ensure there is not a crossover of use. Each area will be sprayed with Anti-bac cleaner and wiped down after every use by the TA or person using it, to ensure that it is sanitised and ready for use by the next class.</p> <p><u>November 17th</u>: The playgrounds will be divided into 3 with cones so that each class will remain separately at both break time and lunch time to restrict the mixing of class bubbles at these times.</p> <p><u>4th January 2021</u>: Classrooms that are partially closed will be spread out so that either every other table is removed or only every other chair is used. Staff, both Teacher and TAs will remain at the front of the classroom at all times.</p> <p>Staff in classrooms may wear a face visor whilst in the classroom.</p> <p>There will be no “live” marking during lessons and all books will be collected in and returned after marking.</p>	

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		<p>Staffrooms will only be used for preparation of drinks or food, staff are advised to minimise the times in staffrooms and to not linger.</p> <p><u>1st March 2021</u>: Classrooms will return to the September 2020 set up arrangements. Break out intervention areas will recommence in the corridors as per Term 2 w/c 15th March. Playgrounds will continue to be separated by cones to keep class bubbles separated.</p> <p><u>6th May 2021</u>: From 10th May, lunchtime arrangements will change. Year 4 and Year 6 having hot dinners will eat in Churchward Hall at the same time, but opposite sides of hall, the same for Year 3 and Year 5. Year 2 will also change to having lunch in Churchward Hall as the last sitting. KS2 pupils will collect their own lunch from the hatch rather than be served at the table.</p> <p>All pupils will be able to sit opposite each other on the lunch tables within their own class bubble (seats more than 1 metre apart across the tables)</p> <p><u>1st September 2021</u>: Staff will maintain social distancing as much as possible, maintaining use of separate staffrooms and toilets as much as possible. Pupils will now be in year groups, allowing them to play and mix in playgrounds together within their year group.</p> <p>Risk: Low</p>	
	Avoid large groups, for example assemblies	Assemblies will take place on teams and zoom. PE lessons will take place outside so to avoid groups indoors. If the weather is inclement, then the large	

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		<p>Hawksworth hall can be used. This will then be sanitised and aired before further use.</p> <p>Risk: Low</p>	
	<p>When timetabling groups should be kept apart, movement around the school site should be kept to a minimum, avoid creating busy corridors and exits</p>	<p>Movement around school will be restricted, with staff and pupils entering their classroom through external doors and using these to go to the playground or dining hall around the outside of the building.</p> <p>The only movement through the building will be for access through corridors to the toilets but this will be monitored and from Term 2 the use of the corridors for specific interventions, as per above. A one-way arrow system has been created in each corridor.</p> <p>Staff movement through the corridors will also be limited as much as possible.</p> <p>Risk: Low</p>	
	<p>Staggered starts and finish times – without reducing the amount of overall teaching time. In addition drop off and collection by parents (consider impact on transport)</p>	<p>Staggered start and finish times as follows: UPDATED: 1st SEPTEMBER 2021</p> <p>Year 6: 8.35 – 3.05 – Pasture Close or Bruce Street, but if collected by an adult, Pasture Close only</p> <p>Year 5: 8.35 – 3.05 – Pasture Close or Bruce Street but if collected by an adult, Pasture Close only</p> <p>Year 4: 8.35 – 3.05 – Drop Off: Bruce Street Pick Up: Front Playground</p> <p>Year 3: 8.35 – 3.05 – Drop Off: Bruce Street Pick Up: Classroom Doors</p> <p>Year 2: 8.40 – 3.00 - Drop Off: Bruce Street Pick Up: Classroom Doors</p> <p>Year 1: 8.40 – 3.00 - Drop Off: Bruce Street</p>	

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	<p>Rec: 8.40 – 2.55 - Pick Up: Classroom Doors Drop Off: Bruce Street Pick Up: Front Playground **For the first few weeks, parents to walk children to classroom doors. After this, children will separate from parents on front playground.</p> <p>SRP: 8.45 – 3.00 - Pasture Close Entrance</p> <p>Nursery AM: Bruce Street Entrance 8.40-11.40 Nursery Playground gates Nursery PM: Bruce Street Entrance 12.10-3.10 Nursery Playground gates</p>	
Staggered break and lunch times if appropriate	<p>Staggered lunch eating times as follows:</p> <p><u>Brunel Hall</u> 11.45-12.10 - Reception 12.10-12.20 – Sprayed and Wiped by Catering 12.20-12.45 - Year 1 Tables and hall floor cleaned by MDSAs at end of lunch</p> <p><u>Churchward Hall</u> 11.50-12.15 – Year 4 & Year 6 Hot Meals Rota for Packed lunch in class or hall 12.15-12.20 – Sprayed and Wiped by Catering 12.20-12.45 – Year 3 & Year 5 Hot Meals Rota for Packed lunch in class or hall 12.45-12.50 – Sprayed and Wiped by Catering 12.50-1.15 - Year 2 Tables and hall floor cleaned by MDSAs at end of lunch</p>	

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		Risk: Medium
	Additional time allowed to thoroughly clean in between lunch sittings	A 10 minutes cleaning time has been allowed through each sitting in both halls
	Staff rooms – set up and use to help staff distance from each other. Use of staff rooms should be minimised	<p>Satellite staffrooms will remain throughout the school as already set up for June 1st, with the exception of Year 3 & 4 staff who will use the main staff room. Timings for use of these staff rooms will be staggered to ensure that social distancing is maintained at all times.</p> <p>January 2021: Staff advised to not use staff rooms other than for preparation of drinks and food and to return to classroom</p> <p>March 2021: Staff will be able to start using the satellite staffrooms again, but with a maximum of 4 people at a time and maintaining a minimum of 2 metre distance at all times.</p> <p>SEPT 2021 : Satellite staff rooms will remain in place for the start of term.</p> <p>Risk: LOW</p>
	Update communication to staff, pupils, parents and visitors	<p>Risk Assessment amended and updated 10th July and distributed to all stakeholders w/c 13th July</p> <p>Staff Handbook amended and updated w/c 13th July and distributed to all staff w/c 20th July</p> <p>Parental Information letter sent out w/c 13th July</p> <p>Further reminders of arrangements will be sent out via Parentmail during August.</p>

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	<p>See above for risk assessment amended dates and follow on communication to staff.</p> <p>Risk: Low</p>	
	<p>Visitors to sites, including parents with appointment only</p>	
	<p>Parents will only be permitted onto school site in organised manner at drop off and collection times. Other parental access to the school site will be restricted to a pre-arranged appointment only and face to face meetings with school staff will not be permitted.</p> <p>They will not be allowed into the school premises at any point, as per Government guidance issued. Appointments will be made via email to admin@evenswindon.co.uk</p> <p>Access to the school site and premises will be restricted for all other visitors, with the exception of professional staff required for EHCP provision. Any visitors needing to see pupils on school site will be booked into the Eco pod. It will be the responsibility of the person facilitating this visit to ensure that the pod is sprayed and wiped down with Anti-Bac spray after its use, to ensure that it is sanitised and ready for use by somebody else.</p> <p>As this pod is our designated Isolation point for any children who are showing symptoms to be isolated in until collection by a parent, it is recognised that this will always take priority over everything and any group using the pod at the time will have to evacuate immediately.</p> <p>All visitors to school will be required to make appointments in advance and will be required to complete and return the schools Track and Trace form before their visit and to update it before</p>	

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		<p>leaving with details of who they had contact with. This form will be retained in school for a period of 21 days, as per all government guidelines pertaining to Track and Trace requirements.</p> <p>From term 2, other curriculum visitors will be permitted to school with the pre-agreed permission of the headteacher. Only one visitor per class group or year group bubble will be permitted, group visitors will not be permitted. These visitors will only be allowed if a COVID safe visit can be arranged and facilitated in a separate part of the school. These visitors will also be required to comply with the school's COVID risk assessment and Track & Trace procedures and must be accompanied by a member of school staff at all times to ensure that all pupils and visitors comply with this.</p> <p>Deliveries to school site where possible will be restricted to outside of school hours. Where this is not possible, deliveries will be made to external gates or outside of the school reception if possible and by telephoning the front reception.</p> <p>Term 5: A tutor employed by the school for catch up sessions will be in school for small group sessions with children in the same year group. These sessions will take place in the ECO Pod. Social distancing will be maintained and the Pod will be well ventilated.</p> <p>17th May 2021: Peripatetic music teachers will be permitted at school to undertake 1:1 music tuition. For the moment this has been limited to drumming</p>

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		<p>lessons and guitar lessons, which will take place on the Brunel Hall balcony and Piano lessons which will take place in the Food Tech room (where piano is located). During these lessons, the music teacher will wear a face mask and the teacher will provide proof of a negative LFT test within the previous 48 hours as they arrive in reception (as this is required by the Music School Risk Assessment). The children will not be required to wear face masks. The pupils taking drumming lessons will need to provide their own drum sticks for hygiene reasons.</p> <p>17th May 2021: Other visitors will now be permitted in school for essential meetings. Where possible, these meetings will take place in the outside ECO pod or if there is a clash with another booking, if it cannot be rearranged, then the conference room may be used. Any room used must be sprayed and wiped down with the anti-back spray at the end of the meeting by the person who is facilitating the meeting. All visitors to school site must wear a face mask and if in a meeting room then school staff must also wear a face mask.</p> <p><u>1st September 2021:</u> Visitors to site will no longer be required to wear a face mask. Meetings with external visitors and professional to take place in one of the external pods if this is possible. However, if they are both in use, then meetings can now take place in other areas of the school.</p> <p>Risk: Low</p>

