

The Harbour School Covid 19 Risk Assessment January 2022

Government guidance source: Updated 2nd January 2022

[COVID-19 schools operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-schools-operational-guidance)

[Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-schools-coronavirus-covid-19)

[SEND and specialist settings: additional COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/send-and-specialist-settings-additional-covid-19-operational-guidance)

All staff are required to familiarise themselves with the full contents of this Risk Assessment. This risk assessment has been designed by The Harbour School based on the areas identified in the updated guidance

- Face Coverings, ventilation, respiratory hygiene and social distancing
- Cleaning
- Hospital School
- Minimising Contact: Visitors to school, central staff
- Outreach, Tuition and Home Visits
- Home to School Transport and Personal transport
- Attendance and safeguarding
- Pupil and Families Mental Health and Well-Being
- Staff well-being
- Clinically Extremely Vulnerable Pupils and Staff Clinically Vulnerable Pupils and Staff
- Pregnant women who are 28 weeks pregnant or with underlying health needs
- Remote Learning
- Education Recovery and Funding
- Outdoor Learning
- Animals
- Lettings
- Asymptomatic Testing
- Reporting Confirmed Cases of Covid 19
- Communication with parents and carers
- Admitting pupils back onto setting
- Outbreak Contingency Planning
- Vaccinations
- Returning to School January 2022
- Travel and Quarantine



**THE
HARBOUR
SCHOOL**

	Risk not mitigated - unable to follow guidance or implement adequate controls
	Risk partially mitigated – some actions outstanding
	Risk mitigated – adequate controls in place and guidance followed

Risk / Guidance Requirements	Controls/ procedures in place	Actions remaining	Status
Updates 2nd January 2022 Update to the Face coverings section to include the use of face coverings in classrooms for Year 7 and above. <ul style="list-style-type: none"> Update to Residential specialist settings section to clarify reporting requirements for any children and young people not in their setting. Update to the Home to school transport section to confirm the continuing option of personal travel budgets / mileage allowances. 			
Face Coverings, ventilation, respiratory hygiene and social distancing			
<p>Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19. Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, we recommend that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure. Pupils in these schools should also wear a face covering when travelling on public transport and dedicated.</p> <p>From January 4th, we also recommend that in those schools where pupils and students in year 7 and above are educated, face coverings should be worn in classrooms where children and young people are able to do so. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This will also be a temporary measure. Pupils and students in these settings must also wear a face covering when travelling on public transport and should wear one on dedicated transport to and from school or college. We would not ordinarily expect teachers or lecturers to wear a face covering in the classroom if they are at the front of the class, to support education delivery, although settings should be sensitive to the needs of individual teachers.</p> <p>In primary schools, we recommend that face coverings should be worn by staff and adults</p>	<p>Face coverings Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, we recommend that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas.</p> <p>The wearing of face coverings is encouraged in classroom and learning settings where social distancing cannot be maintained.</p> <p>Circumstances where people may not be able to wear a face covering There are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances. Some people are less able to wear face coverings, and the reasons for this may not be visible to others.</p> <ul style="list-style-type: none"> In relation to education settings, this includes (but is not limited to): people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability people for whom putting on, wearing or removing a face covering will cause severe distress people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate to avoid the risk of harm or injury to yourself or others you are also permitted to remove a face covering in order to take medication <p>Each campus will have a contingency supply of face coverings.</p>		

