

Premises: Wickersley Partnership Trust
Activity and/or Environment to be assessed: COVID-19

Assessors: Mr. M. Sutton

Date: December 2021

Review Date: February 2022

Key (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee YP = Young Persons P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (Could occur/Possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (death)	Likelihood x Severity = Rating	1-6 Low Risk = Monitor 8-12 Medium Risk = Monitor, review & reduce risk where possible 14-25 High Risk = Further action required

Premises: Wickersley Partnership Trust – mitigation of risk addendum to Trust COVID-19 risk assessment

Activity and/or Environment to be assessed: The purpose of this risk assessment is to address the additional risk of the transmission of COVID-19 infection during school operating hours. It has been updated in line with guidance from the UK Government as this has changed most recently in November 2021

PLEASE NOTE: A 'ONE-SIZE FITS ALL' APPROACH IS NOT FEASIBLE, SO HEADTEACHERS WILL MAKE INFORMED JUDGEMENTS AND ADAPT THE GENERIC WPT RISK ASSESSMENT TO MEET THEIR OWN SPECIFIC PRIMARY/SECONDARY SCHOOL CONTEXT AND WILL ASSIGN DAILY RESPONSIBILITIES TO STAFF (END OF COLUMN).

THE RISK ASSESSMENT WILL:

- BE KEPT UNDER CONSTANT REVIEW BY ALL TRUST/SCHOOL LEADERS TO ENSURE THE SAFETY OF ALL EMPLOYEES AND STUDENTS
- RESPOND TO ANY CHANGES IN NATIONAL AND LOCAL GUIDANCE
- BE SHARED WITH THE WORKFORCE, PARENTS/CARERS & STUDENTS

1. Hazards Identified and potential harm it could cause	2. People At Risk	3. Controls in Place	4. Risk Rating				5. Further Action Required/Recommendations	6. Completed by (DATE) 7. Responsibility (NAME)
			L	S	Score	Risk		
<p>a) Contact with individuals who are unwell - ensure that those who have coronavirus (COVID-19) symptoms or are required do not attend school;</p> <p>Transmission of virus due to insufficient hygiene</p> <p>Transmission of virus due to insufficient respiratory hygiene</p> <p>Transmission of virus through insufficient</p>	Staff, students and visitors	<p>PREVENTION</p> <p>Managing children and adults in line with PHE guidance to reduce the spread of the virus</p> <p>Hand washing facilities with soap and water are available in all toilet areas.</p> <p>Guidance on hand washing can be found at the below link; https://www.nhs.uk/live-well/healthy-body/best-way-</p>	3	4	12	M	<p>Child or fully vaccinated adult WPT/School</p> <p>Students (up to the age of 18 years and 6 months) and fully vaccinated staff must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more COVID-19 symptoms • they have had a positive COVID-19 test • have been told to quarantine after travel abroad • they have been contact traced by the NHS and instructed to isolate due to any specific COVID-19 variant <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the student or staff member can return to school) <p>Self-isolation period includes the day the person's symptoms started (or the day they had the test, if they did not have symptoms) and the next 10 full days.</p> <p>It remains essential that anyone who gets a positive result from an LFD result self-isolates immediately, while they get a confirmatory PCR test. If the PCR test is negative they can then return to school.</p> <p>Students (up to the age of 18 years and 6 months) and fully vaccinated staff will not need to self-isolate if they are a close contact of a person who tests positive, unless specifically instructed to by the NHS.</p>	<p>All relevant staff and students</p> <p>All relevant staff and students</p> <p>All relevant staff and students</p> <p>All relevant staff and students</p> <p>All relevant staff and students</p>