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	<p>Group children together in separate 'bubbles' and maintain distance between individuals,</p>	<p>Each class will create its own bubble consisting of a maximum of 30 pupils plus the Teacher and TA. Some class bubbles will also have an MDSA included. There will be an extended Year group bubble consisting of up to 90 pupils (3 classes) and associated staff.</p> <p>Entrance and exit to each classroom will be made through the outside classroom door, with the exception of the SRP pupils, who will go through the outside door by the covered walkway and up the stairwell to their classroom.</p> <p>Other movement about the school will be limited with pupils and staff remaining in their bubble at all times. SLT and Year group leaders may move between classes in the same year group but will maintain social distancing and contact.</p> <p>During the lunchtime, classes in the same year group will each be in school hall, but with social distancing maintained and classes remaining in their own class bubble on tables. No children will be facing each other.</p> <p>1st September 2021: Year groups will now be in place, with pupils able to mix in the playgrounds and at other times. Staff will maintain a social distance from other staff members as much as possible.</p> <p>Risk: Low</p>	
	<p>Maintain consistent groups</p>	<p>As above</p> <p>Risk: Low</p>	
	<p>Groups are kept apart from each other</p>	<p>As above</p> <p>Risk: Low</p>	

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	<p>Older children are encouraged to keep their distance within groups</p>	<p>As a Primary school, all pupils will be grouped as above. All children will be taught to socially distance and the importance of doing so. All children who are able to understand this will be expected to follow these rules and guidelines.</p> <p>Risk: Low</p>	
	<p>Where possible: limit interaction, sharing of rooms and social spaces</p>	<p>Each class bubble will stay in their own classroom for teaching time, with the exception of timetabled PE sessions on playgrounds and fields and timetabled intervention sessions in the year group corridors. Use of playgrounds and fields for break and lunchtimes will be timetabled and restricted to certain areas for certain bubbles. Dining halls will be used as above.</p> <p>Risk: Low</p>	
	<p>It is recommended that pupils limit the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed</p>	<p>Pupils in Years R – Y3 will only bring their book bag and plastic lunch box and water bottle into school each day.</p> <p>Pupils in Y4-Y6 can bring either a book bag or backpack which holds a plastic lunch box and water bottle into school.</p> <p>On PE days they will wear a PE kit to school, including jogging bottoms or leggings to alleviate the need for changing. Shorts can be carried in the book bags or backpack for that day.</p> <p>All stationery and equipment will be provided by school and kept on pupil's desk in their own tray.</p> <p>Pupil Mobile Phones (Year 4, 5, 6): It is preferred that pupils do not bring phones to school.</p>	

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		<p>For the start of Term 1 pupils will not be allowed to bring mobile phones to school.</p> <p>Once allowed, pupils who would normally bring their mobile phones to school for travel safety reason can do so, but these will need to be switched off as they arrive at school and will be placed in the child's tray on their desk. Parents and pupils will have to understand that school cannot accept responsibility for loss or damage of phones brought to school and that these will be left in unlocked classrooms during break times, lunchtimes and any PE sessions away from the classroom and will have to sign a letter to request permission and accept this responsibility.</p> <p>This disclaimer and information will be included in the letter sent to parents in September 2020.</p> <p><u>1st September 2021</u>: Year 4,5,6 Mobile phones. It is still preferred that these are not brought to school, however, if the reasons fit the school requirements, then a permission slip must be completed and agreed by the Year Group leader. If permission given, mobile phones then need to be dropped to the front reception desk by the pupil in the morning before going to class and collected by the pupil at the end of the school day when leaving.</p> <p>Year 5/6 are now permitted to bring their own pencil cases and equipment from home.</p> <p>Risk: Low</p>

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	<p>Arrange classrooms with forward facing desks</p>	<p>Each classroom will have the desks forward facing, with pupils sitting side by side as per government guidance. Each pupil will have their own seat which remains at the desk but these will be sprayed and sanitised on a daily basis.</p> <p>14th June 2021: Year 1 classrooms will no longer be set up with rows of desks facing forwards. The three classes will be set up with group tables and a carpet area for whole class teaching and story time. This is to improve the communication in the classroom, encourage group collaboration and to enable easier teaching and support of groups.</p> <p>Y1 will still remain in the class bubbles for their groups.</p> <p>1st September 2021: Classrooms will be arranged according to staff teaching preference, as forward facing desks are no longer a requirement.</p>	
	<p>Seat children side by side facing forwards Move unnecessary furniture to make space if needed Clean classrooms between use if used by different groups</p>	<p>As above. Classrooms will be organised accordingly to ensure safe movement is allowed. Classrooms will only be used by the class bubble but are also cleaned and sanitised on a daily basis.</p> <p>4th January: those classrooms with few children due to partial closure will only use every other chair or every other table will be removed.</p>	
	<p>Staff will ideally keep their distance from pupils and staff as much as they can, ideally 2 metres from other adults and children. Staff will avoid close face to face contact and minimise time spent within 1 metre of anyone</p>	<p>Following public health guidance and advice, adults will maintain the safe distance from each other and pupils, relevant to the current advice. It is understood that it will not always be possible but when circumstances allow, this should be 2 metres between adults, who should also avoid close face to face contact and minimise the time spent within 1 metre of anyone, adult or pupil.</p>	
	<p>Contact should be minimised as much as possible</p>		

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	<p>It is also known and understood that distancing will not always be possible between adults and pupils, especially when working with younger children. However, every effort should be made to maintain this distance if possible. As with adults, close face to face contact should be avoided and time spent within 1 metre of pupils should be minimised.</p> <p>4th January 2021: Staff will remain at the front of the classroom at all times and will wear face visors if they choose.</p> <p>17th May 2021: It is no longer recommended that staff wear masks or face coverings whilst in the classroom</p> <p>1st September 2021: Staff will no longer be required to wear a mask whilst outside on duty, but are able to do so if they prefer.</p> <p>Risk: Low</p>	
	<p>Visits will be arranged outside of school hours where appropriate</p>	<p>Visitors to school will only be permitted by appointment and by prior agreement by the Headteacher.</p> <p>Deliveries will only be permitted to the entrance foyer and then only if a safe route with no pupil contact is possible.</p> <p><u>1st September 2021:</u> normal educational visitors to school can be organised by staff. Parental visitors in school be kept to a minimum and avoided if at all possible.</p> <p>Deliveries will resume as per normal safety arrangements.</p> <p><u>9th December 2021:</u> it is now a requirement that all visitors, including educational visitors, contractors</p>

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		<p>and parents, take an LFD test on the day of visiting school which must be negative. This test must be registered on the government website and proof of this negative result is provided to school BEFORE coming. Any visitor without proof of a negative LFD will be refused entry to school buildings.</p> <p>Risk: Low</p>	
	<p>Guidance on physical distancing and hygiene is explained to visitors on or before arrival</p>	<p>A sanitising station will be situated outside the front reception point and will be used by everyone entering the building.</p> <p>Banners and posters are placed on all external gate entrances and in reception to remind everyone, not just visitors of social distancing guidelines.</p>	<p>ALL VISITORS</p>
	<p>A record of all visitors is kept</p>	<p>There will be very few, if any visitors admitted to school. Only those very specific to an EHCP will be admitted into the school premises.</p> <p>A manual register of visitors will be maintained at this time.</p> <p>A form to collect contact details including a list of people who the visitor has been in contact with at school has been created. This will be emailed out for initial completion before the visitor arrives and completed with contact names on departure. These forms will be kept for 21 days and then will be shredded under GDPR guidelines.</p> <p>16th June 2021: A volunteer has been approved to work in school – this will be specifically for the allotment project with one year group and will be outside only, not working within school. They will provide results of a negative LFT test no less than 72 hours before attending school each time.</p> <p>Risk: Low</p>	<p>RECEPTIONISTS and ALL VISITORS</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
	<p>Staff Testing</p>	<p>Staff will be given the opportunity to undertake NHS provided/approved LFT tests at home twice weekly (every 3-4 days) from Monday 25th January 2021. This will highlight any school staff who are positive but asymptomatic and in school, who will then be able to take an NHS PCR test to confirm a positive result and so be able to self-isolate. This will contain the virus further and so keep the school staff and school community safer and minimise the virus spreading through the school and further community. This will be done on a voluntary opt-in basis and is not compulsory. Staff wishing not to undertake testing will not be restricted from coming in to school. Staff will be given as much detail and information as possible to allay any fears or concerns and to encourage uptake of the testing regime. A separate risk assessment on the administration of the testing procedures has been undertaken. If a positive LFT test result is received, the bubble will be closed and the staff member will be required to take an NHS PCR test to confirm the result. If confirmed, the bubble will follow the usual isolation guidelines, if negative, the bubble will be able to reopen. If positive LFT test result, the staff members family will also have to self-isolate until a confirmed/negative result is known.</p> <p>1st September 2021: As per new government guidance, if a positive LFT is obtained, the person in question will be required to isolate and get a PCR test. Adult close contacts of that person will not be</p>	<p>ALL SCHOOL STAFF</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
		<p>required to self-isolate as long as they have been double vaccinated and children are not required to self-isolate and bubbles will not be closed. If a positive PCR test is received, then adult close contacts will be advised to get a PCR test, but if double vaccinated, isolation is still not required. Any adult close contacts who have not been double vaccinated will be required to self-isolate for 10 days.</p> <p>1st November 2021: It is now recommended that household members, including siblings and identified close contacts of positive cases continue to get a PCR test but also take daily LFT tests until the result of the PCR test is returned.</p> <p>6th January 2021: Following a positive test (PCR or LFT), the 10 day isolation period may be ended early after day 7 if two consecutive negative LFD tests are obtained and you do not have a high temperature. An LFD test may be taken on (not before) Day 6 (we suggest this is taken early evening on day 6). A second test can then be taken a minimum of 24 hours later on Day 7. If both tests are negative, then the isolation period can be ended. If either one is positive, then the isolation period must continue until the end of the 10 days or until there have been two consecutive negative LFD tests results taken at least 24 hours apart.</p> <p>If ending the isolation period early after day 7 and before day 10, then there is still further guidance on what should/should not be undertaken. Please see the full grid of advice on Appendix 1.</p> <p>Further to this, from 11th January, if you are asymptomatic and get a positive LFD test, you are no</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
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		<p>longer required to get a PCR test as confirmation, but you must isolate for 10 days from the date of the positive result (this can be ended early as above). However, if you then develop symptoms within this isolation period, you must go for a PCR test and the isolation period is restarted from the date of the start of symptoms showing (see Appendix. 1). As previously, if you develop symptoms between negative LFD tests, then you should get a PCR test. This updated guidance covers both staff and pupils.</p>	
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Cleanliness/handwashing/cleaning

