

**ALL MEMBERS OF STAFF, AND GOVERNORS HAVE CONTRIBUTED TO THIS ACTION PLAN AND HAVE AGREED IT**

**ACTION PLAN TAKES INTO ACCOUNT ALL UNION GUIDELINES**

<b>COVID 19: Practicalities Plan – 23 January 2021</b>		
<b><u>Social Distancing</u></b>		
<b>Issue / Risk</b>	<b>Actions Needed / Points to consider</b>	<b>Success Criteria</b>
<b>Increase in cases of COVID in the community. New Variant –more infectious strain and children are more involved in the transmission than was previously thought. National Lockdown from 06/01/2021</b>		
<b>Number of people in school at one time / risk of cross contamination in relation to the number of people on site</b>	<ul style="list-style-type: none"> <li>• School has now moved to remote learning except for CWV (31 children in school split into 3 bubbles. Staff on rota to supervise children, rest providing remote learning/working from home)</li> <li>• Ongoing Health and Safety check of building completed and relevant updates discussed with all staff and governors.</li> <li>• Divide school into 3 year group bubbles – bubbles to have separate entrances, playtimes, lunchtimes. (Siblings can be in separate bubbles).</li> <li>• Children will use external classroom doors to minimise use of corridors / shared spaces.</li> <li>• Keep windows open where possible to aid ventilation – including toilets</li> <li>• Movement of pupils around the school is minimised – No paper attendance registers – all online. Dinner register to be completed over the phone with office staff. Staff not to send children to different year groups to show work/behaviour sanctions. Keep children in their year group bubbles as far as possible</li> </ul>	A limited number of people on site will reduce infection rates and cases of the virus.
<b>Drop off and collection times / cross contamination at drop off and collection times</b>	<ul style="list-style-type: none"> <li>• Reduce number of adults on site and minimise adult to adult contact – one adult only to bring children to school and to drop off at designated school gate – SLT on each gate (Y1 top gate, Y2 office gate, Reception car park)</li> <li>• ALL STAFF AND PARENTS TO WEAR FACE COVERINGS ON THE GATE AND CONSTANT REMINDERS SENT</li> <li>• start time – 9.10am, finish time 3.20pm</li> <li>• Breakfast club/After school club – running in Junior School</li> <li>• Collection from designated gate exercising social distancing rules between at 3.20pm. Late children to be taken back to class NOT to office area.</li> <li>• Encourage parents to vacate area as soon as child has been collected and to observe social distancing whilst waiting to collect.</li> <li>• All children to wash their hands on arrival to school and frequently throughout the day.</li> </ul>	A limited number of people on site will reduce infection rates and cases of the virus.