cleaning of surfaces		<p>to-wash-your-hands/</p> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception area using appropriate cleaning products and methods.</p> <p>Hand sanitiser Hand sanitiser dispensers are located throughout all schools and are refilled regularly.</p>				<p>Non-fully vaccinated adult WPT/School</p> <p>Staff who are not fully vaccinated staff must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more COVID-19 symptoms • they have had a positive COVID-19 test • have been told to quarantine after travel abroad • they have been told to self-isolate by the NHS Test and Trace service or the NHS COVID-19 app <p>* In certain circumstances, a non-fully vaccinated staff member will know that they have been identified to the NHS Test and Trace service as a close contact of a person who has had a positive PCR test. In these circumstances there may be a lag time between the NHS being told about the close contact and the NHS making contact with this person to tell them to self-isolate. In these circumstances Headteachers are to contact Matt Sutton, Senior Operations Manager, for further advice.</p> <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the student can return to school) <p>Self-isolation period includes the day the person's symptoms started (or the day they had the test, if they did not have symptoms) and the next 10 full days.</p> <p>It remains essential that anyone who gets a positive result from an LFD test self-isolates immediately, while they get a confirmatory PCR test.</p> <p>Anyone told to isolate by NHS Test and Trace, the NHS COVID-19 app or by the United Kingdom Health Security Agency has a legal obligation to self-isolate, but may leave home to avoid injury or illness or to escape the risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>If an adult who is not fully vaccinated is self-isolating, following NHS direction, starts to display symptoms while self-isolating they need to book a PCR test. If this PCR test is positive they need to re-start a 10-day period of self-isolation from the day their symptoms started. If this PCR test is negative they need to finish their original self-isolation period.</p> <p>All children and adults</p> <p>If anyone in school develops COVID-19 symptoms, the school should send them home and advise them to follow United Kingdom Health Security Agency advice.</p> <p>Schools do not conduct their own contact tracing. Contact tracing is completed by NHS Test and Trace.</p> <p>For a Student or adult who develops symptoms during the school day, please see a section in this risk assessment below - 'dealing with a suspected case of COVID-19 in school'.</p> <p>Contact tracing and NHS Test and Trace</p> <p>Schools only needed to do contact tracing up to and including 18th July, 2021. Close contacts are now identified via NHS Test and Trace, and education settings will no longer be expected to undertake contact tracing. Schools no longer need to keep a record of visitor details for the purpose of contact tracing. Schools no longer need to keep seating plans for the purpose of assisting with NHS Test & Trace.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and / or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and / or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p>	<p>All relevant staff and students</p> <p>All relevant staff and students</p> <p>All relevant staff and students</p> <p>All relevant staff and students</p> <p>All relevant staff and students</p> <p>All relevant staff and students</p> <p>SLT, COVID Team</p> <p>SLT, COVID Team</p> <p>SLT, COVID Team</p> <p>SLT, COVID Team</p> <p>SLT, COVID Team</p>
----------------------	--	---	--	--	--	---	--

						<p>Secondary schools are to advise parents / carers that any students (year 7 and above) who they are aware have been contact traced by NHS Test & Trace or live in a household where a person has received a positive result to a PCR test should undertake daily lateral flow tests for 10 days. This is a precautionary measure and is advisable only.</p> <p>Travel and quarantine</p> <p>Where pupils travel from abroad to attend a school, you will need to explain the rules to pupils and their parents before they travel to the UK. All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice.</p> <p>All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. All Red list arrivals will enter quarantine.</p> <p>Hand washing</p> <ol style="list-style-type: none"> A. Staff must ensure (as far is reasonably practical) that students clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating; B. Students (and staff) are encouraged to wash hands for 20 seconds following PHE guidance. See NHS hand washing guidance C. Hand sanitisers are provided in corridors and classrooms (with 70% alcohol content) D. Ensure use of hand sanitiser is supervised where necessary to avoid risk of ingestion; E. Ensure bins emptied regularly throughout the day. F. Staff to be reminded regularly to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. G. Site staff to make sure toilet areas are always stocked with soap and that washing facilities are available. H. Reactive cleaners to clean toilets and sinks frequently and checks made hourly. Site manager at the start and end of the day and staff member/cleaner during the day. <p>Face Coverings</p> <ul style="list-style-type: none"> ● Face coverings should be worn in communal areas, including assemblies, by staff, visitors and students (year 7 and above), unless they are exempt. Face coverings do not need to be worn in classrooms, but any staff member or student who wishes to wear one should feel able to. This guidance is applicable to any Trust premises, including Cranworth and primary and secondary SEN provision. Face coverings do not need to be worn outside. Health advice continues to be that children in primary schools should not be asked to wear face coverings. <p>Additional points:</p> <ul style="list-style-type: none"> ● Staff and students (year 7 and above) should understand that the wearing of a face covering would not replace the regularity required for hand hygiene measures and routines outlined above. ● Some individuals are exempt from wearing face coverings. This applies to those who cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties. Those who speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. Those who rely on visual signals for communication, or communicate with or provide support to such individuals. <p>Ensuring good respiratory hygiene</p> <ol style="list-style-type: none"> a. Staff and students are reminded regularly to catch coughs and sneezes in tissues - <i>Follow 'Catch it, Bin it, Kill it'</i> and to avoid touching your face, eyes, nose or mouth with unclean hands. b. Tissues will be made available throughout the site/classroom. c. Posters and games/rhymes to reinforce key messages. 	<p>SLT, COVID Team</p> <p>SLT, COVID Team</p> <p>All staff and students</p> <p>Allstaff and students</p> <p>Facilities Officer All staff Caretakers/ cleaners All staff</p> <p>Caretakers, cleaners Caretaker, cleaners</p> <p>All Students and staff</p> <p>All students and staff</p> <p>All students and staff</p> <p>Facilities manager, caretakers, cleaners</p> <p>All staff and caretakers</p>
--	--	--	--	--	--	--	---