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
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<p>Clean hands thoroughly more often than usual - children</p>	<p>Process, availability of hygiene stations, resources including skin friendly wipes, supervision for younger children in regard to ingestion and assistance, built into behaviour standards, routines and assisting those children with complex needs understand the need to follow handwashing instructions etc.</p> <p>On arrival: (safe removal, storage and disposal of face coverings if used and cleaning of hands, pupils must be instructed not to touch the front of their face covering during use of wen removing them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take</p>	<p>There will be sanitizing gel units in the entrance of every classroom, one placed in the entrance to each building and others around the building. This will be used by all staff and pupils on entering the building each day, after break time, before and after lunchtime and on leaving at the end of the day. During the day, regular hand hygiene and washing will be undertaken and always after using the toilet or after coughing or sneezing.</p> <p>As per the guidance from the DfE for schools with pupils under the age of 11, Staff and Pupils will not be permitted to wear face masks or coverings onto the school site. These will have to be removed by parents before entering and taken home. <u>NOVEMBER:</u> Following the introduction of national lockdown, Parents will be asked to wear face coverings whilst on the school site. Pupils can also wear their masks onto the school site if parents</p>	<p>ALL STAFF AND PUPILS</p>
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Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
	<p>home with them, and then wash their hands again before heading to the classroom)</p> <p>On return from breaks:</p> <p>On a change of room:</p> <p>Before and after eating:</p> <p>Other:</p>	<p>prefer, but we will ask that parents remove the mask before leaving the child and take it home with them, so no pupils will bring a mask into school.</p> <p><u>NOVEMBER 17TH</u>: Staff on duty in the playgrounds in the morning and staff seeing pupils out in the playgrounds at the end of the day will be asked to wear face coverings. This is to set an example to and encourage parents that this is what is expected on the school site.</p> <p><u>4th January 2021</u>: All staff in on duty in playgrounds at drop off or collection will be required to wear a face mask or visor, no parents except Nursery and Reception will be on site in the morning drop off and all parents at drop off and collection will be required to wear a face mask whilst on school site.</p> <p><u>March 2021</u>: Pupils will be permitted to wear masks on to school site and in classrooms if Parents wish and give permission. Parents and Pupils will be expected to sign up for the school's written protocol for this, which will include, but is not limited to:</p> <ul style="list-style-type: none"> - Masks can be worn in class but not in the playgrounds at break, lunch or during PE - At least 4 clean masks must be brought to school each day in a labelled clean bag. - There must be a labelled use bag that masks can be put into. All used masks must be taken home and if disposable cannot be disposed of at school. - Pupils must be able to put on and take off the masks themselves by the ear fixings only. Any pupils found to be not able to do 	

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
		<p>this will not be able to continue wearing a mask in school.</p> <ul style="list-style-type: none"> - Masks must be changed frequently throughout the day and at least by morning break and after lunch and also if the mask becomes damp <p>A full written protocol will be provided to parents wishing their children to do this.</p> <p>17th May 2021: It is no longer recommended that pupils wear masks whilst in the classroom or moving around school. Therefore, only those who have specifically approached the H/T for their child to continue wearing face masks will be permitted to do so.</p> <p>Parents will also be reminded that we ask them not to approach staff who are in the playgrounds at drop off and collection times and for any enquiries to be made via telephone or email to the admin team, but staff who are on duty and greeting pupils and parents will be given the personal choice of wearing a face mask at these times if they would prefer.</p> <p>All hands will be sanitised as pupils enter the classroom, pupils with complex needs will be encouraged to wash their hands and could be supported to do so if necessary. At present there are no children at Even Swindon who would not be able to wash their hands.</p> <p>And masks, gloves, aprons or other PPE used by staff for First Aid provision or whilst supporting a pupil in isolation will be disposed of in a black bag which is</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
		<p>then sealed in a second black bag (as per current guidelines – Sept 2020)</p> <p>Risk: Low</p>	
<p>Clean hands thoroughly more often than usual –staff and visitors</p>	<p>Process, availability of hygiene stations, resources, built into behaviour standards and communication etc.</p> <p>On arrival:</p> <p>On return from breaks:</p> <p>On a change of room:</p> <p>Before and after eating:</p> <p>Other:</p>	<p>As above.</p> <p>Risk: Low</p>	<p>ALL STAFF AND PUPILS</p>
<p>Ensure good respiratory hygiene by promoting ‘catch it, bin it, kill it’</p>	<p>Description, resources, etc.</p>	<p>All pupils are aware of the ‘catch it, bin it, kill it’ procedures and will be reminded on return to school and on a regular basis.</p> <p>There are posters in every classroom and around school promoting this message.</p> <p>Disposable tissues are in every classroom and will be disposed of immediately in a lidded bin which is emptied on a daily basis.</p> <p>Risk: Medium</p>	
<p>Some children with complex needs will struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be</p>	<p>Individual risk assessments and support plans updated</p>	<p>SENCO and deputy head will review individual risk assessments for 2 pupils with complex needs and will liaise with parents about this.</p>	

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
<p>considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils a face to face education</p>	<p>Pupil 1: risk assessment includes spitting, so staff who are with this pupil will wear full PPE at all times, including a full face visor Pupil 2: is on constant oxygen and the risks are low (in accordance with guidance from his Great Ormond Street consultant.) 1st September 2021: All pupils complex needs will need to be monitor and risk assessments reviewed</p>	
<p>Where necessary wear appropriate PPE PPE is only needed in a small number of cases: Where an individual child or young person becomes ill with COVID-19 symptoms while in school and only then if a distance of 2 metres cannot be maintained Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</p>	<p>Full PPE kits containing gloves, apron, disposable face mask and full face visor is available for use in each classroom should a pupil show signs of COVID-19. Small PPE kits containing gloves, apron, & disposable masks are available in every classroom for the use in administering any first aid that requires closer face to face contact. Small PPE kits containing gloves, apron & disposable masks are available in the Nursery classrooms for use when nappy changing or personal care following an accident. As above, any PPE used will be disposed of using a double black bag method and put into the outside bin in the binstore.</p> <p>Risk: Low</p>	

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
<p>Enhanced cleaning arrangements (there is no need to allocate different groups their own toilet blocks, but more frequent cleaning will be necessary)</p> <p>CHANGE to guidance different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it.</p> <p>COVID -19 :cleaning of non-health care settings guidance (will be revised by the end of the summer term) COVID-19: cleaning of non-healthcare settings guidance</p>	<p>Limit the number of children in the toilet at one time.</p>	<p>Toilet visits will be monitored by an adult to ensure that distancing is maintained and good hand hygiene is followed.</p> <p>Specific year groups have designated separate toilets in their closest corridor or area. Numbers restricted at any one time and will only be used by Year group bubbles, with the exception of Year3, 4 5 & 6 where this is not possible (Y3&4 share toilets and Y5&6 share a different set of toilets)</p> <p>Staff Toilets are also separated and will be used by staff in year group bubbles. All touch surfaces will also be wiped down with an anti-bac wipe by every member of staff after use, which will be disposed of into a lidded bin.</p> <p>Toilets are thoroughly cleaned as usual every day and an additional anti-bac spray and wipe down of touched surfaces during the day will also be undertaken.</p> <p>Pupil toilets do not have use of hand towels and have hand dryers in. All staff toilets have a lidded bin for all used hand towels to be disposed of.</p> <p>18th November 2020: Classroom staff have been spraying and wiping down tables and other surfaces in the classroom during the day with our anti-bac sprays and blue cloths. Following additional advice received from PHE on 18th November, this will now be done with disposable paper towel which is disposed of immediately, to prevent multiple members of staff using the same cloth. Staff will also be provided with “washing up” type glove to wear whilst doing this, which should be cleaned at the end of each use by washing hands whilst wearing</p>	

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
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		<p>the gloves – each staff member will be given their own gloves which can be named and kept separately.</p> <p>This practise will also be adopted by MDSA’s who wipe down the tables between each lunch sitting and at the end of lunch hour.</p> <p>Risk: Low</p>	
	Other combined use areas:	<p>Dining halls will be limited to use by a year group bubble at any time and will be anti-bac sprayed and wiped down between use of each year group bubble.</p> <p>Term 5: Two year groups in KS2 will use the hot dining hall at the same time. However, they will be seated on different sides of the hall to maintain a good distance and the hall will be well ventilated during this time.</p> <p>With the exception of use during breakfast club, when it will be used by all year groups. However, each year group will be on its own table, will not be facing each other and each year group will be separated by 2 metres.</p> <p>Risk: Low</p>	

Response to any infection		
Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom

School testing kits	<p>Packs in schools- location</p> <p>school can give these directly to parents/carers collecting a child who has</p>	School has had 10 test kits delivered and these are stored in the Headteacher’s office.	
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Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
	<p>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.</p> <p>Management of stocks</p>	<p>The strategic SLT and Business Manager have all taken part in the online training and briefing by PHE about the use of these.</p> <p>They will be issued according to the guidance given. Instructions for re-ordering these have now been received in school and a replacement order will be placed when approx. 75% have been used/issued.</p>	
<p>Must actively engage with NHS test and trace and understand the process to contact the local Public Health England team</p>		<p>All staff are aware of the processes to follow if they have symptoms or develop COVID-19. Full details are included in the staff handbook.</p> <p>Parents are aware of the processes if their child or any member of their household develop symptoms. This is reminded and reinforced in newsletters and information letters sent on a regular basis.</p> <p>Risk: Low</p>	<p>All staff and pupils</p>
<p>Must Manage confirmed cases of COVID-19 amongst the school community</p>	<p>schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p>	<p>If any member of the school tests positive for COVID-19, their whole bubble will stay home and self-isolate for at least 14 days or get tested (if they develop symptoms themselves) and then follow current guidance if positive. Staff will be reminded to cooperate in the Test and Trace strategy.</p> <p>Staff and pupil bubbles are specific and limited. Any changes to these bubbles including lunch time staff, i.e. due to staff absence, will be recorded. At the current time, there is no cross over of staff between the bubbles.</p> <p>1st September 2021: School will follow all Government guidance concerning Test & Trace requirements.</p> <p>Risk: Medium</p>	<p>All staff and pupils</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
<p>Must Contain any outbreak by following local health protection team advice. Schools have the responsibility to report suspected /confirmed cases to the local HPT</p>	<p>School could place this information in prominent positions around the school to raise awareness to staff.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Educational and Childcare Settings F </div> <div style="text-align: center;">  COVID_Educational _Settings_infection_ </div> </div>	<p>All PHE and government guidance will be followed at all times with regard to confirmed cases in school community</p> <p>Posters and information will be displayed in prominent positions and will be in HT, BM and HR office. These are updated and replaced with the latest information received as they are received and so contain the most up to date information on isolation periods.</p> <p>Sept: Isolation periods know to be: Positive test/No Symptoms – 10 days Positive test/symptoms – 10 days after the onset of symptom (incl. if symptoms appear after the positive test) Continue to isolate until all symptoms have gone. Contact with someone with symptoms or who has a positive test: 14 days (from the onset of symptoms) Contacted by Test/Trace: 14 days from the point of contact.</p> <p>Action: HT/DHT have the responsibility to ensure any outbreaks are report to the HPT</p> <p>1st November 2021: School will follow V.17 15.10.2021 of the Guidance flowchart</p> <p>Risk: Low</p>	<p>All staff and pupils</p>
<p>School should communicate to staff, parents and carers that they need to understand and will need to be ready and willing to:</p>	<p>Book a test if they are displaying symptoms</p>	<p>All staff are aware of this and details contained in Staff Handbook, issued 1st June and updated and issued 1st September. Parents are aware of the processes for any child attending Even Swindon. Details confirmed in all</p>	<p>All staff and pupils</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
<p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of isolation</p>	<p>letters about returning to school and reminded in newsletters and other communications. 1st November 2021: It is now recommended that household members, including siblings and identified close contacts of positive cases continue to get a PCR test but also take daily LFT tests until the result of the PCR test is returned. Parents will be notified of this advice. Risk: Low</p>	
	<p>Provide details of anyone they been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace</p> <p>All staff are aware of this and details contained in Staff Handbook, issued 1st June and updated and issued 1st September. Parents are aware of the processes for any child attending Even Swindon. Details confirmed in all letters about returning to school and reminded in newsletters and other communications. Risk: Low</p>	
	<p>Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19</p> <p>All staff are aware of this and details contained in Staff Handbook, issued 1st June and updated and issued 1st September. Parents are aware of the processes for any child attending Even Swindon. Details confirmed in all letters about returning to school and reminded in newsletters and other communications. Risk: Low</p>	
	<p>Staff and parents should be asked to inform school immediately of the results of a tests: Actions if someone tests positive or negative</p> <p>All staff are aware of this and details contained in Staff Handbook, issued 1st June and updated and issued 1st September. Parents are aware of the processes for any child attending Even Swindon. Details confirmed in all letters about returning to school and reminded in newsletters and other communications.</p>	

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
		Risk: Low	
<p>Ensure that pupils, staff and other adults do not come into the school if they have COVID -19 symptoms or have tested positive in the last 10 days, and ensuring anyone developing symptoms during the day is sent home</p>		<p>All staff are aware of this and details contained in Staff Handbook, issued 1st June and updated and issued 1st September.</p> <p>Parents are aware of the processes for any child attending Even Swindon. Details confirmed in all letters about returning to school and reminded in newsletters and other communications.</p> <p>Posters and information notices are placed on Gates and around school premises.</p> <p>Details as above.</p> <p>Risk: Medium</p>	All staff and pupils
<p>Ensure first –Aid Practices meet with HSE COVID 19 guidance; https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p>		<p>All trained first aid staff are briefed on undertaking first aid at a distance if at all possible and if this is not possible, then to put on mask, gloves and apron for any closer or face to face contact. These are available in packs in every classroom.</p> <p>As above, these will be disposed of using the double black bagging procedure.</p> <p>Risk: Low</p>	All staff
<p>If anyone in the school becomes unwell with COVID 19 symptoms they must be sent home and follow the current guidance relating to testing and isolation.</p>	<p>Children that are unwell should always be collected by a parent or carer or named adult.</p>	<p>Staff will immediately report symptoms to Strat SLT via Teams, and will leave school to self isolate and book a test.</p> <p>A pupil will be taken from classroom to the external Nurture Room pod and isolated until collected. If distancing cannot be maintained, staff member will be able to put on full PPE, including visor, which is available in every classroom.</p> <p>See above for disposal procedure.</p>	All staff and pupils

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
		<p>Staff member remaining in classroom will report to Strat SLT and Front Reception to arrange for pupil collection.</p> <p>Risk: Medium</p>	
<p>If a child is awaiting collection they should be moved, where possible to a room where they can be isolated behind a closed door, depending on age and needs of the child, with appropriate adult supervision if required, Ideally a window should be opened. If not possible to isolate them, move to an area within is at least 2 metres away from other people. This room must be cleaned thoroughly after they have left to reduce onward transmission of the infection (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)</p>		<p>The Nurture Room pod will be closed off until it can be thoroughly cleaned. Where possible, this will be immediately afterwards during the day in case the need to use it again occurs, but this might not always be possible depending on site/cleaning staff on site. The pod will be cleaned within an hour of being used if possible. This will be arranged by the Business Manager</p> <p>19th November 2020: Following the receipt of a positive test for a member of staff or pupil, the area that they have occupied (whether a classroom or office space) will be closed off and not entered for a minimum of 72 hours and if possible a week and then it will be thoroughly cleaned with all surfaces sprayed and wiped with anti-bac spray. This will be undertaken by the cleaner responsible for that area (wearing the appropriate PPE) twice before the room or area is put back into use.</p> <p>1st September 2021: School will follow government guidelines, classrooms will not be closed but will be deep cleaned as part of the normal cleaning routine.</p> <p>Risk: Medium</p>	<p>All staff and pupils</p>
<p>PPE must be worn by staff caring for the child while they await collection if a distance of two metres cannot be maintained</p>		<p>Full PPE kit is available in every classroom to facilitate this.</p>	<p>All staff and pupils</p>

Theme/key actions/measures		Action/mitigations and Risk measure (low, medium high)	By when/whom
(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)		Guidance on isolation of staff member and others in bubble will be followed if the test is positive. Risk: Medium	
If the child needs to use the bathroom while waiting to be collected a separate bathroom should be used if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.		If a pupil needs the toilet, then they will be taken to the nearest toilet available without moving them through the school unnecessarily. This toilet will then be closed off until it can be thoroughly cleaned. This toilet will be cleaned within 1 hour of use if possible and will be arranged by the BM. Risk: Medium	All staff and pupils
Everyone must wash their hands thoroughly after any contact with someone who is unwell		Hand washing facilities are available throughout the school, in every classroom and toilet. Hand sanitisers are available in every classroom and throughout the school. Hand washing procedures will be followed at all times. Risk: Low	All staff and pupils
Wider considerations			
Theme/key actions/measures		Action/mitigations and Risk measure (low, medium high)	By when/whom
Child attending more than one setting. Alternative Provision schools should consider pacing pupils in smaller sized	Description of process, numbers of children and AP involved, risk assessments stored appropriately etc. Schools should work through the system of controls	No pupils in Even Swindon attend dual settings. If a dual setting is considered for a child then this Risk assessment will be revisited and a RA for the child will be written.	All staff and pupils