<p><b>Parents /</b> increased risk of cross contamination in relation to the number of people on site</p>	<ul style="list-style-type: none"> <li>• Preference to call office or email rather than face to face contact.</li> <li>• Only essential face to face parent meetings – by appointment only and socially distanced.</li> <li>• No parent meetings / workshops / assemblies / productions / Terrific Tuesdays etc. (unless guidance allows)</li> <li>• All communication to parents is available on the school website</li> <li>• Parents are kept up to date with guidance and school’s expectations</li> <li>• Key messages in line with government guidance are reinforced via email / text / schools website</li> </ul>	<p>Minimise face to face conversation in order to promote social distancing resulting in less spread of the virus on the school site.</p>
<p><b>Playtimes and Lunchtimes /</b> cross contamination in relation to play times and lunch times</p>	<ul style="list-style-type: none"> <li>• Staggered playtimes in big playground by year group- arranged by Year group leaders. Year groups to be kept separate as far as possible. KS1- play in large playground. Reception – outdoor area.</li> <li>• Staggered lunchtimes due to Covid  <b>EYFS:</b> eat / in hall 12.00 then outside until learning at 1pm  <b>Year 1:</b> collect lunch from hall 11.50 then eat in classrooms. Play inside until 12.45 then play outside 12.45-1.15. Commence learning 1.15.  <b>Year 2:</b> 11.45- Children collect lunch from hall - eat/stay in classroom play outside 12.15-12.45, then play inside until 1.15. commence learning 1.15. Caretaker to Hoover classes 4 and 7 after eating/ TA to disinfect tables  Support staff take breaks as arranged with their bubble partner</li> <li>• Children to bring own individual named water bottles which also need to be used at lunchtime.</li> <li>• Staff breaks lunchtimes – ensure social distancing rules maintained as far as possible and use common sense. Face coverings used where required</li> <li>• Gym equipment in playground to be disinfected in between each session by the TA of the class leaving. Separate outdoor equipment boxes for Year 1 and 2. Year group leaders to organise.</li> </ul>	<p>Limited number of children /staff mixing will reduce the risk of cross contamination in order to reduce infection rates.</p>
<p><b>Meetings /</b> increased risk of cross contamination in relation to the number of people in an enclosed space</p>	<ul style="list-style-type: none"> <li>• Limit face to face staff meetings – if needed hold in the hall so can social distance. Virtual where possible.</li> <li>• SLT– split into 2 bubbles.</li> <li>• Focus on safeguarding / well-being and mental health of staff and children</li> <li>• Governor meeting – remain virtual.</li> </ul>	<p>Limited number of people in a confined space will reduce the spread of infection and risk of catching C19</p>
<p><b>Visitors / Contractors /</b> increased risk of cross contamination in relation to the number of people on site</p>	<ul style="list-style-type: none"> <li>• Limit visitors to site – only essential.</li> <li>• Essential visitors complete disclosure form including mobile number for test and trace</li> <li>• Hand sanitiser on entry.</li> <li>• Signage to be displayed clearly around the school eg ‘no go areas’ ‘please keep 2 metres apart’ ‘no parents beyond this point’</li> </ul>	<p>A limited number of people on site will reduce infection rates and cases of the virus.</p>
<p><b>PPE recommendations /</b></p>	<ul style="list-style-type: none"> <li>• Government guidelines are that staff wear PPE for direct intimate care / dealing with a child/adult with symptoms</li> </ul>	<p>Reduced spread of infection and risk of catching C19</p>

<p>Direct exposure to the virus</p>	<ul style="list-style-type: none"> <li>• All staff have been instructed on how to put on and remove PPE carefully to reduce contamination and also how to dispose of them safely</li> <li>• Staff are reminded that the wearing of gloves is not a substitute for good hand washing</li> <li>• Face coverings are not recommended for children in infant schools.</li> <li>• PPE is available for all staff to wear whenever they need/wish.</li> </ul>	
<p><b>Toilets</b> / risk of cross contamination in relation to the number of people in an enclosed space</p>	<ul style="list-style-type: none"> <li>• 20 second hand washing after each visit and throughout the day at regular intervals.</li> <li>• Windows/doors to be opened where possible</li> <li>• Additional cleaning throughout the day and enhanced cleaning in evenings</li> <li>• All children to use their own bubble toilet.</li> <li>• After lunch staff to spray toilet seats, flush and taps with antibacterial spray.</li> <li>• Staff toilets – one in one out</li> </ul>	<p>Limited number of people in a confined space will reduce the spread of infection and risk of catching C19</p>
<p><b>Extra cleaning and sanitisation will be required to ensure the site is as safe as possible</b> / increased risk of cross contamination in relation to the number of people on site</p>	<ul style="list-style-type: none"> <li>• Deep clean of whole school arranged each half term – including all fabric chairs and classroom rugs across the school</li> <li>• 3 cleaners on site daily.</li> <li>• Caretaker responsible for disinfecting door handles, hard surfaces etc. throughout the day across the school.</li> <li>• Extra deep clean to be arranged if notified of positive case of C19.</li> <li>• Extra disinfectant available for all staff to use when desired to enable thorough and frequent cleaning of resources.</li> <li>• Hand sanitiser available throughout the school.</li> </ul>	<p>Reduced spread of infection and risk of catching C19</p>
<p><b>Positive case or symptoms of C19 in whole school community</b> / spread of the virus due to exposure on site</p>	<ul style="list-style-type: none"> <li>• No parent / child or visitor will enter the site if they have shown symptoms or have returned from a specific country abroad within the last 10 days, (unless they have evidence of a negative ‘test and release’, in which case it is reduced to 5 days).</li> <li>• If anyone, child or adult, becomes unwell with a new, continuous cough, high temperature or Anosmia, (loss of smell leading to loss of taste), they must be sent home and advised to follow guidance for households with symptoms, (self-isolate for 10 days and fellow household members should self-isolate for 10 days).</li> <li>• When waiting for collection child should be moved to an isolated room behind a closed door (Deputy office) – PPE should be provided for the supervising adult if 2m distance cannot be applied. Adult should ensure they wash their hand following guidance after being in contact with the child. (Adult does not need to take action for themselves unless they become unwell). Room will be deep cleaned after child has been sent home.</li> <li>• Adults and children displaying symptoms should be encouraged to be tested</li> <li>• PCR tests available to staff displaying symptoms</li> <li>• Pupils / adults / staff are aware of steps to take if they are members of their household display symptoms - including understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable</li> <li>• <b>If they choose NOT to take a test</b> they MUST self-isolate for 10 days</li> </ul>	<p>Reduced spread of infection and risk of catching C19</p>