<p>(including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. See Circumstances where people are not able to wear face coverings: for exceptions to this. Face coverings do not need to be worn when outdoors. Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. They also have a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully. No pupil should be denied education on the grounds that they are not wearing a face covering.</p>	<p>Transparent face coverings and face visors Transparent face coverings can be worn to assist communication with someone who relies on:</p> <ul style="list-style-type: none"> • lip reading • clear sound • facial expression <p>Transparent face coverings are available for staff.</p> <p>Hand hygiene Handwashing, respiratory hygiene must continue</p> <p>Respiratory Hygiene Catch it, bin it, kill it - The e-Bug COVID-19 website contains free resources for settings, including materials to encourage good hand and respiratory hygiene.</p> <p>Ventilation, allow for fresh air flow, open windows, adjust uniform expectations if rooms are cold. Staff to be responsible for opening and closing the windows in their own area.</p> <p>Hand Driers Hand driers can be used. Those using the driers have just washed their hands, and therefore the risk of distributing the virus is low.</p> <p>CO2 monitor delivery schedules for state-funded special schools CO2 monitors have been provided by the DfE are held by the School Operations Manager. They can be requested by Head of Campus when there is a concern around adequate ventilation.</p>		
Cleaning			
<p>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents</p>	<p>Classrooms, office spaces, learning spaces must be kept clear and tidy to allow for cleaning. SLT will carry out spot checks</p> <p>Clean surfaces regularly Use diluted, pink or blue disinfectant in labelled spray bottles. Keep the spray bottles out of the reach of pupils. Additional labels available from Schools Operations Manager.</p>	<p>Each Campus to be stocked with materials required. 4.1.22</p>	

	<p>Desks, tables, surfaces to be clear at the end of each day to allow for cleaning.</p> <p>Desks, tables, surfaces and learning spaces to be tidy and clear to allow different staff to access spaces ie, hot desking, shared learning spaces and cover for staff absence or training.</p> <p>Minibuses and cars to be wiped down inside after use.</p> <p>PE equipment to be wiped down between uses</p> <p>Pupils to engage in teaching and learning opportunities around cleaning and hygiene so that they can contribute to the process</p> <p>4th Jan 2022: Premises team to audit and check: ventilation, window openings, cleaning materials, face masks, transparent visors, hand gel, wipes.</p> <p>When hand sanitiser and cleaning fluid run out, leave bottle visible for premises staff to re-fill.</p>	<p>Each Campus must be kept clear and tidy.</p> <p>Cleaning materials to be labelled and stored out of the way of pupils</p>	
Hospital School			
<p>Providers should offer full-time education where it is safe and feasible to do so and in line with the wider infection prevention and control (IPC) measures in place within the hospital setting. You should work with your local NHS trusts to deliver a broad and balanced curriculum for all pupils as far as their health permits.</p> <p>Where it is not possible to provide face-to-face education for all pupils, for example, because of current physical capacity restraints at the hospital, then please use risk assessments to prioritise the pupils with the greatest need</p>	<p>Hospital meeting and implementation plan in development – ES, LT, KL. KCu and hospital team. Most of the learning will be bedside</p> <p>Implementation Plan developed between the school and the hospital.</p>		
Vulnerable Pupils			
<p>Where pupils who are self-isolating due to clinical or public health advice are within our definition of vulnerable, it is important that you put systems in place to keep in</p>	<p>Vulnerable pupil tracking in place with Campus SLT and Link Co-ordinator, meeting every other week.</p> <p>Staff use CPOMs to record off site and remote learning.</p>		