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
<p>groups. Smaller AP's may wish to adopt whole school bubbles as part of their control system in order to best meet the needs of their students</p>	<p>collaboratively enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum</p>	
<p>Shared equipment Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development Shared equipment</p>	<p>Shared books and games within the bubble, regular cleaning</p>	<p>All staff and pupils</p>
		<p><u>1st December 2021</u> One child who is temporarily placed in the SRP is now attending Tutoring sessions at a different site. This pupil is already in a smaller group setting whilst at school and contact with others is minimised</p> <p>Risk: Low</p>
		<p>Pupils will have their own stationery supplies which are kept in a tray on their desk at all times.</p> <p>Books that are read by pupils will remain in their tray and once finished will be placed in an "Isolation" box which will be moved out of circulation for 72 hours. The same rule will be in place for all reading books that are taken home, they will be placed in the isolation box. All books in the box will be wiped at the end of the 72 hour period.</p> <p>In Early Years classrooms, only easy cleanable resources will be used that can either be sprayed and wiped regularly, or put through washing machine or dishwasher or soaked in sterilising fluid.</p> <p>There are Toucan Eco cleaning sprays and cloths in all classrooms and staff are expected to wipe down surfaces throughout the day. EY staff will wipe down equipment regularly during the day.</p> <p>1st September 2021: resources can now be shared and used with no need to quarantine.</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
	Risk: Medium	
	Resources shared between bubbles, for example sports, art and science equipment. Cleaned frequently and meticulously and always cleaned between bubbles that use them, or rotated to be left unused and out of reach for 48 hours (72 for plastics)	Any Sports equipment that is used will be sanitised at the end of each session by teachers, school staff and sports coaches. Risk: Medium
	Outdoor equipment should be cleaned more frequently, also applies if indoor or outdoor equipment is used by wraparound care providers	Outdoor play equipment will remain cordoned off and will not be used, as it is not possible for it to be cleaned in between bubble usage. <i>1st September 2021: All outdoor play equipment can now be used.</i> Risk: Low
<p>Transport</p> <p>Dedicated transport</p> <p>The two or one metre plus social distancing will not apply on dedicated school transport from the autumn term.</p> <p>The majority of arrangements and protective measures will be managed by the transport provider, for example additional cleaning of vehicles</p>	<p>You may want to consider supportive actions:</p> <p>Hand sanitiser use before boarding/disembarking – discuss with transport provider</p> <p>Assisting with organisation of queueing and boarding</p> <p>Sufficient distancing between vehicles on your site</p> <p>Assisting with compliance for use of face coverings where appropriate and needed (children over the age of 11, for example if they are likely to come into very close contact with people outside of their group or who they do not normally meet)</p>	<p>All pupils arriving at Even Swindon will sanitise their hands as they enter the classroom/building.</p> <p>Social distancing will be monitored by Even Swindon staff when pupils disembark and board school transport at start and end of day.</p> <p>Although regulations and guidance changed during September about the use of face coverings for pupils over the age of 11 whilst travelling on transport, as there are no pupils at Even Swindon are over 11 so face coverings will not be required.</p> <p>If a parent of a child requests that they wear a mask, this will be discussed and considered on an individual basis.</p> <p>Risk: Low</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
<p>Wider public transport Use of public transport by pupils, particularly at peak times, should be kept to an absolute minimum</p>	<p>Schools should work with partners to consider staggered start times to enable more journeys to take place outside of peak hours. (whilst recognising this option will be more feasible in some circumstances than others) Encourage parents, staff and pupils to walk or cycle to school Consider adopting/using walking buses</p>	<p>Staggered start and end times for different year groups as above. Parents & pupils will be encouraged to walk or cycle to school where possible. All staff and pupils will sanitise hands as they enter the building as above. Risk: medium</p>	<p>All staff and pupils</p>
<p>Attendance School attendance will be mandatory from the beginning of the autumn term, usual rules on attendance apply. Where children are unable to attend as parents are following clinical or public health advice absence will not be penalised</p>	<p>Communicate clear and consistent expectations to families and any other professionals who work with the family where appropriate throughout the summer and ahead of the new school year, requirements of attendance and that measures will be taken to support families to ensure their child returns to school at the earliest opportunity and where necessary sanctions will include fines recommending. Ensure registers are maintained as usual CME policy is applied if children are not seen Continue to notify the child's social worker, if they have one, of non-attendance. Ensure the school leaver process is followed by completing the normal on-line form should the school be informed any parent/carer would like to Electively Home Educate their child.</p>	<p>Information about statutory attendance has been provided to parents in the information letter sent out on 13th July and newsletters. Reminders and newsletter will be sent out during August. Register process has been maintained and will continue as normal. First day calling has been maintained and will continue as normal and procedures following this will continue. Risk: Low</p>	<p>All staff and pupils</p>
<p>Shielded community The majority of pupils will be able to return to school:</p>	<p>Should a pupil be unable to attend school because they are complying with clinical and/or public health advice schools should</p>	<p>Remote education will be provided as necessary to maintain continuity of education. Strat SLT and Year Leaders will be responsible for developing this.</p>	<p>Teachers, September onwards</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
<p>Keep up to date with current advice on shielding 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</p> <p>https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield</p>	<p>immediately offer them access to remote education Schools should monitor engagement with this activity</p>	
<p>Pupils/families who are anxious about returning to school</p>	<p>Schools should put in place the right support to address concerns of children, parents and households about children returning to school and provide reassurance of the measures in place: Pupils who have been shielding Living in households where someone is clinically vulnerable Concerns regarding those from BAME backgrounds Concerns relating to certain conditions for example diabetes and obesity</p>	<p>Return arrangements and social distancing requirements have been communicated to all staff and all pupils to reassure them that this will be maintained in September.</p> <p>Anyone with concerns are able to contact the headteacher to discuss arrangements If they wish to do this. This information was given to parents in the first newsletter that was sent out to all parents at the start of September.</p> <p>Risk: Low</p>
<p>Identify pupils who are reluctant or anxious about returning or who are risk of disengagement</p>	<p>Develop plans for re-engaging them This could include disadvantaged and vulnerable children Children who were persistently absent prior to the pandemic Children who have not engaged with school regularly during the pandemic</p>	<p>An on-site meeting with the parent and pupil will be arranged, including a walk around and a conversation to reassure and explain the safety measures that have been put in place.</p> <p>STRAT SLT</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
<p>Workforce The government expects that most staff will attend school Generally the advice is that those who can work from home should do so. Recognising that this will not be applicable to most school staff, but where a role may be conducive to home working for example, some administrative roles, school leaders should consider what is feasible and appropriate People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</p>	<p>Continue to notify the child's social worker, if they have one, of non-attendance</p> <p>Consider those for whom home working will continue to be relevant Clinically vulnerable or extremely clinically vulnerable Those that received a shielding letter are now advised they can return to work as long as they maintain social distancing School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school here it is possible to maintain social distancing</p>	<p>All staff will return to school full time with the social distancing measures in place and followed.</p> <p>A specific timetable for some administration staff has been put together to reduce the numbers of staff working in one office at any one time. However, this is limited as most school administration requires some attendance at school to be completed.</p> <p>Risk: Low</p> <p>All staff</p> <p>Business manager and HR manager</p>
<p>Staff who are pregnant Pregnant woman are in the clinically vulnerable category and are advised to follow the relevant guidance https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</p>	<p>Consider who this effects on your staff team</p>	<p>There are no known pregnancies at this time but the relevant guidance will be followed should this be required.</p> <p>January 2021: Those members of staff who have notified us with a pregnancy have had an individual risk assessment completed with them.</p> <p>March 2021: This will be reviewed with the member of staff in light of all children returning to school on 8th March.</p> <p>School will follow all guidance published by The Royal College of Obstetrics and Gynaecology (RCOG). This can be found here: occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation</p> <p>All staff</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
		<p>or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it.</p> <p>Risk: Low</p>	
<p>Staff who may otherwise be at increased risk from COVID -19</p> <p>Some people with particular characteristics may be at comparatively increased risk from COVID-19</p> <p>People who live with those who have comparatively increased risk for COVID-19 can attend the workplace</p>	<p>If people with significant risk factors are concerned schools should discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate Consider who this may effect and demonstrate planning</p>	<p>All staff have had meetings about returning to work and the opportunity to raise any concerns that they have with their immediate leader and also the headteacher.</p> <p>Whole staff zoom meeting 10th July.</p> <p>Any specific concerns have been addressed accordingly.</p> <p>There are currently no staff who require additional support or need an individual risk assessment but this will be monitored and amended if necessary.</p> <p>January 2021: Those staff who have been identified as being at more risk has had an individual risk assessment completed with them.</p> <p>Risk: Low</p>	<p>All staff</p>
<p>Supporting staff</p> <p>Governing Bodies and school leaders should have regard to staff (including head teachers) work-life balance.</p> <p><i>Employers have a duty of care to their employees and this extend to their mental health</i></p> <p><i>Information about the extra mental health support for pupils and teachers can be found here</i></p> <p>https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p>	<p>Schools should communicate to all staff the measures they are proposing putting in place and involve staff in that process.</p>	<p>Whole staff meeting taken place (Friday 10th July) to inform staff of measures being put into place.</p> <p>Regular weekly feedback to staff from SLT meetings and monitoring of workload for all staff (via a questionnaire)</p> <p>Catch up meeting of SLT in August which will then be disseminated to staff.</p> <p>Risk: Low</p>	<p>STRAT SLT</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
<p>free helpline from the Education Support Partnerships https://www.educationsupport.org.uk/</p>		
<p>Staff taking leave Staff will be taking leave over the summer period which may involve travelling abroad. Some countries require a quarantine on return. Latest guidance should be checked on the Gov website</p>	<p>It is recommended that school leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term. Where it is not possible to avoid a staff member having quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p>	<p>Email sent to all staff requesting information in relation to this. Meeting taking place with these staff on Wednesday 15th July to do through DFE guidance and SBC policy. AL- all staff who are due to travel abroad have met with the Headteacher and asked to inform. If any of their circumstances change or if they are required to quarantine when they return, then SBC policy guidelines will be followed. SEPT: this policy and guidance will remain in place for the October Half Term should any staff be intending to go on holiday abroad. OCT Half Term: staff have been asked to let HT know if travelling abroad during half term. Risk: Low</p>
<p>Consider whether the school may have children visiting countries required to quarantine</p>	<p>Ensure remote education is available on their return</p>	<p>Remote education is available for any child requiring it from 1st September. Risk: Low</p>
<p>Staff deployment Schools may need to alter the way in which they deploy their staff more flexibly to welcome back all pupils at the start of the autumn term</p> <p>It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens.</p>	<p>Managers should discuss and agree any changes to staff roles with individuals If all immediate options have been pursued and you still have concerns about your staff capacity talk to your LA or Trust.</p>	<p>Even Swindon has a wide range of staff and all have been deployed in their current roles. Risk: Low</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
<p>DfE workload reduction toolkit https://www.gov.uk/guidance/school-workload-reduction-toolkit</p>		
<p>Deploying support staff and accommodating visiting specialists Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistance and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</p> <p>Any redeployments should not be at the expense of supporting pupils with SEND.</p> <p>Education endowment Foundation guidance on making the best use of teaching assistants https://educationendowmentfoundation.org.uk/tools/guidance-reports/making-best-use-of-teaching-assistants/</p>	<p>Consider: Support staff capacity Using support to catch up provision or targeted groups Teaching assistants may be deployed to lead groups or cover lessons, under direction and supervision of a qualified, or nominated, teacher</p>	<p>All required support for pupils with SEN has been put in place by deploying additional adults accordingly. Specialist staff, such as speech therapists for the SRP pupils will be able to visit school providing they are not attending multiple sites; this will be discussed with them by SB. NOVEMBER: Currently the speech therapists are not attending school and all speech therapy sessions are being carried out via Teams. This will be reviewed for Term 3. JANUARY: This will continue for Term 3 & 4 and will be reviewed for Term 5. MAY: This will continue for Term 5 & 6 and will be reviewed for the new academic year. 1st September 2021: SRP Lead is meeting with the speech therapists this week and it is expected that the 1:1 sessions in school will recommence from next week.</p> <p>Reviewed on 15/10/20 and amendments made above with regard to visitors to school. Risk: Low</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
	<p>The Headteacher should be satisfied that the person has the appropriate skills, expertise and experience to carry out the work and discuss and agree proposed changes in role or responsibility with the member of staff</p>	<p>Staff are allocated on a basis of their skills set and expertise.</p> <p>Risk: Low</p>	
	<p>Safe ratios must be met Specific training undertaken</p>	<p>All staff ratios are met. Where team teach may be required, adults supporting the child have undertaken the relevant training.</p> <p>Risk: Low</p>	
Volunteers	<p>Volunteers should be properly supported and given appropriate roles Checks and risk assessments should continue as set out in KCSiE Part 3 Under no circumstance should volunteers who have not been checked work in regulated activity Mixing of volunteers across groups should be kept to a minimum Volunteers should remain 2 metres from pupils and staff where possible</p>	<p>Volunteers will not be allowed in to school at this time, as per the guidance on visitors to school.</p> <p>16th June 2021: A volunteer has been cleared to work in school, but this is specifically on the allotment project and will be outdoors only, not within the school building. As per staff, a negative LFT test will need to be undertaken no less than 72 hours before attending any sessions at school and the results provided on arrival.</p>	
<p>Deploying staff appropriate checks See part 3 KCSiE (2020 version for use in September also in this link) This includes volunteers https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p>	<p>Headteachers should ensure only those with appropriate checks are allowed to engage in regulated activity</p>	<p>All Safeguarding procedures with regard to visitors, adults from other organisations or visitors will be followed at all times.</p> <p>Risk: Low</p>	All staff
<p>Recruitment Recruitment should continue as usual.</p>	<p>Recruit remotely over the summer period</p>	<p>All recruitment processes will continue as necessary using remote practices as we have been doing.</p>	All staff