	<ul style="list-style-type: none"> <li>• <b>If test is negative</b> they should return to school.</li> <li>• <b>If test is positive</b>, advice will be sought. Any positive cases will be reported to the LA/DfE.</li> <li>• Deep clean to be completed for the areas where contamination has occurred.</li> <li>• If a CWV child self isolates (test and trace but <b>not</b> symptomatic/positive test) child will move to remote learning.</li> <li>• If 1/all CWV bubbles needs to close, then children who are not ill/not symptomatic – will move to remote learning. This will include Oak Academy, athletics, reading eggs, letters and sounds and specific home learning activities from school curriculum. All children will be given access to Google Classroom and will include recorded teaching sessions, (if teachers are not ill / symptomatic).</li> </ul>	
<p><b>People coming into contact with a positive case of C-19 / spread of the virus due to exposure on site</b></p>	<ul style="list-style-type: none"> <li>• School must ensure that staff and parents understand the NHS track and trace process and how to contact their local health protection team.</li> <li>• School will ensure that staff / parents understand that they will to be ready and willing to: <ul style="list-style-type: none"> <li>* book a test if they are displaying symptoms</li> <li>* they must not come into school if they have symptoms</li> <li>* provide details of anyone they have come into close contact with if they test positive</li> <li>* self-isolate if they have been in close contact with someone who has tested positive for C-19</li> </ul> </li> </ul>	<p>Reduced spread of infection and risk of catching C19</p>

## COVID 19: Practicalities Plan – January 2021

### *Oversight of the Governing Body*

Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p><b>Lack of governors oversight during c19 crisis/leads to the school failing to meet statutory requirements</b></p>	<ul style="list-style-type: none"> <li>• The governing body continues to meet regularly via online platforms</li> <li>• Governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation</li> <li>• The Headteacher report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school response to C-19</li> </ul>	<p>GB is satisfied that the school has met the statutory requirements as well as an effective response to the C19 pandemic</p>

## COVID 19: Practicalities Plan – January 2021

### Staff

Issue / Risk	Actions Needed / Points to consider	Success Criteria
<b>Issues that may arise during lockdown/ due to increased testing and knowledge of positive cases:</b>		
<p><b>Staff shortages due to illness/track and trace alerts and self-isolation / quarantine / increased testing / School closure in relation to staff shortages</b></p>	<ul style="list-style-type: none"> <li>• Staff to inform Headship team if they receive NHS alert to self-isolate (test and trace)</li> <li>• If one adult in the bubble must self-isolate – the other adults within the year group (currently not on the rota) take responsibility of bubble – flexible and responsive deployment of staff. If teacher is isolating (not ill), teacher to continue to lead remote learning from home.</li> <li>• If no staff member available from year group– bubble closes – because of staff shortage – parents alerted by text. All children in bubble move to remote learning.</li> <li>• There should always be 1 person in the office – senior staff will cover in the short term – however if absence continues the situation will be reviewed after 5 days. Highly likely that school will need to be closed if both SLT bubbles have a positive case as the school cannot be run without SLT on site.</li> <li>• Ensure safe staffing levels at all times – member of Headship Team (DSLs), will be available each day. SENCO available on site / on the phone.</li> <li>• In the event of HT illness (unrelated to COVID) /self-isolation (test and trace) – DHT leads school. If DHT becomes ill (non Covid related) or needs to self-isolate due to test and trace- AHTs to lead school in their absence for no more than 10 working days. Chair of Governors to be informed of HT/DHT absence. HR/LA advice to be sought if HT/DHT unable to lead school for longer than 10 days.</li> <li>• Caretaker and cleaning staff to always be available to carry out routine jobs as well as additional hygiene requirements due to C-19.</li> <li>• Staff with particular vulnerabilities (eg pregnant women, those with diabetes, severe respiratory conditions etc are advised to follow Government/ local/ clinical guidance)</li> <li>• Shielding staff to work from home</li> </ul>	<p>Staff will be motivated; morale will be as high as it can be. The school community will begin to be rebuilt. Staff feel well supported during lockdown period.</p>
<p><b>Non-Caucasian staff well-being / increased risk of significant symptoms in relation to C-19</b></p>	<p>Non-Caucasian staff may be more at risk. Leaders are aware that there has been a higher number of deaths in non-Caucasian people due to Covid '19 compared to Caucasian and follow guidance on risk mitigation across the setting:</p> <ul style="list-style-type: none"> <li>• Hold confidential, individual Supervision meeting where needed to discuss concerns/adaptations/support</li> <li>• All staff have been offered Vitamin D testing / flu jabs and advised to take supplements if needed.</li> </ul>	<p>Staff will feel supported and as safe as possible within their role in school.</p>

