

Risks: • Infection – COVID-19 (Coronavirus) • Safety of children • Maintaining a Safe environment	Reviewed: 12 th April 2021 Reviewed: 7 th January 2021 Reviewed: 4 th January 2021 Date: 19 th October 2020
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The safety and welfare of our children and staff is paramount. It is the responsibility of all adults to safeguard and promote the welfare of pupils. This responsibility extends to a duty of care for any adults who work in the school or grounds.

This document was reviewed on 4/1/21 following information from central government regarding a new, more infectious variant of Covid 19. Data from the most recent Bradford Council Update (3/1/21) demonstrated that although cases had not significantly increased in West Yorkshire since November, that the new variant was currently dominant in London and the South East, and was currently being detected in other parts of the country. This document was further reviewed on 7/1/21 following the announcement of a National Lockdown, and instructions for all primary and secondary schools to close.

This document has been completed by referring to the relevant national guidance documents of:-

1. EYFS coronavirus dis-applications -24th April 2020
2. Managing school premises which are partially open-24th April 2020
3. Conducting a SEND risk assessment during the coronavirus outbreak-7th May 2020
4. Opening schools guidance for parents-11th May 2020
5. Actions for educational and childcare settings to prepare for wider opening from 1 June 2020-12th May 2020
6. Implementing protective measures in educational and childcare settings-12th May 2020
7. Safe working in education, childcare and children's social care settings, including the use of PPE- 14th May 2020
8. Cleaning in non-healthcare settings- 15th May 2020
9. Actions for EY and childcare providers during the coronavirus outbreak- 15th May 2020
10. Actions for schools during the coronavirus outbreak – 18th May 2020
11. Supporting vulnerable children and young people during the coronavirus outbreak-actions for educational providers and other partners- 15th May 2020
12. Planning guide for early years and childcare 24th May 2020
13. Supporting children and young people with SEND as schools and colleges prepare for wider opening-26th May 2020
14. School Governance: Coronavirus (COVID19) 4th June
15. Protective Measures for out-of-school settings during the Coronavirus (Covid-19) outbreak, 1st July 2020
16. Guidance for full opening – Schools, 2nd July 2020
17. Checklist for September, NEU/GMB/Unison/Unite commentary & checklist, 13th July 2020
18. Protective Measures for out of school settings, 5th August 2020
19. Actions for early years and childcare providers, 5th August 2020
20. Disparities in the risk and outcomes of Covid 19, Public Health England, 11th August 2020

21. Guidance Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak, 20th August 2020
22. COVID-19 infection protection and control guidance for education and early years childcare settings, Bradford District v2, 3rd September 2020
23. Guidance Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak, updated 7th September 2020
24. Public health England – Bradford District Update 'Transmission in Schools, New Covid 19 Variant' Duncan Cooper 3rd January 2021
25. Protective measures for holiday and after-school clubs, 26th March 2021
26. Actions for early years and childcare providers during the Coronavirus outbreak, 31st March 2021

Please indicate below any potential hazards you have identified through your risk assessment using the risk ratings:

Minor	Moderate	Substantial
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Equality of opportunity – consider that some parents may require translation of instructions to ensure that they are able to fully understand and comply with instructions- translation resources may be required

Potential Hazard	Who is at Risk	Risks	Control Measures	Risk Rating After Controls
Drop Off and Pick Up COVID-19 infection spreading between children, parents and staff at drop off and pick up. Safeguarding – missing child.	Pupils Staff Parents Visitors	Substantial Illness Moderate Death	Only come to school if you are well. All staff have completed an online Coronavirus training course. If anyone in your household has Covid-19 symptoms, it is essential that you follow the guidelines for testing and self-isolation. If anyone in the setting has symptoms of coronavirus (COVID-19): -a high temperature, -new and persistent cough or -a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when their symptoms started; or if they are not experiencing symptoms, but have tested positive for coronavirus (COVID-19), they should self-isolate for at least 10 days starting from the day the test was taken. If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Only essential visitors to school who will have to remain outside (unless having to enter where social distancing measures will be imposed and they will be asked to use Ozone spray to sanitise hands and clothes). We have updated our guidelines for visitors who will be asked to sign a visitor agreement before moving from Reception area which asks	Moderate Infection Risk Reduced