<p>contact with them, particularly if they have a social worker. Some children may be vulnerable who are not officially in statutory systems and schools should seek to support any children who they believe may have challenging circumstances at home. When a vulnerable pupil is asked to self-isolate, you should: ● notify their social worker (if they have one) ● agree with the social worker, the best way to maintain contact and offer support You should have procedures in place to: ● check if a vulnerable pupil is able to access remote education support ● support them to access it (as far as possible) ● regularly check if they are accessing remote education ● keep in contact with them to check their wellbeing and refer onto other services if additional support is needed</p>	<p>Staff at The Lodge using CPOMs to record daily learning</p> <p>Staff using pupil record logs at The Bridge and Stamshaw to record daily engagement.</p> <p>All staff trained and using CPOMs to record safeguarding concerns. Revisited with PALs and CAFT lead when required.</p> <p>PALs agenda item at every meeting to update the use of CPOMs and attendance</p> <p>SLT agenda item every week to update attendance and vulnerable pupils/families</p> <p>Staff using emails, phone calls, texts, class dojo to maintain positive contact with families</p>		
<p>Minimising Contact</p>			
<p>We do not recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that 'bubbles' will not need to be used in schools. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume and you do not need to make alternative arrangements to avoid mixing at lunch.</p>	<p>The Harbour School will work as required across campuses when required to support staff and learning.</p> <p>SLT will respond to confirmed cases and outbreaks following guidance from Public Health England – see contingency plan.</p>	<p>SLT cover contingency plan to be established.</p>	
<p>Visitors to School</p>			
<p>Visiting specialists such as therapists, clinicians, peripatetic teachers and other support staff for pupils with SEND should provide interventions as usual, including moving between settings as required.</p>	<p>Visitors to school should not attend if they are feeling unwell with Covid symptoms.</p> <p>On campus visits continue to plan in a Covid safe way – hands, face, space and ventilation</p> <p>Student placements requests from Universities and Further Education Colleges can be offered – follow external provider process</p> <p>Visitors will be required to wear face coverings in communal areas.</p> <p>Visitors in school will be expected to take a LFD test with a negative result before attending the school</p>		

Central Staff			
Staff who deliver interventions and work across each campus will need to be particularly rigorous about hand washing and respiratory hygiene (catch it, bin it, kill it),	Hand sanitiser and hand washing facilities available at each campus Central Staff – IT, premises and admin to continue minimising interactions with teaching staff and pupils.		
MABS, Outreach Staff, Tuition and Home Visits			
Visiting specialists such as therapists, clinicians, peripatetic teachers and other support staff for pupils with SEND should provide interventions as usual, including moving between settings as required.	<p>MABs and Outreach will work in schools as required.</p> <p>Outreach staff will have access to individual schools' risk assessments. Outreach – clinically vulnerable staff will have return to work meetings and their risk assessments updated.</p> <p>PCC staff working in schools (From PCC)</p> <ul style="list-style-type: none"> • PCC staff who are working in schools will continue to do twice weekly LFD testing. • PCC staff will normally wear face coverings when visiting schools and moving round communal areas, but not where the wearing of a face covering would interfere with the work that is being done. • Individual risk assessments are carried out for PCC staff who are CEV, so we may ask schools to take additional precautions where these staff are working in your schools. • Where schools are keen for training to take place face to face, our starting point is that this should happen, provided that it takes place in large, well-ventilated rooms. Should we see evidence of outbreaks linked to training we will move training back to predominantly on-line. • We will no longer limit the number of visits to different families/ schools that can be done in a day/week. <p>Reintegration and Tuition Service Academic tuition will be remote for pupils referred to our reintegration and tuition service. Pastoral support visits off site will follow the Evolve risk assessment process.</p> <p>Home Visits Emotional literacy learning and pastoral support can take place in the home for following guidance:</p>		

	<ul style="list-style-type: none"> • Prepared letter shared with parent/carer where home learning is being planned. • Staff member follows hygiene procedures taking hand sanitiser, face covering and wipes. • Indoor learning/meetings to take place in the largest room available with only the adults required and a window open. • Continue with phone calls to homes before carrying out visits inside the home to ensure no-one is symptomatic of covid 19. • Request adults and pupil in the home take regular LFD testing. • When there is an Infection Control Concern, staff to raise this with their line manager to review the process to implement an individual risk assessment and plan 		
Home to School Transport and Personal Transport			
<p>Dedicated transport to schools and colleges COVID-19 operational guidance (publishing.service.gov.uk)</p>	<p>Children and young people aged 11 and over, unless they are exempt, should wear a face covering when travelling on dedicated transport to and from educational settings.</p> <p>Close communication between school and the transport team will be maintained.</p> <p>Staff may use school or personal transport with pupils following guidance, wearing face coverings, opening windows for ventilation and using hand sanitiser</p> <p>27.8.2021, PCC transport impact of Brexit and the pandemic – unable to provide home to school transport from 14:40 until at least Nov 2021. Timetable adjustments and communication to parents required. Before the start of term</p>		
Attendance			
<p>School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that as many children as possible regularly attend school. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with</p>	<p>Improving school attendance: support for schools and local authorities - GOV.UK (www.gov.uk)</p> <p>Good attendance remains our priority Remote learning must be planned and meaningful. Remote learning plans must be in place for all pupils across the school. DfE return to be completed between 1pm and 2pm daily by attendance team</p>		