<p><b>Anxiety amongst staff team re C-19 / low staff morale</b></p>	<ul style="list-style-type: none"> <li>• Leaders hold confidential, individual Supervision meeting discussions with members of staff if needed to reassure them and deal with any specific concerns.</li> <li>• Vitamin D testing / flu jabs has been offered to all staff.</li> <li>• PCR Tests freely available to all staff if required</li> <li>• Focus continues to be on well-being for staff</li> <li>• Signpost staff to free counselling, if anxieties are expressed, through Schools Insurance/ Education Support line</li> <li>• Leaders will be aware that some staff members may be experiencing difficult circumstances at home during current times and may require extra support</li> <li>• Staff are encouraged to focus on their own wellbeing</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage – including their workload</li> <li>• Staff briefings and training have included and will continue to include content on well being</li> <li>• Staff have been and will continue to be signposted to useful websites and resources</li> </ul>	<p>Staff will be motivated; morale will be as high as it can be. Staff feel well supported during the lockdown period</p>
<p><b>Staff / Governors need to be aware of the stress that HT / senior leaders are facing and need to be considerate. Many HT / senior leader are making some very difficult decisions and have to respond to a range of government guidance at very short notice / low staff morale</b></p>	<ul style="list-style-type: none"> <li>• Governors need to focus on the well-being of Headteacher and Senior Leaders</li> <li>• Governor reports will be streamlined as leaders need to be focussing on managing the current situation</li> <li>• Shorter Governor meetings – virtual until further notice</li> <li>• Check in calls for support to HT / Senior Leaders.</li> <li>• Preventative measures may need monitoring and adapting as situations change.</li> <li>• 2 competent people ensure that the preventative measure are meeting health and safety duties. (H&amp;S governor-SC, and Business Manager- RE)</li> </ul>	<p>HT / senior leaders will feel supported and they will feel as motivated and energised as is possible under the circumstances.</p>

**COVID 19: Practicalities Plan –January 2021**

***Maintaining expectations and routines for remote learning/CWV provision***

Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p><b>Ensure the expectations of the school, particularly remote learning and on-site behaviour remain consistently high / This will effect pupil well-being and morale</b></p>	<ul style="list-style-type: none"> <li>• Ensure onsite behaviour and remote learning expectations are consistently high across the school –SLT monitoring remote learning</li> <li>• Behaviour policy has been updated in light of C19 and is available on the school website</li> <li>• Continually reinforce Schools Values and Super-skills through remote learning and on-site provision.</li> <li>• Focus and emphasis on respecting each other both online and on-site</li> </ul>	<p>Remote learning routines are well established and engagement in the learning is high.</p> <p>Children and staff know what is expected of them during this lockdown period</p>
<p><b>Maintaining the highest level of hygiene / risk of cross contamination in relation to the number of people on site</b></p>	<ul style="list-style-type: none"> <li>• Children to wash their hands on arrival to school and regularly throughout the day</li> <li>• Children are taught the proper hand washing technique and timings – young children are supervised to wash correctly</li> <li>• Tables to be regularly disinfected throughout the day including before and after lunch</li> <li>• Good respiratory hygiene will be maintained using Catch it, Bin it, Kill it, to be adhered to – lidded bins in all areas of the schools and tissues available to all.</li> <li>• To ensure sufficient hand sanitiser stations in all areas of the school.</li> <li>• Frequently touched surfaces will be disinfected regularly (– more than normal)</li> <li>• Ensure sufficient soap and paper towels are available in all areas of the school</li> <li>• Deep cleans each half term</li> </ul>	<p>Reduced spread of infection and risk of catching C19</p> <p>School is compliant with health and safety regulations</p>