We ask all visitors to read the section above and sign the agreement below: By signing this document, I understand and agree that when visiting the school: ○ I confirm that I do not currently need to self-isolate, in accordance with the latest government guidance ○ I will follow the school's hygiene practices (set out in the section above) ○ Should I experience coronavirus symptoms within 48 hours after leaving the school, I will notify the school. ○ I will take a coronavirus test and notify the school of the result. ○ I understand that the school will keep these details for 6 years from the date of visit # ○ I will sign in to Track and Trace where applicable, the barcode is displayed in reception where visitors sign in Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the provision. If they're using disposable face coverings, these will be put in a covered bin. Anyone wearing any sort of face covering when arriving to the school site will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to the location of the provision. Everyone will be made aware that they mustn't touch the front of the covering during use or removal. Reduce No of Pupils in School ● To limit the spread of the infection, school only currently open to vulnerable children and children of key workers. Ensure that parents & carers understand and apply the system of controls. Pupils wash their hands: ● before leaving home ● on arrival at school, after which Ozone will be applied to hands & coats ● before eating lunch and snack ● before leaving school, after which Ozone will be applied to hands & coats Provide parents with a video link (and on the learning portal) to share with children about the importance of hand washing and how to undertake this effectively Parents ● one parent to drop off ● only bring siblings to drop off if they are unable to stay at home ● staggered start and finish times with clear expectations that parents arrive and collect on time. There is no contingency for lateness as groups can't wait for others. ➤ 7.45 Sunshine Club (enter via outdoor playground to each year group classroom) ➤ 8.30 Sycamore ➤ 8.45 Hawthorn ➤ 9.00 Willow	
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			• one-way system down the path with 2m markings (top of the path to the bottom of the path) • path closed to Saltaire Primary School children & parents • apply social distancing as far as possible - a banner will be placed on the fence to remind • drop off outside the gate next to pram store (wait under veranda if raining) • minimise contact with a crying child by removing them from the adult quickly – it may not be possible for some children to attend if they are extremely distressed • gates will be locked after designated drop off and pick up times • parents and carers are asked to wear a face covering (unless medically exempt) • Staff collecting and taking children to parents and carers will wear face coverings / visors Keeping the children safe • Headteacher managing opening / lock up at the top gate (register of children arriving) • Another member of staff on the bottom gate ensuring that all parents leave the premises and there are no children on the path • other member of staff supervising the children who have already arrived + headcount • Circles are outlined on the floor for the children to stand on • if a child goes missing follow the 'Missing Child Policy' No items to be brought from home other than the clothes they are wearing that day. For any children who require frequent changes of clothes these will be stored at school rather than the regular passing over of clothing brought from home. These will be sprayed with Ozone as soon as children arrive. Parents will be advised to change children's clothes daily. • If children need to use the bathroom whilst waiting, direct them to the toilet in Reception and ensure that this is sprayed with Ozone after use (Caroline or Jayne to do this on return to the building) • If children arrive late or have to go home early, Caroline or Jayne will escort the children in to or out of the building. Adult escorting children to wear gloves for holding children's hands and these will be disposed of immediately after each use. Sunshine Club 7.45 drop off via one way system down the path. Greeted by Headteacher and children taken by parents to the fire door of relevant classrooms: N1 – SPS Reception & Hirst Wood Nursery School Community Room – SPS Year 1 & Year 2 (from April 2021) Children attending SPS will be taken to the neutral zone by Hirst Wood staff at 8.40. They will exit the building via Reception rather than the outdoor area as there is a Hirst Wood Nursery School group arriving at 8.45. After going through the gate between the two schools the sunshine club children will be handed over to SPS colleague who passes responsibility for children's safety to Saltaire
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			Primary School. Children will not be left to access Saltaire Primary School independently. Ensure that the padlock code on the gate is re-scrambled so that the gate is left locked and secured. On collection of after school children, Hirst Wood colleagues will wait at SPS at 3.20 in the neutral zone and SPS staff will bring relevant children to them and they will then be transported to the relevant classrooms at Hirst Wood via the outdoor area. Ensure that the padlock code on the gate is re-scrambled so that the gate is left locked and secure. 4.30 and 5.45 pick-ups via one-way system. Collect children from relevant classroom and then exit down the path and via bottom gate. Whilst children will be mixing these are small, consistent groups and all children are traceable should a case be confirmed. Parents have been provided with a copy of the risk assessment and clear procedures for keeping everyone safe. Parents and carers are asked to wear a face covering unless medically exempt Vulnerable Staff Vulnerable staff should not be on the gate to avoid close contact with parents.	
Travel to and from School The use of public and school transport by pupils poses risks in terms of social distancing	Pupils Staff	Substantial	- Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. - Recommend to parents NOT to use public transport where at all possible	
Staff with underlying health issues Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them		Substantial	- All members of staff with underlying health issues, those within vulnerable groups or who were shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. - Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. - Individual risk assessments have been undertaken with BAME colleagues Colleagues are voluntarily participating in twice weekly LFD testing (Sunday & Tuesday PM)	Minor Control measures in place
Contaminated surfaces Spread of COVID 19 due to contaminated surfaces.	Pupils Staff	Substantial Illness Moderate Death	Pupils, students, staff and visitors should wash their hands: - before leaving home - on arrival at school, spray with Ozone - after using the toilet, spray with Ozone - before food preparation, spray with Ozone - before eating any food, including snacks, spray with Ozone - before leaving school, spray with Ozone Staff are advised to not wear jewellery and to wash their clothes when they arrive home.	Moderate Infection Risk Reduced

This will be facilitated by:

- soap and hot water in every bathroom and classroom
- the location of hand sanitiser stations in all rooms
- the use of Ozone technology (large spray and atomiser sprays x 2 in each room)

Everyone attending the extended provision will:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands
- Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing

- Be encouraged not to touch their mouth, eyes and nose

- Use a tissue or elbow to cough or sneeze, and use bins for tissue waste

Pupils will be encouraged to learn and practise these habits in lessons and by posters put up in the areas used for the extended provision. Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing. Widgeit visual cards will be used to support children with their understanding and these are clearly displayed adjacent to the children's sinks.

Lidded bins for tissues, operated by a foot pedal are in each classroom and will be emptied at the end of the day.

Minimising Home–School contamination (children)

- no items to be brought from home other than the clothes they are wearing that day
- advice to parents is to change children's clothes daily and for them to be washed after being in School
- on arrival and departure coats and hands will be sprayed with Ozone
- returned school clothes to be placed in a box by the gate and sprayed / re-washed
- Any children who require nappies – parents have been asked to provide a sealed new pack of nappies that will be sprayed with Ozone on arrival to School. This also applies to spare changes of clothes required by children who are not yet continent.
- Work that children have produced will not go home for at least 24 hours after production so that the risk of the spread of infection is minimised. Work will be labelled and dated so that we can ensure that this happens.

Minimising Home–School Contamination (Staff)

- minimise the number of objects brought to school e.g. bags
- do not bring resources from home unless they are single use e.g. cornflour for messy play (if possible order through school)
- do not take items home for work e.g. records of achievements
- do not stay at work longer than necessary

Cleaning and areas of provision

- Substantial touch areas to be cleaned regularly by the cleaning company and lunchtime staff. Bins will be emptied at the end of the day.