<p>relevant legislation or guidance published by PHE 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 unable 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>All attendance recorded on SIMS</p> <p>Confirmed cases use the X code and a sub code. This is then collated by Emma for the DfE report. The report asks if the pupils are positive or have symptoms with individual boxes for each. If we are to use the I code for positive cases people will need to inform Emma Rhodes.</p> <p>The Harbour School is now connected with Study Bugs which allows for up-to-date attendance throughout the day. We will transfer to Study bugs instead of Iris Connect for parent communication purposes. While we become secure in the use of Study bugs, we will maintain the use of both communication systems. Staff providing remote and off campus learning have been provided with training for the use of Study Bugs to provide us with live attendance data.</p> <p>Reduced hours plans must be reviewed with parents and agencies. Continued reduced hours forms (Additional Weeks) must be forwarded to the LA, Sharon Girling, via SSE.</p> <p>ILP's for Dual Registered Pupils must be shared with the Dual Registered School via TEAMs meetings with Head of Campus and copies of ILP's sent. Progress reviews will be completed in the form of Individual Learning Plan Reviews, the updated format will be used from January 2022.</p> <p>Attendance information will be provided to DR schools each week and informed of any safeguarding concerns.</p> <p>PALs and Heads of Campus will continue to meet with our link co-ordinator to discuss vulnerable pupils.</p> <p>The Lodge use Tapestry for home school communication and assessment</p> <p>Children and Families Team in place to support targeted pupils with low attendance and /or at risk of exploitation.</p>		
Pupil and Families Well-Being and Support			
<p>Taking a coordinated and evidence-informed approach to mental health and wellbeing in schools and colleges leads to</p>	<p>Promoting and supporting mental health and wellbeing in schools and colleges - GOV.UK (www.gov.uk)</p>		

<p>improved pupil and student emotional health and wellbeing which can help readiness to learn.</p> <p>The latest edition of the whole school or college approach, updated for autumn 2021 by Public Health England (PHE) and the Department for Education, defines the areas to be considered to enable good mental health and wellbeing practice.</p>	<p>Promoting children and young people’s mental health and wellbeing (publishing.service.gov.uk)</p> <p>Emotional Health and Wellbeing - Portsmouth Education Partnership</p> <ul style="list-style-type: none"> • Senior Mental Health Lead – identified and accessing national training, PAL at Cosham • Consultation with CAMHs and Educational Psychologists • Link Co-ordinators for Vulnerable Pupils Tracking with Campus SLT • Pastoral Area Leads co-ordinate and working with others to support pupils • Children and Families Team in place and working with targeted pupils • Kooth – access for KS3 and KS4 pupils • Promoting Positive Relationships and Behaviour Regulation Policy into Practice: CPD plan and opportunities • Additional Support for Staff • MindEd Hub • Educare • Psychological First Aid • PACE + Training 		
Staff Well-Being and Support			
<p>The coronavirus COVID-19 pandemic has turned the school world upside down and inside out. School staff have been playing a central role in remaining open for some children, keeping in touch with those at home, supporting their communities and in providing remote learning.</p> <p>3rdanna-freud-booklet-staff-wellbeing-web-pdf-21-june.pdf (annafreud.org)</p> <p>Good staff wellbeing can have a number of benefits for schools including:</p> <ul style="list-style-type: none"> • Positive impact on pupils, including improved educational outcomes, as 	<p>Universal Support</p> <p>Briefing, de-brief</p> <p>Promoting 5 Steps to well-being</p> <p>Dedicated staff spaces</p> <p>Senior staff check ins/open door</p> <p>Return to work check in</p> <p>CPD promoting positive relationships and reflect and review</p> <p>Consultation open to all staff on Covid 19 risk assessment</p> <p>Access to Sigma Teaching School Training</p> <p>Targeted Support</p> <p>Supervision</p> <p>Consultation with Educational Psychologists</p> <p>Consultation with CAMHs</p> <p>Vulnerable Pupil Tracking Link Co-ordinator</p>		