**COVID 19: Practicalities Plan – January 2021**

***Mental Health Concerns***

Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p><b>Pupils / staff mental health may be adversely affected during the lockdown period / This will effect well-being and morale</b></p>	<ul style="list-style-type: none"> <li>• There are sufficient numbers of trained staff around to support children / staff with mental health issues</li> <li>• There is access to designated staff for all pupils / staff who wish to talk to someone about well-being / mental health</li> <li>• Wellbeing / mental health is discussed regularly in communications with families</li> <li>• Resources / websites to support the mental health of pupils / staff and families are provided</li> <li>• PHSE Curriculum within remote learning– JIGSAW – updated planning and sessions/ recovery package linked to Covid (coronavirus / feeling safe / gratitude / bereavement / managing worries / connecting virtually with friends)</li> </ul>	<p>Mental health will be supported for all</p>

**COVID 19: Practicalities Plan – January 2021**

***Curriculum***

Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p><b>The curriculum will need to be adapted in the Spring Term and possibly beyond to ensure high quality remote learning</b></p> <p><b>Some children will not have access to a device to access remote learning/ wide gaps in progress and attainment</b></p>	<ul style="list-style-type: none"> <li>• Follow catch up curriculum plan via remote learning – (see website)</li> <li>• School funds use of Mathletics and Reading Eggs for all pupils in the school</li> <li>• Those that are digitally vulnerable are invited to on site provision or alternatively have the option to loan a tablet.</li> <li>• All children given access to Google Classroom through their USO and four hours of learning is uploaded daily for every child. The use of Purple Mash and Busy Things to supplement learning is available to all children.</li> <li>• A full curriculum is provided through Google Classroom including recorded lessons.</li> <li>• Children who receive on-site provision complete the same learning as those children working remotely.</li> <li>• Gaps in learning are assessed and addressed through revision of planning for remote learning informed by baseline and subsequent assessment</li> <li>• Internal moderation of remote learning led by Curriculum leader/SLT / LA moderator</li> </ul>	<p>The recovery / catch up curriculum will suit the needs of all children at this time ensuring any gaps in learning are addressed and vulnerable children (digital or otherwise) are ensured full access.</p>



## COVID 19: Practicalities Plan –January 2021

### Safeguarding

Issue / Risk	Actions Needed / Points to consider	Success Criteria
<p>It is important to be aware that some children may be experiencing abuse or witnessing DV/family issues eg loss of employment etc during the current lockdown. (We know there has been a significant rise in DV) / Risk of increased levels of harm to children</p>	<ul style="list-style-type: none"> <li>• Safeguarding Policy updated in line with guidance, special Covid addendum added</li> <li>• All children will receive welfare calls – usually 1 a week, however those identified as vulnerable by the school will receive 2 or more.</li> <li>• DSLs to continue virtual meetings regarding safeguarding (eg: conferences, core group etc.).</li> <li>• Ensure there is a high focus on creating a safe environment</li> <li>• Ensure that all children have access to trusted adults who are able to listen and respond effectively.</li> <li>• Use of family counsellor to make welfare calls</li> <li>• All staff have received extra safeguarding briefing on how to respond to disclosures.</li> <li>• Operation Encompass – school will receive alerts if there have been family incidents involving the police</li> <li>• Headship team email to remain accessible to all parents / carers to alert school if they are in need of support.</li> </ul>	<p>Systems are well established to deal with issues of disclosure</p> <p>Children have access to a member of staff to talk to that they feel comfortable with about any issues that concern them</p> <p>All staff have received extra safeguarding briefings so they are very alert to certain issues</p> <p>Staff are alert to any triggers that may need further action from welfare calls</p> <p>Support available for families facing difficulties.</p>
<p>It is important that we are alert to children who may not have come under the radar before, and be aware that some may have suffered significant harm during this time / Risk of increased levels of harm to children</p>		
<p>Children / staff may have experienced a bereavement / Staff / children may not function as effectively due to emotional trauma</p>	<ul style="list-style-type: none"> <li>• Teachers may access the free MindEd Learning platform for professionals which includes a C-19 staff resilience hub with materials on peer support, stress, fear, trauma and bereavement.</li> <li>• Support is requested from other organisations when necessary – e.g. EP service, SAS insurance</li> <li>• Be transparent and direct when talking about bereavement – follow Bereavement Policy.</li> <li>• Use of school counsellor to talk about worries and issues during the lockdown period</li> </ul>	<p>Staff are fully prepared to support any individual who has been directly affected by Covid 19</p>
<p>We need to be aware that any illness of family members / friends will become a</p>		