			•All provision to be reduced with a small number of resources being put out each day. Specific guidance: Water Play – washing up liquid in the water Sand – encourage handwashing before and after use. Messy play & dough – dough will be used for 2 weeks only and then replaced. Encourage handwashing before & after use Dressing Up – remove clothes Soft toys & cushions - remove soft toys Toys to be washed or treated with the Ozone at the end of each day by classroom staff. •Expectations reinforced with parents via a phone call regarding Only Come to School if you are Well •Updated signs and symptoms displayed on the website •Parents will only be able to leave their child at nursery if they have supplied an up to date phone number and are contactable throughout the session •Children will be kept in small groups of no more than 30, with the same children in the group each time wherever possible and no mixing between groups unless absolutely necessary. There will be at least 1 staff member per group. •Robust collection and monitoring of absence data, including tracking return to school dates, is in place. •Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative. •Pupils, parents and staff are aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. •A record of any COVID-19 symptoms in staff or pupils is reported to the local authority and Public Health Team as per updated guidance dated 3.9.20 Colleagues can voluntarily participate in twice weekly LFD testing (Sunday & Tuesday PM) to identify potentially asymptomatic individuals and therefore stop the spread of transmission	Moderate Transmission rate reduced
Minimising infection transmission Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	Pupils Staff	Moderate	•Staff and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. •This guidance has been explained to staff and parents as part of the induction process. •Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders. •Specific Coronavirus section on the website that includes all copies of Government guidance, risk assessment and public health England information •ALL members of staff have completed online Covid 19 training As part of the NHS Test and Trace process staff members and parents/carers will need to be ready and willing to: -<u>book a test</u> if they are displaying symptoms. Staff and children must not come into the setting if they have symptoms and must be sent home to self-isolate if they develop them	Minor
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	Pupils Staff	Moderate		

Interactions COVID-19 infection spreading between children and staff during the school day.	Pupils Staff	Substantial Illness Moderate Death	Number of Pupils in School Children in the early years cannot realistically be expected to remain 2 metres apart from each other so staff, therefore it is vital to ensure: - -reductions in close face to face contact with children e.g. cuddle from the side. -parents are advised to keep children with any symptoms at home. -staff who are symptomatic do not attend work and are tested.	Moderate Infection Risk Reduced
			in the setting. All children can be tested, including children under 5, but children under 11 will need to be helped by their parents or carers if using a home testing kit -provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace -<u>self-isolate</u> if they have been in close contact with someone who tests positive for coronavirus (COVID-19) symptoms We have the QR log in code for the Test and Trace APP on display in Reception. Whilst staff are voluntarily testing with LFD twice per week to encourage break in transmission chain, should they have Covid symptoms they would need to book a confirmatory PCR test (from 29.3.21) and will therefore be required to self isolate household and school contacts until they receive the PCR result. Parents, carers and staff to immediately inform the school of the results of the test: - if someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating -if someone tests positive, they should follow <u>COVID-19: guidance for households with possible coronavirus infection</u> and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days. Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and arrange for a test if they develop symptoms themselves (in which case, they should arrange a test); if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. PHE is clear that routinely taking the temperature of children is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).	

- frequent hand cleaning and good respiratory hygiene practices of catch it, bin it, kill it.
- regular cleaning of setting.
- minimising contact and mixing.

- ✓ Ensure that the setting has enough hand washing or hand sanitiser 'stations' available so that all children and staff can clean their hands regularly.
- ✓ Adults to supervise use of hand sanitiser use, given risks around ingestion. Small children and those with complex needs should continue to be helped to clean their hands properly.
- ✓ Ensure that we build these routines into our culture, and ensure younger children and those with complex needs understand the need to follow them.

Zones

Each class will be allocated 'zones' which include indoor area, toilets and outdoor area. From 12th April 2021, Nursery 1 and Nursery 2 will be combined and all children will be able to play in the large outdoor area. We will carefully monitor if this impacts on an increase in transmission.

Staff

- Each member of staff to sanitise their hands after completing the sign in sheet in Reception
- A box of gloves will be adjacent to the signing in sheet and these can be worn when entering the security code in the key pad and for the door handle opening, otherwise staff are expected to wash and sanitise their hands after using the keypad
- To minimise interactions/meetings with visitors, to only those deemed essential. To adhere to relevant control measures when meeting with others face to face.

Groups

- Staff and children will be allocated to a specific group(s). Staff will only work with their allocated group(s). Children will only mix with their allocated group. PPA will be covered by a consistent member of the group rather than other colleagues working across all groups.
- If another member of staff needs to visit a different classroom, this will only be where strictly necessary and they are to spend no longer than 10 minutes in that room, whilst also maintaining a safe social distance

Ask parents to share the owl and the tortoise video on social distancing with children
<https://www.facebook.com/113162570107415/posts/242866406803427/?vh=e>

Classrooms

- create larger spaces so that children don't play as closely to each other
- open windows
- ongoing cleaning of substantial touch areas / sprayed with Ozone throughout the day

- equipment to be cleaned between use (for multi-purpose rooms) and at the end of each day
- foot operated pedal bins to be emptied at the end of each day
- as far as possible reduce the sharing of equipment and resources
- books to be allocated to 'groups' as these are not easy to clean
- move tables & chairs to 2 metres apart where possible or distribute chairs in a manner that encourages social distancing
- Lending library allocated to each class group – books to be returned and put away for at least 72 hours before being redistributed
- Wellies and waterproofs – are allocated to each class group and are sprayed with Ozone before and after use
- Group time / singing - children should be seated back-to-back or side-to-side when singing (rather than face-to-face) whenever possible

Outside

- use outdoor space as much as possible (free flow in class groups for most of the day)
- ongoing cleaning of substantial touch areas
- equipment to be cleaned at the end of each day
- items such as the climbing frame can only be used by one group and frequently cleaned

Adult – Child Interactions

- avoid close interactions
- provide comfort verbally and try distraction
- be aware of height and body position - try not to have face to face contact at the same level

Adult Interactions

- observe 2m social distancing whenever possible (see further guidance under procedures)

Intimate Care

- children to arrive with 'once a day' sun cream applied
- encourage children to be as independent as possible
- wear the level of PPE you feel comfortable with – mask, gloves, visor, apron
- minimise the duration of contact when administering first aid
- wash hands after any form of interaction

Vulnerable Staff

- should be outside as much as possible (ratios permitting)
- must not undertake intimate care where avoidable
- must be allocated to the least number of groups possible
- PPA will be covered by a member of the bubble rather than colleagues mixing between groups of children. Similarly, lunchtime colleagues will be allocated to a specific bubble of children.