<p>both staff and children and young people are more engaged</p> <ul style="list-style-type: none"> • Increased productivity of staff members • Reduced absences from work in relation to sickness (both short term and long term) Staff being able to manage stress better and develop healthier coping strategies • Improved job satisfaction, which can support retention • Staff feeling valued, supported and invested in 	<p>Peer support and mentoring</p> <p>Specialist Support Employee Assistance Programme provided by Delta Education Trust: educationsupport.org.uk, Call 08000 856 148 For online resources visit: educationsupport.org.uk/onlinesupport Username: worklifesupport Password: support Occupational Health Referral Crisis Support</p>		
Clinically Extremely Vulnerable and Clinically Vulnerable Staff and Pupils			
<p>Children and young people previously considered CEV should attend school or college and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice</p>	<p>The advice remains unchanged for this group. The current guidance is that people who are CEV should continue to be cautious but are not expected to be shielding, but individual risk assessments should be carried out for any staff in this group.</p>		
Pregnant Women at 28 weeks or with underlying health conditions			

<p>Employers will need to follow this specific guidance for pregnant employees. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains further advice on vaccination.</p>	<p>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p> <p>Advice for pregnant women has been updated Nov 2021: individual plans for flexible working and individual risk assessments will be planned with line managers.</p> <p>Where consultants or midwives have advised pregnant staff not to go into school they should follow this advice. All vulnerable staff, including pregnant women, are strongly encouraged to get vaccinated as the best form of protection.</p>		
Remote and Blended Learning			
<p>Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. You should maintain your capacity to deliver high quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad</p>	<p>Remote learning may include, paper-based work packs, Teams, Class Dojo, telephone feedback. Registration codes will be used.</p> <p>CPOMS will be used to record remote learning, home visits and welfare calls</p> <p>Remote learning must be planned to be purposeful and allow for progress.</p> <p>Socially distanced doorstep visits, remote face to face learning and delivering of work packs will be part of our remote learning package.</p> <p>For safeguarding purposes, we will need to speak with pupils and/or see them if they are accessing remote learning.</p> <p>Senior Leaders and Curriculum Area Leads to report on remote learning. Remote Learning School Evaluation in place (SEF)</p> <p>All staff have access to safer blended learning course through Educare</p> <p>Guidance for Use of Teams for learning has been updated and available from Curriculum Area Leads</p>		
Education Recovery and Funding			

<p>Catch-up Premium and Recovery Premium. We have prioritised children who attend specialist settings by providing additional funding uplifts for both these premiums for pupils in special schools, alternative provision, hospital schools and special units within mainstream schools.</p>	<p>The Headteacher will plan with SLT how to use the catch-up funding and include in Pupil Premium Grant statement.</p> <p>Draft prepared for approval of LGB Jan 2022</p>		
<p>Outdoor Learning</p>			
<p>Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.</p>	<p>Visits must be thoroughly planned with a robust risk-benefit assessment in place (Hampshire Outdoors are happy to assist with this).</p> <p>The Harbour School uses EVC Plus and has provided training for staff with a Curriculum Area Lead in place to oversee this development. Evolve + and training. Planning and risk-benefit must be in place.</p> <p>The National Youth Association guidance approve "Support groups indoors and outdoors are permitted for vulnerable young people, max 15 per group + workers/leaders"</p> <p>PE sessions can take place indoors allowing for ventilation (open doors/windows and air con).</p> <p>Work Experience – as part of the curriculum offer may take place with assessment from work experience provider and all expected safeguarding procedures in place before work experience commences.</p> <p>Guidance and frequently asked questions available on request via Jim Lee – Hampshire Outdoors: Skills and Participation</p> <p>Domestic residential visits are now opening up- depending on local guidance.</p> <p>External Providers:</p>	<p>Practical MiDAS tests to be confirmed with provider before attending by the individual</p>	