source of anxiety for children / Staff / children may not function as effectively due to emotional trauma		
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COVID 19: Practicalities Plan – January 2021		
<i>Special Education Needs</i>		
Issue / Risk	Actions Needed / Points to consider	Success Criteria
<b>SENd children may experience additional issues during these time:</b>		
<p>The impact of all these issues may be even greater with children with SENd / wide gaps in progress and attainment</p> <p>There are likely to be issues with managing transition back into school / behaviour routines may not be adhered to</p>	<ul style="list-style-type: none"> <li>• Inclusion Leader to lead differentiated remote learning for SENd children who need significant level of differentiation.</li> <li>• Adaptations / special arrangements to the curriculum may need to be considered. Additional welfare calls if required</li> <li>• Behavioural Support Plans/Risk assessments will be constantly reviewed in light of current, evolving situation.</li> <li>• If children cannot follow instruction to be safe in the current situation for onsite education for CWV, further discussions will be held with the parents</li> <li>• Children/families will be signposted to relevant support according to need.</li> </ul>	<p>Children with SENd are able to access remote learning at their own level</p>

COVID 19: Returning to School: Practicalities Plan –January 2021		
<i>Costs of the Schools response to C-19</i>		
Issue / Risk	Actions Needed / Points to consider	Success Criteria
The cost of additional measures and enhanced services to address c19 when reopening, affects the	<ul style="list-style-type: none"> <li>• Additional cost pressures due to c19 identified and an end of year forecast that factors them in has been produced</li> <li>• Additional c19 related costs are under review and options for reducing costs overtime and as guidance changes are under review</li> <li>• Additional sources of income are under exploration</li> </ul>	<p>Schools finances are regularly reviewed</p>

schools finances negatively	<ul style="list-style-type: none"> <li>• School has successfully recouped funds to the sum of £12000 from the DFE to reimburse the school for additional costs related to c19</li> <li>• The schools projected financial position has been shared with governors and LA</li> </ul>	
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## COVID 19: Returning to School: Practicalities Plan –January 2021

### *Staff testing in Primary Schools*

Issue / Risk	Actions Needed / Points to consider	Success Criteria
Covid-19 spreading in the school community	<ul style="list-style-type: none"> <li>• Testing of staff will take place twice a week for those that have opted in – Monday and Thursday mornings (3-4 days apart) – tests taken at home</li> <li>• Tests taken before coming to work</li> <li>• Staff results to be recorded online by staff member and reported to the school to add to staff results register – will support identifying staff with positive results for contact tracing and monitoring stock and distribution</li> <li>• Staff with symptoms, or a positive LFD test, are expected to visit a test centre to take a PCR test and inform the school immediately of the result</li> </ul>	Reduce the spread of Covid 19 in the school community
Lack of clarity amongst staff about the testing process could result in the spread of Covid 19	<ul style="list-style-type: none"> <li>• Information booklets given to staff – including: <ul style="list-style-type: none"> <li>- What rapid testing is, about using the how to guide and video content available</li> <li>- The requirement for them to report their test results</li> <li>- The process and who to contact if they have an incident when testing at home</li> </ul> </li> <li>• Covid coordinator and Covid registration assistant – Dawn Per (Business Manager)</li> <li>• Staff will need to sign for their test kits and the lot number will be recorded against their name. Staff will collect their first set of tests at an allotted time before noon Wednesday 27<sup>th</sup> January, from the school hall</li> </ul>	Clarity and transparency about the testing process ensuring reduction of spread of Covid 19
Incorrect storage of test and collection not managed safely could result in the spread of Covid 19	<ul style="list-style-type: none"> <li>• Tests to be kept in Deputy Headteachers office to prevent unauthorised access – except during allotted collection times (25/26/17 Jan 2-3pm)</li> <li>• Tests are not to be stored outside – stored in a cool dry place, between 2 – 30 degrees</li> <li>• The kits should be used at room temperature 15-30 degrees. If the kit has been stored in a cool area, such as your car overnight, less than 15 degrees, leave it at room temperature for at least 30 minutes before using</li> <li>• Enough space for social distancing will be allowed when giving out / collecting tests</li> <li>• Tests will be labelled with names, and linked lot number, and a form to sign will be made available as part of self service. This negates the need for the station to be staffed</li> <li>• Those collecting their kits should: <ul style="list-style-type: none"> <li>- Where appropriate face coverings at all times</li> </ul> </li> </ul>	Reduce the spread of Covid 19 in the school community