			Moving Around School/Communal Areas - Staff to minimise their movements around school and only enter rooms/areas where necessary. If staff mix in rooms, to ideally spend no more than 10 minutes in the vicinity of others, not in their bubble. Communication - All staff to receive regular updates from the Headteacher on the current national and local situation regarding Covid 19. These may be via email or communicated on the noticeboard in the staffroom. Staff to be encouraged to assess their own personal risk and to discuss any concerns with the HT, where necessary.	Moderate Infection Risk Reduced
Coughs, Sneezes & Illness COVID-19 infection spreading due to an ill member of staff or child.	Pupils Staff	Substantial Illness Moderate Death	Children and staff to only attend school if they feel well. Government guidelines are to be followed for self-isolating. Government quarantine guidelines are to be followed. Coughs and Sneezes Children and adults are advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. - disposable tissues in all the rooms in use - lidded bins in classrooms and bathrooms for the disposal of tissues and any other waste (emptied at the end of each day) - double bagging waste when bins are emptied - implement the 'catch it, bin it, kill it' approach – display posters in all rooms - if tissues are not available people should cough and sneeze into the crook of their elbow - the location of hand sanitiser in the all rooms - Any items that are heavily contaminated with bodily fluids and cannot be cleaned by washing should be double bagged then stored for 72 hours (in the laundry room) before being thrown away in the external bins Child with symptoms Non touch thermometers to be available in each bubble. A child with Coronavirus symptoms should be isolated in the sensory room. Explain to them that they are safe and that you will sit by the door. Open the window for ventilation. The child should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If they need to go to the bathroom whilst waiting for their parent they should use the staff toilet. The toilet and sensory room should be cleaned once they have left. PPE should be worn to supervise an ill child – mask, visor, gloves and apron. PPE kit for the sensory room. Adult with symptoms An adult with symptoms should inform the safeguarding lead then go home to self-isolate. A confirmatory PCR test will be required. If you do not feel well before coming to work, please telephone Jayne Taylor on 07949 200598 as soon as possible.	

Suspected and confirmed cases

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 10 days. Staff and students should request a test if they display symptoms of coronavirus. If the test returns negative, they can return to their setting and the fellow household members can end their self-isolation.

If the test returns positive, the rest of their group should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.

If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the [local health protection team](#). The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate. To help with this, records will be kept of: The pupils and staff in each group. Any close contact that takes place between children and staff in different groups. Close contact means: Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:

- Being coughed on,
- A face-to-face conversation, or
- Unprotected physical contact (skin-to-skin)
- Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
- Travelling in a small car with an infected person

If there are 2 or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.

If someone tests positive, they should follow COVID-19: guidance for households with possible coronavirus infection and should continue to self-isolate for at least 10 days from the onset of their symptoms and then return to the setting only if they do not have symptoms other than cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The at least 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

			If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating. Contingency planning Contingency planning must be in place to cover key roles such as DSL, first aid and SENDCO. In nursery classes in maintained schools, caring for children aged 3 and over, reasonable endeavours should be used to ensure that at least one member of staff is a school teacher. Where this is not possible, there must be at least one member of staff for every 8 children, with at least one member of staff who holds at least a full and relevant level 3 qualification. Providers should use their reasonable endeavours to ensure that at least half of other staff hold at least a full and relevant level 2 qualification.
First Aid A child or adult being put at risk due to inadequate first aid cover.	Pupils Staff	Substantial Illness Moderate Death	First Aiders • a qualified first aider will be on site at all times where at all possible, staff availability permitting • as far as possible each group will have a qualified first aider • First Aid certificates extended for three months • minor first aid must be dealt with by an adult in the group • wear PPE if an incident is likely to require sustained contact • you are not required to complete a bump note to send home to parents, please complete the accident recording section on EYLog and parents will be notified immediately. If the accident is of a more serious nature, please advise the office who will ring the parent before they receive an EYLog notification of an accident. The requirement is modified where children aged 2 to 5 are on site (with no children aged below 24 months) to a best endeavours duty to have someone with a full PFA certificate on site. If all steps set out in the guidance have been exhausted and settings cannot meet the PFA requirement, they must carry out a written risk assessment and ensure that someone with a current First Aid at Work or emergency PFA certificate is on site at all times. New entrants (level 2 and 3) do not need to have completed a full PFA course within their first 3 months in order to be counted in staff to child ratios. Care plans and medicine • care plans and medicines to be stored in the medical box in the classroom • a contingency plan must be in place to cover the role of first aider if they are absent If PFA certificate requalification training is prevented for reasons associated directly with coronavirus (COVID-19), or by complying with related government advice, the validity of current certificates can be extended to 25 November 2020 at the latest. This applies to certificates which expired on or after 16 March 2020. If asked to do so, providers should be able to explain why the first aider hasn't been able to requalify and demonstrate what steps have taken to access the training. Employers or certificate holders must do their best to arrange requalification training at the earliest opportunity.