	Quality Assurance FORM and procedure to be used and completed by Campus SLT		
	MIDAS Training provided for identified staff Dec 2021 and January 2022		
Animals			
<p>Coronavirus (COVID-19): advice for people in England with animals - GOV.UK (www.gov.uk)</p> <p>It is rare for an animal to contract coronavirus, and they may show only mild clinical signs and recover within a few days.</p> <p>Limited evidence available at present suggests that coronavirus:</p> <ul style="list-style-type: none"> • may pass from infected humans to certain pets such as dogs, cats and ferrets following close contact • does not easily pass between cats or most other pets, but this cannot be ruled out • may pass between ferrets and to humans based on the evidence from mink infections 	<p>In line with public health guidance, you should:</p> <ul style="list-style-type: none"> • wash your hands before and after any contact with your pet, its food or bedding • not share food with your pet • avoid contact such as kissing or cuddling if you're self-isolating <p>There is no evidence that you need to wash your pets to control the spread of coronavirus.</p> <p>The Harbour School Pets as Therapy Each pet has its own risk assessment, public liability insurance provided by the owner and is certified through Pets as Therapy.</p> <p>Some staff may have allergic reactions to animals and this must be taken into consideration within the risk assessment.</p> <p>Planned visits with animals must follow Health and Safety guidelines and Covid guidelines.</p>		
School Lettings			
Any school letting must be following government guidance	<p>Persons should not attend if feeling unwell or showing any defined symptoms including new continuous cough or temperature. The letting will take place after the end of the school day. There will be sufficient time between the end of school day and the letting for staff to be clear of the building.</p> <p>The lettings will be managed by the School Operations Manager (SOM). Insurance and agreements will be in place. A copy of the group's public liability insurance will be kept by SOM.</p> <p>The lettings group will be responsible for cleaning before and after the letting of the space.</p>		

	The lettings group will share a copy of their risk assessment and The School will share a copy of this risk assessment.		
Asymptomatic Testing			
<p>Testing remains important in reducing the risk of transmission of infection within settings. That is why, whilst some measures are relaxed, others will remain.</p> <p>Settings are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.</p>	<p>Lateral Flow Device Tests continue to be available for twice weekly testing. Staff must inform Heads of Campus as soon as possible of positive LFD tests. Staff must inform Heads of Campus as soon as possible of results of PCR tests.</p> <p>LFD Testing should not be used for 90 days following a positive PCR test.</p> <p>Visitors to school for scheduled meetings asked to take a LFD test before entering the school.</p> <p>A letter to be updated and provided to campus administration staff; LT</p>	Staff and families to share twice weekly test results to The School – format to be confirmed	
Asymptomatic Saliva Testing			
	<p>The Harbour School is offering Saliva testing for staff and pupils from October 2021. Saliva testing is taken twice a week from 18.10.2021 and collections of samples made twice a week. Staff must inform Heads of Campus as soon as possible of positive saliva tests. A positive saliva test result does not require a follow up PCR test.</p> <p>The information below is from: https://www.hiowsalivatest.nhs.uk/test-results/about-saliva-test</p> <p>For Saliva LAMP testing you should start testing again once your period of self-isolation following the positive test has ended. The rules for self-isolation following a positive test are as follows:</p> <ul style="list-style-type: none"> • If you have symptoms – self-isolate for 10 days from when your symptoms started. • If you have not had symptoms – self-isolate for 10 days from when you had the test. • If you get symptoms while you're self-isolating - the 10 days restarts from when your symptoms started. <p>Reminder letter sent to families 09.12.2021 Text reminders to be sent centrally from 12.12.21 on a Sunday evening and Tuesday evening Letter for families for end of term and return to school to be sent 13.12.21</p>	Staff and families to share twice weekly test results to The School – format to be confirmed	