	<ul style="list-style-type: none"> <li>- Hand sanitised before collecting and signing</li> <li>- Maintain 2m from other staff collecting their test</li> <li>- Bring own pen for signing to reduce risk of contamination</li> </ul>	
<p>Staff not reporting results which may lead to spread of Covid 19</p>	<ul style="list-style-type: none"> <li>• Void / double void and positive results are to be reported immediately, before 8am, to the school once the test is completed by calling Jane / Tash (if both are unavailable Dawn, Laura Newell, Charlotte, Laura Hulet). This is because a bubble may need to be closed and time is needed to inform all parents</li> <li>• A negative test should be emailed to the school, <a href="mailto:covid@parkhill-inf.croydon.sch.uk">covid@parkhill-inf.croydon.sch.uk</a> by midday on Monday and Thursday</li> <li>• Staff must report their results online as per their instructions as soon as the test is completed – either online or by telephone as per the instructions in the test kit</li> </ul>	<p>Reduce the spread of Covid 19 in the school community</p>
<p>Low uptake on taking tests could lead to asymptomatic spread of Covid19</p>	<ul style="list-style-type: none"> <li>• Tests are optional and are not mandatory</li> <li>• Staff to opt in after they have read key information and privacy notice to understand data protection for testing</li> <li>• Staff are able to ask key questions about the testing during training and subsequently by email</li> <li>• Staff can opt in at any time</li> </ul>	
<p>Swabs are taken incorrectly causing a false reading or causing contamination</p>	<ul style="list-style-type: none"> <li>• Schools following government control measures</li> <li>• Covid co-ordinator / DHT has informed staff as to how to access training video, documents etc prior to taking place in the community testing scheme</li> <li>• Instructions dated 15 January 2021, to be issued alongside the kits and staff informed that the old instructions that are contained in box must be disposed of</li> <li>• Tests should be conducted on a dry clean flat surface</li> <li>• Blow nose and wash hands / use sanitizer before using the test</li> <li>• Online information, training and webinars available on how to take your own test</li> <li>• Information with the kits to be followed</li> <li>• Regular communication with staff about the testing process</li> <li>• If test is void, take another test. If two void results in a row, a PCR test should be taken and staff member and close contacts to self-isolate until PCR negative result received (Bubble will also close)</li> <li>• If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and escalated to the DfE helpline.</li> </ul>	<p>Reduce the spread of Covid 19 in the school community</p>

- Covid Coordinator to be responsible for incident reporting/issuing a “yellow card” on a school wide issue:

**Schools**

**Incidents**

In the case of an issue, it is most likely that this will be experienced by an individual at home. However, **if there seems to be repeated or similar issues** (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported.

DHSC/MHRA may require the school to provide more information if further investigation is required.

**Learning and improving**

To ensure testing is running well, we will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.

**Individuals**

**Clinical issue**

If there is a clinical incident which led or has potential to harm, participants are advised to report it on <https://coronavirusyellowcard.mhra.gov.uk>. **This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.**

**Non-clinical issue**

For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland

**Inform school**

Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.

- If a number of tests give a void result, unclear results or leaking/damaged tubes should be recorded and