Changes to Procedures Existing procedures which could cause COVID-19 infection to spread between children and staff during the school day.	Pupils Staff	Substantial Illness Moderate Death	Registers • staff to take the attendance register • recommended that each colleague has their own individual pen for personal use • Head teacher to complete the daily data returns using the DfE portal by 12 midday • Ensure that parents understand the need to inform School of any absences on the first day of non-attendance and the reason for this • Unexplained absence is followed up on the first day to ascertain the reason for not being in school Phones • only Administrator uses the telephone in the office • only Headteacher uses the telephone in her room • Only School Business Manager uses the telephone in her office • If Jayne or Caroline cannot make the phone call use the 'shared' office or resource room phones and clean them after use with Ozone • all equipment will be cleaned daily with Ozone Computers & copiers • if you use shared computers and copiers wipe the keyboard / key pad and spray with Ozone • all equipment will be cleaned daily with Ozone at the end of each day Keypads • key pads to be frequently cleaned • hand sanitiser placed next to the main door and corridor door • all equipment will be cleaned daily with Ozone PPA • is covered by colleagues who are in that 'bubble' rather than other members of staff to limit interactions between groups Small rooms • minimise the amount of time spent in small rooms • open windows • one person at a time in Resource Room, Little Room, Sensory Room and Entrance • no more than two people in the Professional Practice room Staff room • minimise the amount of time in the staff room • maximum of 3 people in the staff room • staff are encouraged think carefully about where to be at lunch time options may include: • go home for lunch • eat outside or in a car • clean a table and eat in the room in which they are working	Moderate Infection Risk Reduced
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			• minimise the use of 'substantial touch' staff room equipment e.g. bring a flask, use and ice pack instead of placing food in the fridge • wipe the handles of 'substantial touch' staff room equipment or spray with Ozone Office • as far as possible only Caroline is to use the main office • Sunshine Club Coordinator to undertake her administrative duties in the Professional Practice room, rather than the main office. If using the main office for printing etc, to minimise time spent in the office. This will be scheduled for Monday so that the room can be cleaned before being used for N1 PPA on Tuesday and Wednesday. • For all other colleagues - to communicate with Admin, either write a note or open the automatic doors and stand away from the window Corridors • stay 2 metres apart if possible • walk on the left • avoid crossing where possible or step into a doorway • windows open Toilets • wash hands after using the toilet • use the cleaning materials available to maintain hygiene (spray door handle, toilet flush and taps with Ozone so that it is sanitised for the next person to use) • all areas cleaned daily with Ozone and after each use					Moderate Infection Risk Reduced
Procedures at Lunchtime and for Snack Existing procedures which could cause COVID-19 infection to spread between children and staff during the school day.	Pupils Staff	Substantial Illness Moderate Death	Dinner Numbers A sign outside each room to show how many dinners are required. Eileen can then see without the need to enter. Setting up for dinners • wash hands before starting to set up and apply Ozone spray • wash hands and spray with Ozone before setting out places for children (children do not collect their own) • a trolley with lunch will be delivered to each room, limiting the need for catering colleagues to enter Dinner supervision • Adults will be allocated to each group, therefore no mixing of staff • Adults do not sit at the children's table • only approach children to serve food or provide support • wash hands after helping a child to cut up their food and apply Ozone spray Cleaning When the children return to their teacher / EYP clean the following areas with Ozone: • bathrooms (including staff)					

			• door handles and keypads • substantial touch areas in the staffroom Snack • wash hands, apply Ozone spray • wipe the table • children eat snack at the same time (not free flow or independent access) • use of plastic cups (each class to have their own set in a particular colour) these are then put through the dishwasher at the end of each day on a high temperature cycle Clinically vulnerable staff • should stand by an open door or window • minimise contact by only stepping if a colleague needs support and maximise the amount of time outside where possible Children will be kept in small groups of no more than 30, with the same children in the group each time wherever possible and no mixing between groups unless absolutely necessary. There will be at least 1 staff member per group and statutory EYFS ratios will be consistently applied and adhered to. Staff will keep their distance from children and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. Any children with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.
Procedures at Sunshine Club	Pupils Staff	Substantial Illness Moderate Death	• Children will be in small, consistent groups. • Children will be dropped off at 7.45 and taken to their allocated room by the same staff • Children will be sprayed with Ozone on arrival and asked to wash their hands • Parents have been given clear guidelines about no items from home to school (other than coats or book bags) • For children coming from Saltaire Primary School they will be brought via their staff to a neutral zone and will be collected by Hirst Wood staff and the same system in reverse from morning drop off • For the afterschool sessions there will be a dedicated outside team so that the groups do not mix • For teatime the meal will be delivered on a trolley to outside the room so another member of staff does not mix with the group and enter the classroom • Children will have access to an outdoor session, in their allocated group at a set time and equipment will be sprayed after each group. • Children wash their hands before and after outdoor session • Children will be collected at 5.45 by parents outside their allocated room

			• Each staff member with each group will have a walkie talkie to communicate with other staff • We have requested for parents to check that their contact details are up to date in case of an emergency • Outdoor equipment is cleaned thoroughly at the end of the each day • Toilets are cleaned after Nursery children leave and BEFORE Sunshine Club children arrive Allocated groups & consistent staff • HWNSCC & Reception = N1 • SPS Year 1 & 2 = Community Room (this is not used by Hirst Wood during the day) We will have at least 1: • Staff member per group of no more than 15 children for KS1 and 13 for EYFS • First aider (per session) • DSL (or deputy DSL) or an appointed person responsible for safeguarding during out-of-school hours. If no named person is on site then the DSL or deputy DSL will be contactable by telephone as a minimum. There are a total of 5 named persons who are safeguarding trained. • Cleaner Where we have children aged between 2 and 5 on site, we will take all possible steps to make sure we have a paediatric first aider present. If any person who is in the Sunshine Club bubble tests positive we will contact all members of that bubble to advise them including the children who attend from Saltaire Primary School.			
Behaviour Existing approaches in the behaviour policy which could compromise COVID-19 infection to spread between children and staff during the school day.	Pupils Staff	Substantial Illness Moderate Death	Ensure that our approach to behaviour includes age appropriate expectations on: • Following new routines for arrival or departure to and from School • follow school procedures on hygiene, such as handwashing and sanitising • expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching mouth, nose and eyes with hands • letting an adult know if they feel unwell • using shared resources	Moderate Infection Risk Reduced		
SEND	Pupils Staff	Substantial Illness Moderate Death	Guidance on <u>conducting a SEND risk assessment during the coronavirus outbreak</u> –has been reviewed ahead of 1 June wider School reopening and again in anticipation of our September intake. Any additions or personalised adaptations have been implemented to support individual children.	Moderate Infection Risk Reduced		