Reporting Confirmed Cases			
<p>Continue to notify the local authority of all confirmed cases affecting pupils in school or staff using the coronavirus.schools@portsmouthcc.gov.uk inbox</p> <p>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some additional control measures</p> <p>You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p>	<p>The Harbour School continues to record all contacts, tests and results</p> <p>Isolation rooms to be available at each campus and all incidents recorded on the Covid Summary sheet.</p> <p>The Harbour School reports confirmed cases to UK Health and Security Agency (UKHSA formerly PHE) The Local Authority and Delta Education Trust. PHE advises on actions to be taken.</p> <p>All schools to notify PCC of confirmed coronavirus cases using the coronavirus.schools@portsmouthcc.gov.uk inbox. HT or DHT</p> <p>In school transmission: notification to publichelath@portsmouthcc.gov.uk</p> <p>If needing to close classes and initiate remote learning call: 02392841717</p> <p>The Harbour School has quality assured the risk assessment and procedures with UKHSA.</p>		
Confirmatory PCR Tests			
<p>Staff, pupils and students with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free polymerase chain reaction (PCR) test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to their setting, as long as the individual doesn't have COVID-19 symptoms. Those with a</p>	<p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>https://www.gov.uk/get-coronavirus-test</p> <p>Staff and pupils continue to attend school whilst waiting for confirmation of PCR tests for close contacts.</p> <p>PCR tests are not required after a positive saliva test – follow self-isolation guidance</p>		

<p>negative LFD test result can also continue to attend school or college.</p>	<p>Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.</p> <p>Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.</p>		
<p>Tracing Close Contacts and Isolation: Test and Trace</p>			
<p>Close contacts in schools are now identified by NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</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 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. You may be contacted in exceptional cases to help with identifying</p>	<p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result.</p> <p>Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk)</p>		

close contacts, as currently happens in managing other infectious diseases.	Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19.		
Communicating with Parents and Families			
Maintain clear and effective communication with parents and families	<p>Pupils' key staff teams are always the first point of call</p> <p>Maintain relational approaches</p> <p>Communications also sent by email and text and Class Dojo, Study Bugs</p> <p>Whole school communications sent using Study Bugs</p> <p>Updates displayed on our Website: The Harbour School Portsmouth – Safe Within – Ready To Sail</p> <p>The flow chart in appendix 1 is located on our website.</p> <p>Copies available on each campus/displayed in Reception.</p>		
Admitting pupils back to setting			
In most cases, parents and carers will agree that a pupil or student with symptoms should not attend given the potential risk to others. If a parent or carer insists on their child attending your setting you can take the decision to refuse them if, in your reasonable judgement, it is necessary to protect others from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.	Supporting letters provided by LA and PHE		
Contingency and Outbreak Planning			
Stepping Measures Up and Down You should have contingency plans (sometimes called outbreak management plans) outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact	<p>Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)</p> <p>In addition to this risk assessment, The Harbour School has prepared a contingency plan and outbreak flow chart with input from the Local Authority Infection Control Group.</p> <p>Senior leaders will dynamically risk assess situations when infections affect numbers of staff available and plan accordingly.</p>		