						<p>d. Windows and doors (not fire doors) should be left open to ensure that the rooms are well ventilated. Student welfare does need to be considered and there will be times when windows may need to be closed in winter. CO2 monitors, where in place, can be used to inform decisions regarding ventilation.</p> <p>e. Sufficient stocks of tissues/ sanitiser in place for students and staff to use.</p> <p>Cleaning</p> <p>There should continue to be regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.</p> <p>Hand sanitiser</p> <p>All schools must ensure they have sufficient number of hand dispensers throughout site and at key locations including:</p> <ul style="list-style-type: none"> • School entrances • Toilets • Outside offices • Where possible, outside all classrooms <p>Schools must make sure they always have stocks of hand sanitiser and order these supplies themselves when required.</p> <p>Schools should make sure that wherever there is a gathering of staff and students, such as when entering for an assembly, that hand sanitiser is available for us prior to entering the gathering.</p> <p>Water / drinking fountains</p> <p>Use of water / drinking fountains is permitted. These facilities need to be included in regular cleaning routines and hand sanitizer or hand washing facilities should be available nearby for those who use these facilities.</p> <p>Social distancing</p> <p>Previous social distancing restrictions are no longer in place.</p> <p>Ventilation</p> <p>Windows and doors (not fire doors) should be left open to ensure that the rooms are well ventilated. Student welfare does need to be considered and there will be times when windows may need to be closed in winter. CO2 monitors, where in place, can be used to inform decisions regarding ventilation.</p> <p>PPE</p> <p>WPT schools will continue to re-order PPE as required. Should schools need support with know what to order and where to place orders support can be requested from the Trust Senior Premises and Compliance Manager, Lee Rushforth, Lrushforth@wickersleypt.org</p> <p>Intimate care</p> <p>DFE advice states that “The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • students whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way • if a student becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face covering will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the student is necessary, then gloves, an apron and a face covering should be worn by the supervising adult. 	<p>Facilities manager, caretakers, cleaners</p> <p>Facilities manager, caretakers, cleaners</p> <p>Facilities manager, caretakers, cleaners</p> <p>Facilities manager, caretakers, cleaners</p> <p>Facilities manager, caretakers, cleaners</p> <p>Facilities manager, caretakers, cleaners</p> <p>Facilities manager, caretakers, cleaners</p> <p>All staff and students</p> <p>All staff and caretakers</p> <p>Trust and Facilities officer</p> <p>Health support worker</p>
--	--	--	--	--	--	--	--