Response to suspected COVID-9 case - See- implementing protective measures in education and childcare settings/ cleaning in non-healthcare settings See also Cleaning after a suspected or confirmed case of Coronavirus. The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	Pupils Staff	Substantial Illness Moderate Death	1. If a child or staff member displays COVID symptoms they should be sent home from the school. Contact parent/carer immediately. 2. Isolate child with appropriate adult supervision until collection – PPE should be worn if social distancing cannot be maintained (care needs or age of child) 3. You should move children and staff from affected area to enable cleaning-see cleaning after a suspected case. 4. If life at risk or injury call 999 5. Members of staff who support children who are unwell do not need to go home unless they display symptoms or the child subsequently tests positive. 6. Members of staff should wash their hands following contact with the child 7. You do not need to inform other parents and carers of suspected cases 8. The child should isolate for 10 days and immediate household members for 10 days and advice Parents/carers are asked to inform school immediately of the results of a test. When aware that someone who has attended has tested positive for coronavirus (COVID-19), the school will contact the local health protection team. This team will also contact settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace. The local health protection team will work with the school to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The local health protection team will work with the school in this situation to guide them through the actions they need to take. Based on the advice from the local health protection team, the school should send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. If other cases in the school are detected Public Health England's local health protection teams will conduct a rapid investigation and advice on the most appropriate action to take. • The health status and availability of every member of staff is known and is regularly updated so that deployment can be planned. • Full use is made of testing to inform staff deployment. A template letter will be provided to the school, on the advice of the local health protection team, to send to parents, carers and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Leaders will contact PHE if the school has two or more confirmed cases of Coronavirus within 10 days, or an overall rise in sickness absence where Coronavirus is suspected. Childcare settings that are experiencing staff shortages should work with their local authority to identify how appropriate provision can be put in place while keeping staffing arrangements as consistent as possible.	Moderate Infection Risk Reduced
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			Where necessary, they can pool staff with another setting, or take on qualified and Disclosure and Barring Service (DBS) checked staff from other educational settings (including local registered childminders) which have been closed, or invite local registered childminders to work with them at the setting. Registered childminders can already do this under the 50/50 registration flexibility they have. Wherever possible, ensure staffing arrangements are consistent on a weekly basis, rather than a daily basis, in order to limit contacts.	
Designated Safeguarding Lead Opportunities to safe guard child are missed potentially placing them in harm.	Pupils	Moderate	• a DSL or named person must be on site or at the very least contactable by phone • a contingency plan must be in place to cover the role of DSL if they are absent • there are 5 named persons available and at the very least if illness or other circumstances meant that the DSL / deputy DSL were unavailable there are 3 other people who could lead on safeguarding Settings must continue to have a practitioner designated to take lead responsibility for safeguarding. It is acceptable for the safeguarding lead not to be based on-site if this is not practical, for example they may be working from home or be based at another setting, as long as they are still available to provide support, advice and guidance to staff. It is important that all childcare staff and volunteers have access to a designated safeguarding lead practitioner and know on any given day and who that person is and how to speak to them. Any changes to the safeguarding lead will be updated on the staffroom noticeboard that colleagues check daily. We have created an addendum to our existing Safeguarding and Child Protection Policy to relate specifically to Covid 19 and this will be reviewed each half term as a minimum and shared with all colleagues.	Minor
Prioritising provision The continued prioritisation of vulnerable pupils and the children of critical workers will create 'artificial groups' within schools when they reopen		Moderate	• Plans are in place to meet the learning needs of the children who are outside of the main cohorts attending school. • Pastoral and SEND support is deployed wherever possible to support prioritised pupils. • Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds. • A plan is in place for the phasing in of the other cohorts during the wider reopening. • All children are due back to School in September so there will not be any prioritised groups If demand for places is higher than the setting's capacity when measures to allow physical distancing between groups are in place, it may be necessary to have a temporary cap on numbers of children attending the school. Solutions might involve working with the local authority to support children attending a nearby setting on a consistent basis.	Moderate

Learning & curriculum Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	Pupils	Moderate	•Initial focus to be on PSED: supporting children to become familiar and secure with the new staff, children, learning environments, routines and expectations •Gaps in learning and development will then be addressed through targeted tray activities and by followed the child's learning lead •Website will continue to be updated with home learning activities to support the learning of all children Children that are upset on returning to school can be supported in the outdoor areas with activities that interest them. All children who normally access education and childcare are strongly encouraged to attend so that they can gain the learning and wellbeing benefits of early education. Unexplained absences will be followed up on the first day of the child not being in school. Staff to plan how all children will be supported to address the specific issues that may have arisen due to coronavirus, taking into account children's individual needs and circumstances. The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. Ensure that we are alert to harm that may have been hidden or missed while children have not been attending settings. Consider the mental health, pastoral or wider health and wellbeing support children may need, including with bereavement, and how to support them to transition. Staff to consider resilience factors when working with children and support children's resilience through intuitive interactions, listening, sensitive relationships. We have created a Remote Learning addendum to our Teaching and Learning Policy We have outlined teaching and learning expectations for colleagues who are self-isolating but physically well. This will include staff uploading videos of themselves reading stories and linking sounds and letters to include all 57 sounds.	Moderate
Communication with parents Parents and carers are not fully informed of the health and safety requirements	Pupils Staff	Moderate	•As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools. •A COVID-19 section on the school website is created and updated regularly with guidance, announcements and risk assessments. •Parent and pupil information packs created Parents are offered the opportunity to sign up for the EYLog electronic assessment system that they can view observations, photographs and videos of their children on a regular basis. They can also make comments in reference to observations and also upload their own observations. During 'getting to know you sessions' for new children, the health and safety procedures are explained and children are shown where to wait for drop off and pick up, where to hang their coat and how the Ozone spray is used.	Minor

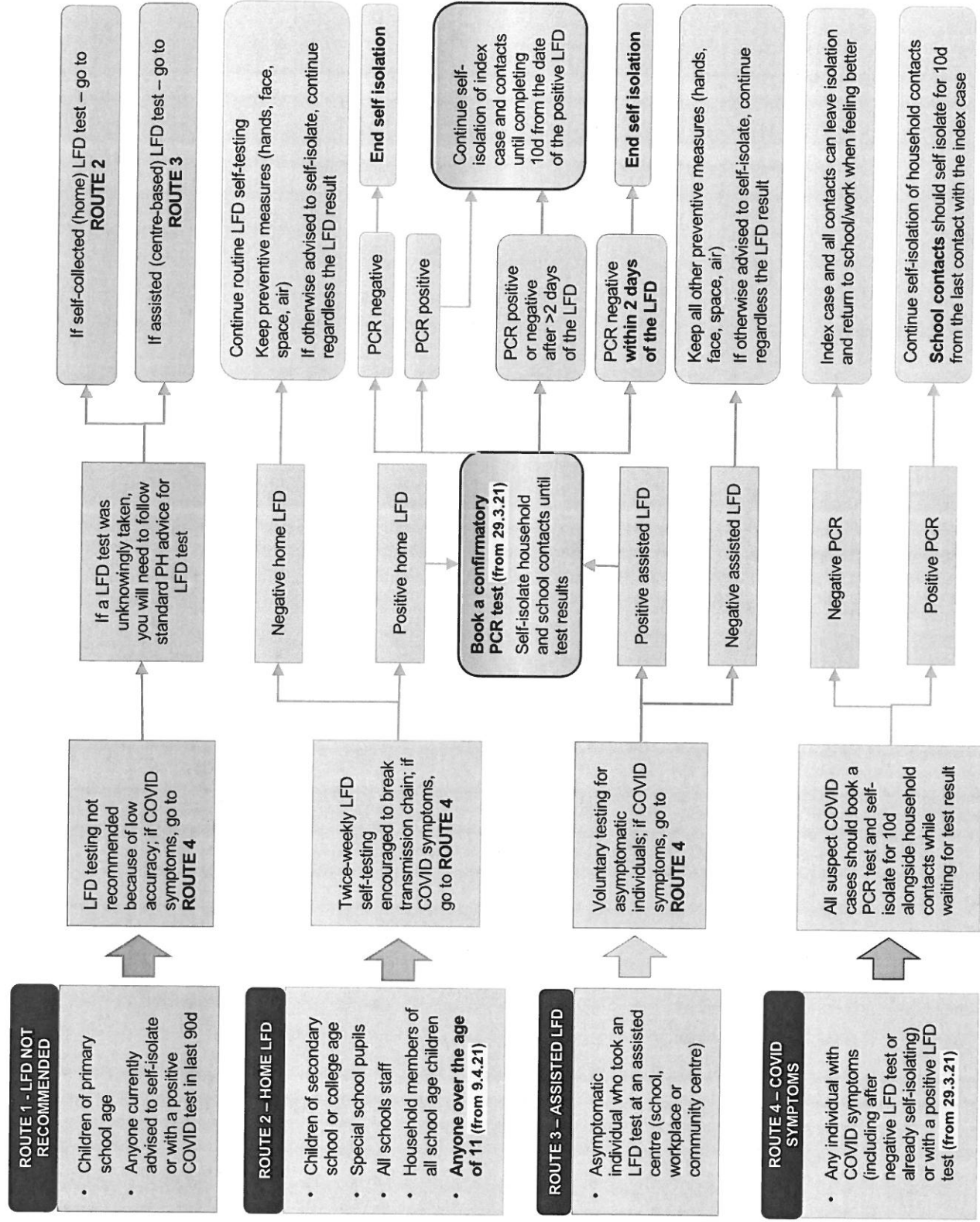
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	Pupils Staff	Moderate	Consultations will be held via 'communication calls' using the School telephone system to maintain information sharing and relationships	Minor
Transition Pupils moving on to the next phase in their education do not feel prepared for the transition	Pupils	Moderate	• Key messages reinforced through clear guidelines before children return / join • Key messages reinforced by room staff daily as children are delivered and collected from nursery • Weekly text message reinforces key messages • Infra-red thermometers are available to enable children's temperatures to be taken in each classroom including Sunshine Club • Updated risk assessment shared with all parents & carers	Minor
Site safety Electrical supply systems and equipment, heating and ventilation, hot and cold water and fire alarm systems	Pupils Staff	Minor	Further safety checks on systems completed by the council's Health and Safety Team. Catering equipment checks by ECS initially. Aqua trust regular scheduled monitoring visits for legionella Zurich School Site Reopening: Property Risk Management Checklist completed. Settings should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on social distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of setting hours, a record should be kept of all visitors where this is practical.	Minor
Fire Safety	Pupils Staff	Minor	Existing measures in place for evacuation and assembly in the outdoor area - see evacuation plans, maps and health and safety policy. Existing muster points will be changed to N1 = Willow N2 = Sycamore N3 = Hawthorn Guidance to staff on decisions around what becomes the greater risk in the ability to socially distance during evacuation if there is a risk of fire. Practice fire evacuation procedures once all new children are in settled in to the School followed by unannounced evacuations. Existing Invacuation plans in place for lockdown in each room.	Minor
Invacuation and lockdown	Pupils staff	Moderate	Guidance to staff on decisions around what becomes the greater risk in the ability to socially distance during invacuation and lockdown if there is a risk to safeguarding.	Minor

			Where possible children to sit /stand spaced out near member of staff. Consider games and songs to use with children until the all clear is given. Ensure invacuation and lockdown procedure is planned, explained and practiced. Record and implement any amendments needed from drills		
Impact on Mental Health / staff well being	Pupils Staff	Substantial Illness	If staff have concerns work out a sensible way forward for individual cases that acknowledge any specific anxieties but which also enables the school's responsibilities to be effectively discharged. Focus on settling children and basic skills. Understand that children have been at home for up to 6 months with potentially little or no social contact apart from immediate family and this is a BIG change for us all, we need time to readjust and these children are only 3 and 4 years old. We have produced a welcome back letter for children with photographs of plastic visors etc. but this is very different to what they're used to so we have to allow time and patience for them to get used to new routines. Parent plans will continue as will some aspects of the online platform for parents who choose not to send their children to school. Well-being support is available – the telephone number is 01274 431000 Maintain regular informal WhatsApp group for all staff team and virtual school development meetings. Update learning portal with weekly planning and videos for children to maintain contact with staff.	Moderate	
Leadership, management & Governance Governors are not fully informed or involved in making key decisions	Pupils staff	Moderate	- Headteachers report to Governors includes content & updates on how the School is responding to the current circumstances - The governing body continues to meet regularly via online platforms. - The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. - The Headteacher's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. - Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. - Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility continuing to meet its statutory duties in addition to covering the response to COVID 19	Minor	
Policy Review	Pupils staff	Minor	- All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. - Staff, pupils, parents and governors have been briefed accordingly.	Minor	
Key stakeholders are not fully informed about	Pupils staff	Minor	- Communications strategies for the following groups are in place: - Staff		

changes to policies and procedures due to COVID-19, resulting in risks to health			• Pupils • Parents • Governors/Trustees • Local authority • Regional Schools Commissioner • Professional associations • Other partners	
Health & Safety Staff are not trained in new procedures, leading to risks to health	Pupils staff	Moderate	• Revised staff procedures have been issued to all staff • Induction and CPD programmes are in operation for all staff prior to reopening, and include infection control and updated guidance / policy amendments & appendices that were discussed on the September training days • Headteacher has signed up for DfE Coronavirus – daily update to all early years, children's social care, schools and further education providers and disseminates all relevant information on a regular basis	Minor
Risk assessments Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	Pupils Staff	Moderate	• Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff covering: • Different areas of the school • When pupils enter and leave school • During movement around school • Delivering aspects of the curriculum, especially where shared equipment/resources is used • This risk assessment will be updated regularly (half termly as a minimum) and reviews will be shared with colleagues (staff governors) • ALL colleagues have a responsibility to report concerns regarding risks • ALL colleagues have a responsibility to read the risk assessment and query any areas that they feel are insufficient or unclear.	Minor Control measures in place
Bereavement support Pupils and staff are grieving because of loss of friends or family	Pupils Staff	Moderate	• Ensure that all colleagues are trained to observe and identify changes in behaviour that may indicate the need for additional support • Establish and maintain strong parental relationships to foster open and honest communication • The school has access to trained staff who can deliver bereavement counselling and support. • Support is requested from other organisations when necessary.	
Finance The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	Pupils Staff	Substantial	• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. • The school's projected financial position has been shared with governors and LA	Medium

Flowchart on COVID-19 testing for schools

Bradford District Council – Public Health team – UPDATED 5 April 2021



USEFUL CONTACTS

CONTACT DETAILS FOR LA

Name	Role	Email	Phone number
Danielle Wilson	Interim Strategic Manager, Education Safeguarding	danielle.wilson@bradford.gov.uk	07967 772544
Emma Hamer	Strategic Manager, Intelligence and Sufficiency	emma.hamer@bradford.gov.uk	7582102545
Jane Hall	Strategic Manager, SEND Transformation & Compliance	jane.hall@bradford.gov.uk	07971 577232
Lynn Donohue	Strategic Manager, Specialist Teaching and Support Services	lynn.donohue@bradford.gov.uk	07582 109266
Marium Haque	Deputy Director, Education and Learning	marium.haque@bradford.gov.uk	7970004628
Niall Devlin	Strategic Manager, SEN Assessment Team and Education	niall.devlin@bradford.gov.uk	07971 757960
Rachel Phillips	Strategic Manager, Admissions	rachel.phillips@bradford.gov.uk	07582 100546
Sue Lowndes	Strategic Manager, School Standards and Performance	sue.lowndes@bradford.gov.uk	07773 221727

OTHER USEFUL CONTACT DETAILS

Health Protection Team	0113 3860300
Local Authority	
Occupational Safety Team	
Children's Initial Contact Point	occupational.safety@bradford.gov.uk 01274 431007
Emergency Duty Team	childrens.Enquiries@bradford.gov.uk 01274 435600
Educational Psychology Team	childrens.Enquiries@bradford.gov.uk 01274 431010
Education Safeguarding Team	ruth.dennis@bradford.gov.uk 01274 439444
FM school meals enquires	EdSafeTeam@bradford.gov.uk 01274 437043
PPE supply	chris.morton@bradford.gov.uk 01274 433565
DFE COVID Support for schools	www.gov.uk/guidance/local-resilience-forums-contact-details#england
Edenred	0800 0468687
Testing log in for Headteachers	https://www.edenred.co.uk/reward-recipients/Free-School-Meal-Vouchers/ portalservicesdesk@dhsc.gov.uk

STAFF TESTING REFERRAL FOR SYMPTOMATIC STAFF/FAMILY ONLY - FOR REFERRALS TO NATIONAL TESTING CENTRES PLEASE REFER TO SUPPORTING GUIDANCE

[illegible]

If you are collecting data from a family/household member of the key worker you must ensure that when obtaining the information you provide the person with an overview of this statement. You can read them this verbally over the phone or you can attach to an email where you have requested this data. This process must be followed to ensure we remain GDPR compliant "The Secretary of State for Health & Social Care has given notice under Regulation 3(4) of the Health Service Control of Patient Information Regulations 2002 that the Council is required to process and share necessary health and social care data for the COVID-19 pandemic. This will involve the processing of personal data (such as name, address etc.) of individuals including in many cases sensitive, 'special category' personal data such as data relating to health information. Data protection law does not stand in the way of the provision of healthcare and the management of public health issues; therefore we take important considerations into account specifically for Coronavirus (COVID-19) when handling personal data in these circumstances, particularly health and other sensitive data. These measures will be proportionate and processed for specific purposes only. In some circumstances we would need to share information lawfully, without consent, if it is in the public or vital interests."

**Notes for completing the referral form*

It is really important that all details on the referral form are completed and all fields should be considered mandatory. The data being captured is critical to running the process as efficiently as possible and any missing information may result in delays in getting your key worker/family member tested.

It is also really important that the fields are completed correctly with the correct contact information for the person to be tested including email and phone number. Where you are submitting a family/household member for the test you must provide their details on the form and include the key worker name and job title

If your key worker or family/household member **does not have access to a household vehicle** and requires an alternative testing process please put "no vehicle" in field that asks for vehicle details and enter address details in comments box at the last column. If the person to be tested is a **child under 18 and over 5 years** old you must provide the CONTACT details of the parent/guardian who will performing the test on the child.

The **date that symptoms first presented** is critical to the management of this process. Staff who will be over day 5 at the time they arrive at the test centre will NOT be tested and will be referred back to the Council

If the key worker is beyond the first 4 days of symptoms at the time of making the referral they will not be eligible for a test.

If the key worker does not currently have any symptoms then they are classed as "Asymptomatic" and further separate instruction will be provided for such referrals

Risk assessment read and understood by:

Name	Signature	Date

Thank you for keeping everyone safe at Hirst Wood Nursery School