<p>that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p>	<p>Head teachers across the Local Authority are supported in their contingency planning by Portsmouth Head of Public Health – letter already provided</p>		
<p>Vaccinations for 12 – 15 year olds</p>			
<p>Coronavirus (COVID-19) vaccines - NHS (www.nhs.uk)</p>	<p>All 12- 15 year old pupils have been offered a vaccination in school. Vaccinations are encouraged by all staff and pupils 12 – 15.</p>		
<p>Booster Vaccinations for staff</p>			
<p>Following the emergence of the Omicron variant, including confirmed cases in the UK, the Joint Committee on Vaccination and Immunisation (JCVI) has urgently reviewed vaccine response measures.</p> <p>JCVI now advises that: all adults aged 18 to 39 years should be offered a booster dose, in order of descending age groups. To be given no sooner than three months after the primary course all severely immunosuppressed individuals should be offered their booster dose no sooner than three months after completing their primary course of 3 doses young people aged 12 to 15 years should receive a second dose of the Pfizer-BioNTech COVID-19 vaccine, no sooner than twelve weeks after the first dose</p>	<p>Covid Vaccinations Staff and eligible pupils encouraged to take up vaccination</p> <p>Covid Booster Vaccinations Staff encouraged to book booster vaccinations Booster vaccinations and first vaccinations for pupils will be offered in school January, date TBC</p> <p>Flu Vaccinations Eligible staff encouraged to take up flu vaccination Other staff provided with a voucher Sept 2021 if they responded to the DET questionnaire</p> <p>Vaccinations are available in walk in centres and staff are expected to do this out of school hours.</p>		
<p>Return to school January 2022</p>			
<p>DfE schools to provide testing for pupils after the Christmas break</p>	<p>On site LTD testing for pupils has had limited response and we will be continuing to offer saliva testing. Following the DfE email on Friday regarding return to school testing in January , the saliva testing programme is seeking</p>		

	<p>the recommendations of DHSC/DfE, however we anticipate continued support for saliva testing in place of return to school LFD testing as per previous holidays.</p> <p>Reminder email to all staff to take a LFD test on Monday 3rd Jan and Tuesday 4th Jan. LT</p> <p>Reminder to Parents/carers for their child to access on campus LFD tests on Tuesday 4th Jan in the afternoon, Drama Studio Tipner Campus.</p> <p>Campus SLT to arrange for staff to contact all families on Tuesday 4th Jan, reminders: face coverings for year 7 and above, LFD tests, saliva tests, access to remote learning</p> <p>Staff and pupils will be encouraged to take a LFD test before returning to school in January and provide a saliva test sample twice a week from 5.1.2022</p> <p>The Harbour School will be further promoting the use of saliva testing for staff and pupils.</p> <p>Travel and Quarantine: Returning From Abroad: advice for staff and pupils</p> <p>All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19)</p>		
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Quality assured by SLT 04.01.2022

Consultation with all staff 04.01.2022

Consultation to the Local Authority infection control group

Quality Assured by The Harbour School Health and Safety Focus Group, Local Governing Board, Delta Education Trust

Updated –

GETTING TESTED WHEN YOUR CHILD OR SOMEONE IN YOUR HOUSEHOLD HAS SYMPTOMS (SYMPTOMATIC TESTING)



Symptoms of coronavirus (Covid 19)*



High temperature – chest or back hot to touch



New, continuous cough



Loss or change to sense of smell or taste

*If your child has any other symptoms and you are unsure what to do, check www.what0-18.nhs.uk/national/coronavirus



If your child or someone in your household has any one of the symptoms of Covid 19



If your child develops symptoms at school or at home, or someone else in your household develops symptoms



Tell school and arrange a PCR test for your child or the affected person



Household begins isolation (unless fully vaccinated, under 18 years six months, or otherwise exempt)



Other children in your child's class stay at school



When you get the PCR test results



If PCR test result is **POSITIVE**



Tell the school straight away



Continue isolation



Public Health will advise if anyone else from school needs to isolate or get a PCR test



Your child can return to school after 10 days



If PCR test result is **NEGATIVE**



Tell the school straight away



Your child should return to school when well

School staff will work closely with Public Health England to inform you of any confirmed cases of coronavirus at the school and whether anyone else needs to isolate.

Testing



Ask for a PCR test at gov.uk/get-coronavirus-test or call 119



How to self-isolate

Person with symptoms:

Stay at home for 10 days from when you first noticed symptoms and arrange to have a PCR test.

Householder members:

Stay at home for 10 days unless you are fully vaccinated, under 18 years six months, or otherwise exempt.

This information is relevant to early years settings, pre-schools, schools and colleges.
For more information, please check the early years setting or school website.