						<p>'Emergency Response' PPE kits will be available for staff when responding to a student presenting with COVID-19 symptoms – gloves, aprons and face coverings.</p> <p>First aid In the event of a student requiring first aid for a minor injury/cut, staff administering basic first aid will wear appropriate PPE due to the lack of social distancing possible – eg: gloves, apron, face covering. PPE will be used by first aiders at all times (regardless of need)</p> <p>If any schools require gloves, aprons, face coverings and face visors the Trust will be make them available. Contact Lee Rushforth Lrushforth@wickersleypt.org</p> <p>All COVID-19 related monitoring must take place in designated isolation rooms</p>	<p>Health support worker and First Aid trained staff</p> <p>Facilities Officer</p> <p>Health Support worker, Pastoral staff and Admin staff</p>	
Spread of COVID-19 (Coronavirus)	Staff, students and visitors		3	4	12	Med-ium	<p>PREVENTION, CONTAINMENT AND DELAY MEASURES</p> <p>Mixing and 'bubbles'</p> <p>It is no longer necessary to keep students in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools from 1st September 2021. One way systems can be removed.</p> <p>Assemblies and other gatherings can resume in person and alternative arrangements no longer need to be made for lunch. Schools should make sure that wherever there is a gathering of staff and students, such as when entering for an assembly, that hand sanitiser is available for us prior to entering the gathering. Students in year 7 and above should wear face coverings during assembly, unless exempt.</p> <p>Staggered start and end times</p> <p>It is no longer necessary to have staggered start and end times to the school day and within the school day regarding lunch and breaks.</p> <p>Arrangements within the classroom</p> <p>It is no longer necessary to produce seating plans in a manner that sees students face the front of the room specifically for the purposes of COVID-19 control. However, where possible, and only in situations where it is not detrimental to the delivery of education, staff should continue to teach from the front of the classroom to minimise unnecessary contact.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.</p> <p>Equipment may be used without restriction. However, as detailed elsewhere in this risk assessment, cleaning should focus on frequently touched surfaces and equipment.</p> <p>Practical lessons</p> <p>There are no restrictions on lessons such as music, dance and drama and PE. Changing facilities can be used again. It is no longer necessary to move certain lessons outdoors due to COVID-19 considerations, nor is it necessary to reduce the amount of participants or space between them. There is no longer any government guidance on 'safer singing'. As detailed elsewhere in this risk assessment, cleaning should focus on frequently touched surfaces and equipment.</p> <p>Performances - If planning an indoor or outdoor face-to-face performance in front of a live audience, schools should follow the latest advice in the working safely during COVID-19 in the performing arts guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance schools should also give particular consideration to the guidance on delivering outdoor events https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-</p>	<p>SLT</p> <p>All relevant staff and students</p> <p>SLT</p> <p>SLT and all teaching staff</p> <p>SLT and all teaching staff</p> <p>All staff</p> <p>HOF/HOD DT Art Dance Drama Music Science PE</p> <p>HOF/HOD Dance Drama Music</p>

					<p>covid-19 When schools are planning any performances or other events involving external attendees that will take place on school premises, as part of the planning process the school should liaise with Matt Sutton, Senior Operations Manager msutton@wickersleypt.org. This includes events such as parents' evenings, school fairs, school plays, etc.</p> <p>Schools are still able to work with external coaches, clubs and organisations for curricular and extracurricular activities. Indoor and outdoor competition between different schools can take place.</p> <p>Extracurricular provision, including breakfast clubs</p> <p>There are no restrictions on these provisions. However, the school must have a copy of the external provider's risk assessment and consider this risk assessment adequate prior to any agreement being made.</p> <p>Trust transport and dedicated transport</p> <p>Face coverings should be worn by all staff and adults, unless exempt, on all Trust and dedicated transport. All students in year 7 and above should wear face coverings unless exempt.</p> <p>Enhanced cleaning of Trust minibuses will continue.</p> <p>Lettings</p> <p>Schools are permitted to let out their premises. Each organisation / private individual requiring a letting must produce a risk assessment for their safe use of space. This must be shared by the organisation / private individual and approved by the school and WPT (David Walker email: dwalker@wickersleypt.org) before a decision is made to accept the letting. National Governing Body guidance specific to the activity or sport must be consulted before approval is given.</p> <p>Changing facilities can be used. There is no limit on spectators for reasons of COVID-19 control.</p> <p>Educational visits</p> <p>Residential, domestic and international educational visits are permitted. Planning for any educational visit needs to include adequate financial protection. Planning for international visits needs to consider travel restrictions.</p> <p>You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any United Kingdom Health Security Agency advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. You should consult the health and safety guidance on educational visits when considering visits. https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p> <p>Guidance on international travel can be found via the following link https://www.gov.uk/foreign-travel-advice</p> <p>Testing</p> <p>Schools will ensure that every staff member and secondary school student will continue to be provided with access to a sufficient supply of lateral flow tests to allow them to undertake two tests a week at home. The result of these home tests should be registered with the government.</p> <p>School performances and events</p> <p>When schools are planning any performances or other events involving external attendees that will take place on school premises, as part of the planning process the school should liaise with Matt Sutton, Senior Operations Manager msutton@wickersleypt.org. This includes events such as parents' evenings, school fairs, school plays, etc.</p> <p>All staff, visitors and children in year 7 and above who are attending should wear a face covering unless exempt. WPT staff and students should wear face coverings unless exempt.</p>	<p>HOF/HOD Dance Drama Music PE</p> <p>HOF/HOD DT Art Dance Drama Music Science PE</p> <p>TRust minibus drivers, PE DEpt and Pastoral staff</p> <p>Facilities manager and Lettings manager</p> <p>All staff</p> <p>All staff</p> <p>Trust and SLT, Covid team</p> <p>HOF/HOD Dance Drama Music PE</p> <p>HOF/HOD Dance Drama Music PE</p>
--	--	--	--	--	--	---