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
<p>DfE blog provides information on the experience of implementing interviews remotely and advice that can be sent to candidates on how to prepare for remote interviews https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/ https://teaching.blog.gov.uk/2020/06/12/attending-your-first-remote-interview/</p> <p>safeguarding checks can be carried out remotely as set out in COVID 19 safeguarding in schools https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers from the autumn term checks will revert to being carried out in person</p>	<p>Schools must adhere to the legal requirement regarding pre-appointment checks</p> <p>Consider NQT's starting in the autumn term</p>	<p>(Socially distanced interviews will take place on site if required.)</p> <p>Risk: Low</p>	

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
<p>Supply teachers and other temporary or peripatetic teachers Advice includes supply staff, peripatetic teachers, sports coaches and those engaged to deliver before and after school clubs. Schools can continue to engage supply teachers and other supply staff during this period <i>Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors where possible</i></p>	<p>Supply staff, visitors and peripatetic teachers will be expected to comply with the school's arrangements for managing and minimising the risks Particular care to maintain distance from other staff and pupils Minimise the number of temporary staff entering the schools premises</p>	<p>Sports coaching via Swindon School Sport Partnership will continue in September, with arrangements and distancing rules to apply as per all of school activity. Teaching assistants assigned to the specific bubble will remain with the pupils whilst they are with the sports partnership personnel and will be responsible for ensuring the social distancing measures are followed. Sports partnership staff themselves are also responsible for this. Any school equipment that is used will be sprayed and cleaned by school and sports staff after use. All sessions will take place outside – if the weather is not suitable, then the large Hawksworth hall may be used – touch surfaces will be cleaned down after use by the TA with the bubble. The risk assessment has been shared with the Sports Partnership group with a requirement that it is read and shared with all sports staff who will be at school. NOVEMBER: When any national restrictions or local restrictions specific to our area are put in place, the school will follow all guidelines it is given. With the new national restrictions starting on 5th November, the school will suspend the two planned sport after school clubs and review the provision when restrictions end.</p> <p>Supply Teachers will not be used</p> <p>From term 2: a peripatetic music teacher from Swindon Music Service will be attending to teach drumming to Year 2. Each class will undertake 10</p>	<p>All staff and pupils</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
		<p>weeks, the drums will be named so each child uses their own drum each week and will be sprayed and cleaned by the TA and at the end of each session will be thoroughly cleaned by the TA to be ready for the next group to start. There will be at least 72 hours between the change of the class groups after ten weeks. These sessions will take place in Hawksworth hall, will be taught in a COVID safe manner and suitably distanced and organised by the Year group leader. The Music teacher will complete the school track and Trace form and this will be kept on site continually until the end of all of the sessions in case required.</p> <p>17th May 2021: Peripatetic music teachers will be permitted at school to undertake 1:1 music tuition. For the moment this has been limited to drumming lessons and guitar lessons, which will take place on the Brunel Hall balcony and Piano lessons which will take place in the Food Tech room (where piano is located). During these lessons both the music teacher and the pupil will wear a face mask and the teacher will provide proof of a negative LFT test from the evening before as they arrive in reception (as this is required by the Music School Risk Assessment). As the children are not wearing masks in school, this mask must be kept with the child's musical instrument. The pupils taking drumming lessons will need to provide their own drum sticks for hygiene reasons.</p> <p>9th December 2021: it is now a requirement that all visitors, including educational visitors, contractors and parents, take an LFD test on the day of visiting</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
		<p>school which must be negative. This test must be registered on the government website and proof of this negative result is provided to school BEFORE coming. Any visitor without proof of a negative LFD will be refused entry to school buildings.</p> <p>Risk: Low</p>	
<p>Safeguarding KCSiE from September https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 COVID-19 –Safeguarding in schools, colleges and other providers https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers</p>	<p>Revisit the child protection/safeguarding policy to reflect the return of all pupils</p>	<p>Safeguarding training for all staff on 20th/21st July.</p> <p>Safeguarding policy to be updated for September, as per usual practice.</p> <p>1st September 2021: All staff training has been undertaken on 1st September and the policy has been updated.</p>	<p>Headteacher</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
Designated Safeguarding Leads	DSL's should be provided with more time especially in the first few weeks of term Agencies and services should prepare to work together to actively look for signs of harm	DSL and deputy DSLs share the workload. Risk: Low	Safeguarding team
School nursing	<p>Communicating with school nurses is important for safeguarding and supporting wellbeing</p> <p>Schools and school nurses need to work together to ensure delivery of the healthy child programme (which includes immunisation currently provided by Virgin Care), identifying health and wellbeing needs which will underpin priorities for service delivery.</p>	<p>School nurse support and engagement with school will continue as normal. At present school nurses are not visiting schools but if this changes then the current risk assessment and school practices will be shared with the school nurse.</p> <p>Risk: Low</p>	All staff and pupils
<p>Catering</p> <p>School kitchens are expected to be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including those eligible for benefits related free school meals or universal infant free school meals</p>	<p>School kitchens can continue to operate but must comply with the guidance for food businesses on COVID-19</p> <p>Consider whether there is sufficient resources for all children to return to school</p>	<p>Different work stations will be set up for 4 members of staff to work from. Passing points cannot be avoided in the kitchen so when a member of catering team has to pass another in the kitchen, then they will tell each other so that they can turn away whilst doing so. Good hand hygiene is always adhered to in the kitchen but an additional hand sanitising station will be position so that alcohol hand gel can be used upon entry.</p>	Catering Staff, All staff, pupils

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
<p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>	<p>The usual rigorous cleaning routine will be maintained and the use of aprons and gloves will be used in the usual preparations. These will be disposed of in the usual manner as above. (double black bagged).</p> <p>A limited menu will be offered in Term 1 to enable ease of preparation and ease of serving at table from behind pupils and to avoid face to face service.</p> <p>The use of take away containers has allowed food to be served without the need of face to face contact with kitchen staff. As this has been successful, the menu has been developed to include hot food instead of packed lunches and from October, a hot meal will be served to all pupils on a daily basis. This is still limited but will be developed accordingly.</p> <p>13th November: Although wherever possible a suitable distance between staff working is maintained in the kitchen, the one time this is not possible is at serving times, when two members of staff are side by side either at the servery hatch or hot food trolley. As this cannot be avoided, then catering staff have been provided with full face visors to wear at this time. Also, the rota will be organised so that the same members of staff (2 – Churchward, 3 – Brunel) will work together for the whole week Mon-Fri. These groupings will not change until the following Mon (giving a 72 hour gap between staff changes).</p> <p>Risk: Low</p>	

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
<p>Estates</p> <p>There is not an expectation for schools to make significant adaptations to their site to enable them to welcome all children back to school. It is not expected that schools will need to deliver any of their education on other sites (such as community centres/village halls)</p> <p>Review guidance https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>	<p>Usual checks completed, consider fire drills</p>	<p>All school H&S procedures have continued where appropriate and possible (with the exception of those companies who shut down). All school H&S procedures that were not able to take place during closedown have now been rearranged and will continue as normal. Fire drills will be set up and take place as would normally during Term 1.</p> <p>Risk: Low</p>	<p>All staff</p>
<p>Usual pre-term checks are undertaken to make the school safe If buildings have been closed or reduced occupancy water system stagnation can occur due to lack of use, increasing the risk of Legionnaires disease.</p> <p>See guidance above and links below: https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</p> <p>Additional advice from the Chartered Institute of Building services Engineers guidance on emerging from lockdown https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</p>	<p>In classrooms it will be important that schools improve ventilation (for example by opening windows)</p>	<p>School buildings will not be closed over the summer break School buildings will not be closed over the October Half-term break. All usual pre-term checks and H&S procedures will be undertaken before opening on 1st September. All ongoing H&S checks have continued throughout the term.</p> <p>Risk: Low</p>	<p>Site Manager Business Manager</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
<p>Once the school is in operation it is important to ensure good ventilation</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p>	<p>All classrooms have opening windows, and all on the ground floor have external opening doors. These will be opened to allow good ventilation whilst temperatures and weather permit.</p> <p>19 November 2020 Updated guidance has been issued on ventilation. The new government guidance now says:</p> <p>“Research shows that being in a room with fresh air can reduce your risk of infection from particles by over 70%, as fresh air dilutes the particles.</p> <p>As we spend more time indoors, experts are recommending that people either:</p> <ul style="list-style-type: none"> • open windows for short, sharp bursts of 10 to 15 minutes regularly throughout the day • leave windows open a small amount continuously <p>This is to remove any infected particles lingering in the room.”</p> <p>Following this guidance, classrooms will continue to be ventilated with windows open all day and then classroom doors open during break time and lunch time to completely refresh the air.</p> <p>1st September 2021: CO2 monitors will be provided by the government. As soon as these have been received, procedures will be followed on their use.</p> <p>Risk: Low</p>	<p>All staff, All pupils</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
<p>Educational Visits</p> <p>Government advice is against domestic (UK) overnight and overseas educational visits at this stage, but in the autumn term schools can resume non-overnight domestic educational visits.</p> <p>As normal schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely.</p> <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p>	<p>Schools will need to consider what control measure need to be used to ensure they are aware of wider advice on visiting indoor and outdoor venues.</p>	<p>No school visits are planned during Term 1 or Term 2 at the present time.</p> <p>Risk: Low</p>	<p>All staff</p>
<p>In the autumn term trips should include pupils with SEND where connected with their preparation for adulthood (for example workplace visits, travel training etc.) this should be done in line with protective measures such as keeping children within their consistent group, and the COVID 19 secure measures in place at their destination.</p>		<p>As above.</p> <p>Risk: Low</p>	<p>All staff</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
<p>Schools should make use of outdoor spaces in the local area to support delivery of the curriculum.</p>	<p>Schools should consider how pupil non – compliance is managed, taking mindful and considerate approach in relation to parents who may be experiencing financial pressures.</p>	<p>As above Risk: Low</p>	<p>All staff</p>
<p>School uniform It is for the governing body of a school to make decisions regarding school uniform. Schools are being encouraged to return to usual uniform polices in the autumn term. Uniforms do not need to be cleaned any more often than usual nor do they need to be cleaned using methods which are different from normal.</p>	<p>Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small consistent groups. Schools should advise parents to limit the number of different out of school activities for their children, school should encourage them to seek assurance that the providers are carefully considering their own measures and only use providers that can demonstrate this.</p>	<p>Even Swindon school uniform policy will resume in Term 1. Pupils will be expected to be a clean, smart uniform as usual. PE kit may be worn to school with tracksuit bottoms or leggings on the days of PE delivery, with the school PE top being worn, to avoid the need of changing unnecessarily.</p> <p>JANUARY 2021: As we are in the winter months, and following the guidance of PHE that rooms should be ventilated at all times, the following temporary changes to School Uniform policy have been made:</p> <p>Children will be able to wear</p> <ul style="list-style-type: none"> • their own trousers, warm joggers or jeans. Please can these be navy/blue or black and as plain as possible. • a vest, polo neck top or any layers under the school jumper. A school jumper or cardigan must be worn. 	<p>All staff, all pupils</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
		<ul style="list-style-type: none"> • A fleece jacket on top of the school jumper in class if the child is feeling cold. This fleece jacket can stay in school on the child's chair at all times. • If your child wants to wear boots then please make sure these are ankle boots and not high leg boots; no heels. • A plain snood for the child's neck <p>March 2021: Uniform changes are now stopped and all children are expected to be in school uniform at all times. The only exception is school shoes as it is recognised that it will have been very difficult for parents to purchase shoes for children through this times, so sensible footwear including trainers will be allowed.</p> <p>Risk: Low</p>	
<p>Extra-curricular provision</p> <p>Schools should consider resuming any breakfast and after school provision where possible from the start of the autumn term.</p> <p>There is a recognition that this will be logistically challenging for schools particularly for clubs that would normally offer support across year groups, where parents are using multiple providers or where childminders are picking up/dropping off pupils.</p>	<p>Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.</p>	<p>Breakfast club requirement questionnaire sent out to parents on 10th July to gauge interest in provision in Term 1.</p> <p>Depending on results of questionnaire, arrangements for breakfast club will be made for two halls, with one hall accommodating Year 1, Year 2 and Year 3, second hall accommodating Year 4, Year 5 & Year 6.</p> <p>Each year group will be separated onto different tables with no pupils facing each other. Pupils will remain at tables for the entirety of breakfast club and will not mingle and play as usual.</p> <p>Social distancing guidelines and rules will be adhered to.</p>	<p>All staff, all pupils</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
<p>Guidance for summer holiday childcare contains useful information when planning extra –curricular provision.</p> <p>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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>	<p>NOVEMBER: When any national restrictions or local restrictions specific to our area are put in place, the school will follow all guidelines it is given. With the new national restrictions starting on 5th November, the school will suspend the two planned sport after school clubs and review the provision when restrictions end.</p> <p>March 2021: Breakfast club will recommence on 8th March when school fully re-opens.</p> <p>After school Sports clubs only will be restarted after the Easter Break.</p> <p>Risk: Medium (as more than one year group bubble in hall together, but separated)</p>		
	<p>Schools should advise parents to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.</p>	<p>Include in newsletter to parents 16th July</p>	<p>Headteacher and all parents</p>
	<p>As with physical activity during the school day contact sports should not take place.</p>	<p>There will be no contact sports undertaken at school during this time.</p>	<p>All staff</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)		By when/whom
<p>Physical activity in schools Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Schools should refer to the following guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation https://www.sportengland.org/how-we-can-help/coronavirus https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf https://www.youthsporttrust.org/coronavirus-support-schools</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the</p>	<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports should not take place.</p>	<p>All PE and sports activities will take place within the classroom bubbles of pupils and wherever possible will take place in outdoor spaces. If indoor halls have to be used, this will be cleaned between use of different bubbles. This will be the responsibility of the staff in the bubble that has used the hall. The halls will be ventilated by opening doors and windows as much as possible.</p> <p>Risk: Low</p>	<p>All staff, all pupils</p>
	<p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p>	<p>As above</p> <p>Risk: Low</p>	<p>All staff, all pupils</p>
	<p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p>	<p>Even Swindon does not use any external facilities, with the exception of the local swimming pool.</p> <p>Swimming lessons will not resume in Term 1 and term 2.</p> <p>Risk: Low</p>	<p>All staff, all pupils</p>
	<p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures</p>	<p>External sports providers will be used for some PE activities as per usual school operation. All current COVID-19 restrictions, distancing and school procedures will be adhered to by all providers. COVID-19 risk assessment will be shared by EP/DG with external providers.</p>	<p>All staff, all pupils, external providers.</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
<p>list available at return to recreational team sport framework.</p>	<p>All current guidance on team sports will be followed by everyone at school. For Term 1 and 2 the school is not taking part in any team sports with other schools.</p> <p>March 2021: the external school sports providers will return to undertake school lessons and clubs on March 8th 2021.</p> <p>Risk: Low</p>	
	<p>Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.</p>	<p>Golden Mile activities will resume in Term 1. Break times and lunch times external breaks will continue as planned and as above. Parents/pupils will be encouraged to walk, scoot or cycle to school as much as possible.</p> <p>Risk: Low</p>
<p>Music</p> <p>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments, where dance and drama takes place or shouting. This applies even if individuals are at a distance.</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p>	<p>Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p>	<p>All staff, all pupils, external provider</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
		<p>class bubble in one of the school halls (well ventilated) or outside.</p> <p>Risk: Low</p>	
<p>Pupil wellbeing and support</p> <p>Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.</p> <p>https://www.gov.uk/guidance/teaching-about-mental-wellbeing</p>	<p>Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to:</p> <p>Support the rebuilding of friendships and social engagement</p> <p>Address and equip pupils to respond to issues linked to coronavirus (COVID-19)</p> <p>Support pupils with approaches to improving their physical and mental wellbeing</p>	<p>Pastoral and trained mental health staff are available in school. Remote meetings can be arranged for any pupils needing it.</p> <p>As much of a normal routine will be resumed in school as possible to provide children with familiarity. Mental health teaching resources are available for teachers to use as appropriate.</p> <p>Whole school ‘happiness’ and reconnecting activities are planned to rebuild the school community.</p> <p>Risk: Low</p>	All staff
	<p>Schools should also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible</p>	<p>As above with the addition of external support (TAHMS & Trailblazers) will be accessed if a pupil requires it.</p> <p>Risk: Low</p>	All staff
	<p>Schools should also consider support needs of particular groups they are already aware need additional help (for example, children</p>	<p>As above</p> <p>Risk: Low</p>	All staff

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom	
https://covid.minded.org.uk/	in need), and any groups they identify as newly vulnerable on their return to school.		
<p>Behaviour expectations Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules. Schools will need to work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs</p>	Schools should consider updating their behaviour policies with any new rules/policies setting clear, reasonable and proportionate expectations of pupil behaviour.	<p>The usual school behaviour policies will be in place and will be discussed, shared and agreed with all pupils and staff as always at the beginning of each academic year, with class and school rules in place. New restrictions on movement and behaviour will be incorporated into these policies and rules and the known, agreed and usual sanctions and rewards (good to be green system) will be in place. Additional COVID related behaviour expectations have been included in the behaviour policy and displayed in all classrooms. These have also been provided to parents and will be included in the September newsletter.</p> <p>Risk: Low</p>	All staff, all pupils
	Consider how to communicate rules/policies clearly and consistently to staff, pupils and parents,	As above Risk: Low	All staff, all pupils
	Consider how to build new expectations into their rewards system.	As above. Risk: Low	All staff, all pupils

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
<p>Contingency planning for outbreaks Swindon Covid 19 outbreak management plan - https://www.swindon.gov.uk/lomp</p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>In developing these contingency plans, Government expect schools to:</p> <ul style="list-style-type: none"> Use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations Give access to high quality remote education resources Select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use Provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access Recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum. 		
Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
School goes into partial lockdown (bubbles) (provision for key staff and vulnerable children)	Remote learning programme will be provided. RH will oversee and be responsible for this. Risk: Low	All staff

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
School goes into full lockdown (provision for key staff and vulnerable children)	Remote learning programme will be provided. As above, RH will oversee. Risk: Low	All staff
<p>Remote education support</p> <p>Schools are expected to have the capacity to offer immediate remote education.</p> <p>When teaching pupils remotely, government expects schools to:</p> <p>Set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects</p> <p>Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject</p> <p>Provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos</p> <p>Gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work</p> <p>Enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding</p> <p>Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers</p>	A remote learning plan will be provided ensuring resources are available on the school website and paper copies outside school (for children who cannot access online learning.)	All teachers

<p>Curriculum</p> <p>Review curriculum expectations, catch-up support, in guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools (Music, Physical activity in schools, Pupil wellbeing and support and behaviour expectations are included in the risk assessment above)</p>
<p>Detail any risks or difficulties:</p> <p>All risks and difficulties have been included in the specific sections above, which have been amended and reassessed with new guidance 22nd September 2020.</p>

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
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Assessment and Accountability
 Review information in guidance <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Detail any risks or difficulties:

All risks and difficulties have been included in the specific sections above.

SBC Review comments:

A very thorough review thank you, we have added some comments for consideration (see Review comments).

Reviewed by: Charlotte Jenkin, Bernice Weiss	Date: 21/07/20
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Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
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APPENDIX 1: Guidance received from the Covid Response Team at Swindon Borough Council on 5th January 2022 with regard to testing requirements, isolation periods and the possibility of this ending early following two negative LFD tests.

If you have COVID-19 symptoms or have received a positive COVID-19 test result

Stay at home and self-isolate

If you develop symptoms of COVID-19, stay at home and self-isolate immediately. If you have a positive test result but do not have [symptoms](#), stay at home and self-isolate as soon as you receive the results. You should do this even if you have received one or more doses of COVID-19 vaccine.

Other people in your household might need to isolate too. Please see section below for information [on what the other members of your household need to do](#).

[Arrange to have a PCR test by ordering it online](#) or by calling 119 if you have not already had one. Stay at home while you are waiting for a home test kit, a test site appointment or a test result. You can leave your home in a few specific circumstances, but do not go to work, school, or public areas and do not use public transport or taxis. See circumstances in which [you can leave home](#).

If you need to leave your home to get to a test site, wear a face covering, stay at least 2 metres apart from other people who you do not live with, and return home immediately afterwards.

If you are notified by NHS Test and Trace of a positive test result you must complete a period of self-isolation. Your isolation period starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your positive LFD or PCR test was taken, whichever test was taken first. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days.

This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), your isolation period ends at 23:59hrs on the 25th of the month.

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.

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.

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
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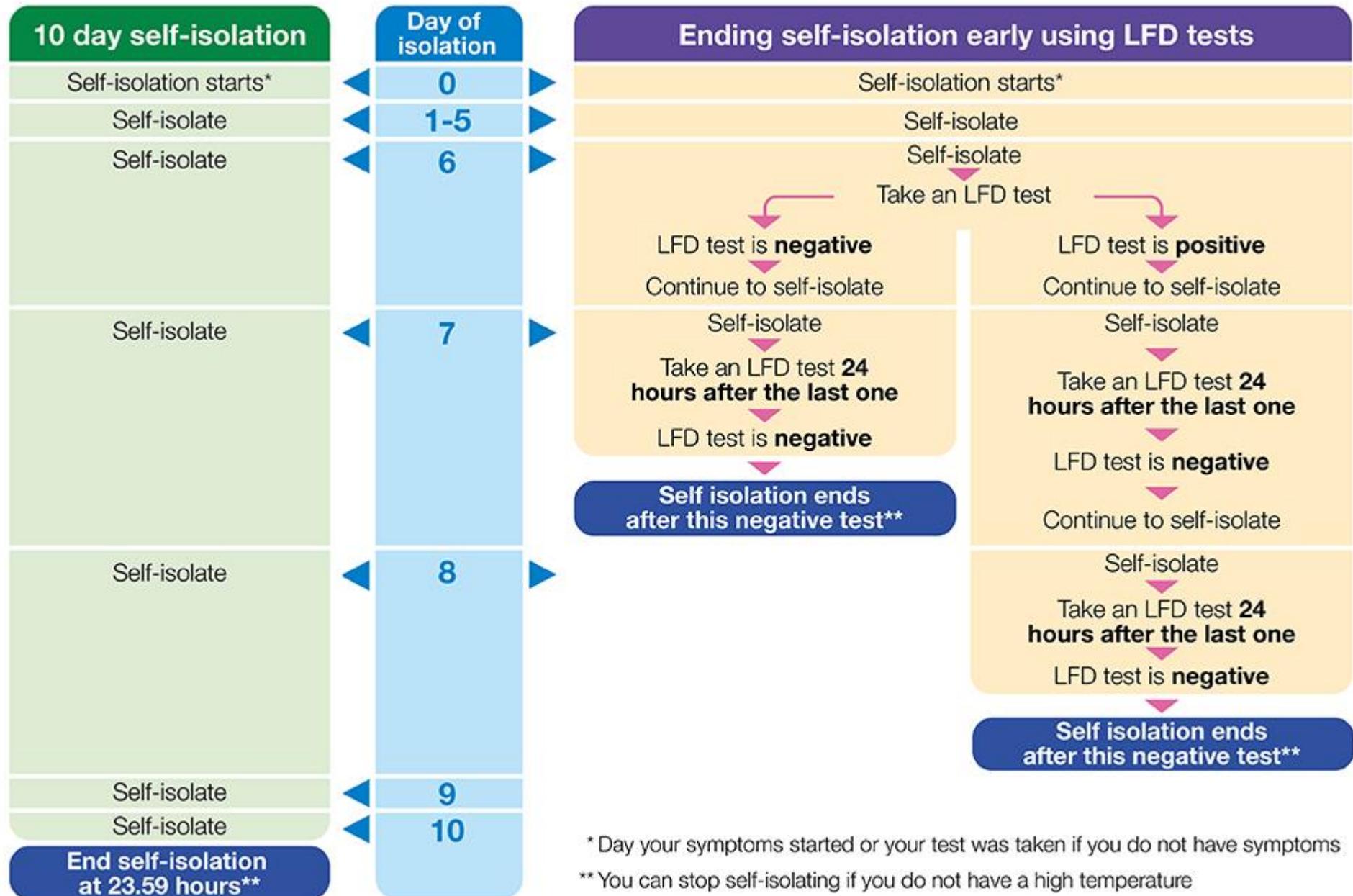
[Report your LFD test results after taking each test](#)

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.

This guidance also applies to children and young people who usually attend an education or childcare setting.

Examples of when to end self-isolation if you have had COVID-19 symptoms or have received a positive COVID-19 test result

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
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Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
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This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), you may take daily LFD tests from the 21st of the month. If your LFD test results are negative on the 21st and 22nd, and you do not have a high temperature, you may end your isolation period after the negative test result on the 22nd of the month.

If both your LFD test results are negative, it is likely that you were not infectious at the time the tests were taken. To further reduce the chance of passing COVID-19 on to others, if you end your self-isolation period before 10 full days you are strongly advised:

- to limit close contact with other people outside your household, especially in crowded, enclosed or poorly ventilated spaces
- to work from home if you are able to
- in addition to venues where it is a legal requirement, to wear a face covering in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people
- to limit contact with anyone who is at higher risk of severe illness if infected with COVID-19
- to follow the [guidance on how to stay safe and help prevent the spread](#)

You should follow this advice until 10 full days from when your self-isolation period started.

You should not take any more LFD tests after the 10th day of your isolation period and you may stop self-isolating after this day. This is because you are unlikely to be infectious after the 10th day of your isolation period. Even if you have a positive LFD test result on the 10th day of your self-isolation period you should not take any more LFD tests after this day. If you are concerned you may choose to keep following the above advice until 14 days after the start of your self-isolation period.

There is additional [guidance for those working in health and social care settings](#).

If you are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your isolation period, start a new isolation period from the day your symptoms start.

If you develop COVID-19 symptoms at any point after ending your first period of isolation you and your household should follow the steps in this guidance again.

Most people with COVID-19 will experience a mild illness. Seek prompt medical attention if your illness or the illness of someone in your household is worsening.

Stay as far away from other members of your household as possible. Wherever possible, avoid using shared spaces such as kitchens and other living areas while others are present and take your meals back to your room to eat. Wear a [face covering](#) or a surgical mask when spending time in shared areas inside your home.

Theme/key actions/measures	Action/mitigations and Risk measure (low, medium high)	By when/whom
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Take exercise within your home, garden or private outdoor space. Follow the general advice to [reduce the spread of the infection](#) within your household.

It may be difficult for some people to separate themselves from others in their household. Not all these measures will be possible if you are living with children or have caring responsibilities but follow this guidance to the best of your ability in these circumstances.

If you receive a request by text, email or phone to log into the [NHS Test and Trace](#) service website you should do this. You will be asked about when your symptoms started. You should provide this information because it will be used to identify who has been in contact with you while you have been infectious.

You will be asked about your recent contacts so that they can be given public health advice. They will not be told your identity. It is very important that you provide this information, as it will play a vital role in helping to protect your family, friends and the wider community.