							<p>Outbreak management planning</p> <p>Should individual schools experience an increase in the number of positive cases, either across the whole school or within certain clusters / year groups, the following additional measures may be deployed on a case by case basis. These decisions will be made by the CEO, and may be made in consultation with the Local Authority and / or health professionals. These additional measures may include a combination of the following:</p> <ul style="list-style-type: none"> Reducing mixing between groups to reduce the risk of transmission of COVID-19 Enhanced use of face coverings Placing restrictions on educational visits, school events and lettings 	CEO, SLT, COVID TEAM
Response to infection								
Suspected case whilst on site	E YP P C V EM	CONTAINMENT If a member of staff/student develops a high temperature or a persistent cough while on site.	2	4	8	Med	<p>Schools will have a designated room available to isolate students until they can be collected.</p> <p>Student</p> <ul style="list-style-type: none"> they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the student, with appropriate adult supervision if required a window should be opened for fresh air ventilation if it is safe to do so if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else personal protective equipment (PPE) must be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained <p>Staff</p> <ul style="list-style-type: none"> Return home immediately Avoid touching any surfaces Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the PHE guidance on self-isolation and not return to school until their period of self-isolation has been completed. 	<p>Ongoing</p> <p>Health support worker and Pastoral staff</p> <p>All Staff</p>
Multiple COVID-19 infections on site	E YP P C V EM	In the case of multiple COVID-19 infections, schools will contact the Local Authority and / or the United Kingdom Health Security Agency and initiate guidelines and advised protocols					<p>Multiple COVID-19 infections</p> <p>In circumstances where there is an increase in transmission the Trust will consult with the Local Authority and health professionals to determine if further action should be taken.</p>	Trust and SLT
Spread of COVID-19 (Coronavirus) Availability of staff	E YP	PREVENTION and DELAY	2	4	8	Med	<p>School workforce</p> <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.</p> <p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else.</p>	<p>Ongoing</p> <p>All staff</p> <p>All staff</p>

Spread of COVID-19 (Coronavirus) Attendance and vulnerable children	E YP P C V EM	Role of classroom teacher and senior leadership team						
			2	4	8	Med	<p>Attendance</p> <p>School attendance is mandatory. The exceptions to this are:</p> <ul style="list-style-type: none"> If a student is following United Kingdom Health Security Agency guidance and self-isolating <p>Schools should not encourage parents to request unnecessary medical evidence such as doctors' notes from their GP when their child is absent from school due to illness.</p> <p>Schools are required to provide remote education to students who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19). Schools should keep a record of this activity but do not need to record it in the attendance register.</p> <p>From Thursday 1st April, 2021 clinically extremely vulnerable (CEV) students are no longer advised to shield. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. However, if advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist</p> <p>Where students are classed as vulnerable and are self-isolating, schools should notify their social worker, where they have one, and agree the best way to maintain contact and offer support.</p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by UKHSA or the DHSC, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness). For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance.</p>	<p>Ongoing</p> <p>Attendance team and all students</p> <p>Attendance team and Pastoral Team</p> <p>All Staff Attendance Team</p> <p>All relevant students</p> <p>Attendance Team, Safeguarding and Pastoral team</p> <p>Attendance Team, Safeguarding and Pastoral team</p>
KEY DOCUMENTATION: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak								