

Safety, Health and Environment (SHE)

Updated COVID Guidelines for Summer Term 2021

The following has been developed to provide guidance for schools planning for summer term activities and events.

This update reflects the changes in the government operational guidance for schools and recent DfE communications that events should be held in line with current operational guidance and in line with stage 3 (rather than stage 4 as planned) of the roadmap out of lockdown.

The guidance below sets out measures that schools can consider as part of their system of controls to reduce the risk of transmission, but schools should assess risks in their own setting when deciding what measures are required. Additional measures may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting;
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission;
- as part of a package of measures responding to a Variant of Concern (VoC).

In these cases the LA and PHE Health Protection Teams will provide support and advice to assist schools to implement their limits and restrictions in line with outbreak management plans.

Schools Hosting Transition

Schools should complete thorough risk assessments before running transitional, taster and open days, to ensure that they are run in line with existing system of controls.

Traditional transitional and open days are unlikely to be feasible, but where schools are offering prospective new pupils with a visit to their school this needs to be carried out in a safe and COVID-secure way to prevent transmission of coronavirus during the visit and when they return to their own school. This means measures in the DfE/PHE system of controls must be adopted at all times. This includes:

- Pupils must not attend transition if they are required to self-isolate, either because they have coronavirus symptoms or live with someone who does, has tested positive or been in close contact with someone else who has tested positive. Parents/carers must be informed of this prior to the visit.
- Where possible, group pupils from the same school together in their existing 'bubble'.
- Pupils coming from different schools or bubbles should maintain social distancing from each other and staff where possible. The only exception to social distancing is for pupils already in a bubble.
- Staff should maintain social distance from visiting pupils where possible.
- It would be reasonable for pupils visiting a secondary school to follow that school's policy on wearing face masks (whatever this is at the time of the visit).
- Visiting pupils should avoid handling equipment or sharing equipment. Where possible teachers should give demonstrations in practical subjects if it is necessary.

- Large indoor gatherings should be avoided where possible or only carried out in a room with sufficient floor area to allow social distancing.
- Where weather and facilities allow, conduct activities outside if possible where the risk of transmission is lower.
- Keep all rooms and occupied indoor spaces well ventilated.
- Ensure everyone is advised to clean their hands thoroughly on arrival and at frequent intervals during the visit.
- Where possible visiting pupils should not mix or share facilities with host school pupils.
- Maintain the enhanced cleaning of frequently touched surfaces, equipment and shared facilities (e.g. toilets, dining areas etc.) and ensure the premises are cleaned following the transition sessions.
- Keep records of pupils and any groups they are in for track and trace purposes.
- Consider staggered drop-off and adjusting start and finish times to avoid congestion and mixing between the visiting pupils and the host school pupils.

Advice for Feeder Schools

It would be reasonable for feeder schools to seek assurances that the host schools will be following COVID guidance when the children are on their site and that mitigations will be in place. Feeder schools may request evidence of the host schools risk assessment.

Providing the host school follows measures, this will reduce risk to acceptable levels in line with Government guidance and therefore pupils should be safe to be reintegrated back into their school class bubble. However, when the pupils do return, the following are some measures that can be considered:

- Advise staff and parents to remain extra vigilant to any signs of COVID symptoms.
- Strictly keep to your existing bubbles.
- If possible, keep the pupils that have returned from the transition in a smaller group when they are in the classroom, so there are fewer close contacts and less children that will have to self isolate if there was a positive case.
- To reduce the risk to staff, try to keep social distance themselves from the pupils in the classroom.
- Teachers keep to the front of the class and avoid direct close contact with pupils.
- Where pupils do show any symptoms, communicate with the transition host school as early as possible so that the host schools can quickly identify any close contacts during the transition days.
- If you are notified by the host school of a close contact ensure you act promptly to identify, isolate and arrange for the pupil(s) to be collected.

Reception Induction

It is likely that the mix of young children will be greater visiting reception as some children may be in a group from an early years provider whilst others will not. These younger children will not be able to maintain social distancing and it is acceptable for them not to distance during visits to the new school. However, the following measures can be considered to reduce the risk of transmission in the setting and reduce the impact where there is a case.

- Children must not attend transition if they are required to self-isolate, either because they have coronavirus symptoms or live with someone who does, has tested positive or been in close contact with someone else who has tested positive. Parents/carers must be informed of this prior to the visit.
- Keep children in small groups and consider how you can minimise mixing during visits, for example by using different rooms/spaces and keeping those groups apart as much as possible. Minimising contact between groups can reduce the number of children and staff required to self-isolate in the event of children or staff testing positive for coronavirus.
- Where weather and facilities allow, conduct activities outside if possible where the risk of transmission is lower.
- Ensure children wash their hands thoroughly on arrival and at frequent intervals during the visit.
- Where possible visiting children should not mix or share facilities with host school pupils.
- Maintain the enhanced cleaning of frequently touched surfaces, equipment and shared facilities (e.g. toilets, dining areas etc.). Premises should be cleaned following standard cleaning practices following the transition sessions.
- Keep all rooms and occupied spaces well ventilated.
- Keep records of pupils and any groups they are in for track and trace purposes.

Where possible schools should consider avoiding induction events for parents/carers with the use of online content. However, where needed for settling in, parents and carers of young children are able to enter the school to help them adapt to their new environment. The following measures can reduce the risks.

- Limit the visits to one parent/carer per child/multiples.
- Parents/carers wear face coverings, if required, in line with arrangements for staff and other visitors.
- Limit the number on site at any one time.
- Stagger these visits, leaving sufficient time between each group to avoid mixing and congestion.
- Arrange slots for a limited amount of time (e.g. 1 hour).
- Maintain social distancing between adults.
- Parents/carers should avoid close contact with other children.
- Ensure visiting parents/carers are aware of the system of controls, how this impacts them, and their responsibilities in supporting it when visiting with their child.
- Keep records of children and their parents/carers for track and trace purposes.

Sports Days Outdoors

Sports days can proceed with some adaptations. Depending on the way the sports day is arranged and events are run, measures may include:

- Allow sufficient time and planning to ensure the sports day events, layout, equipment etc. can be adapted to implement measures.
- Pupils should remain in their class 'bubble' for as much of the sports day event as possible.
- Pupils should avoid mixing and keep to social distancing when not actively participating in a race or event.

- It would be recommended that 'bubbles' are allocated a zone in which they remain. The zones should allow each bubble to keep safe distance for another (at least 1 metre separation).
- If participants are handling sports equipment, it would be recommended that each bubble has its own equipment that is not shared with other bubbles.
- Provide sanitisers so pupils can sanitise their hands between events to limit the risk of fomite transmission.
- Sanitise equipment between each use.
- Water bottles or other refreshment containers should not be shared.
- Injuries should be treated following the existing first aid protocols for schools.

School can decide whether to allow parents/carers to attend sports days on their sites or not, as the case may be. Where spectators are permitted:

- Spectators must be reminded to adhere to social distancing requirements at all times.
- Define a safe zone(s) for spectators to watch the events to prevent mixing with school staff and pupils.
- Calculate the social distance capacity of the zone and limit the number of spectators permitted on site at any one time. The number permitted must be determined by the space available at your school. For calculating the social distancing capacities of standing areas, 1m social distancing equates to 2.6m² per person. It would not be recommended to have spectators standing in more than 4 rows because those at the back would not be able to watch and would creep forward breaking social distancing). As a worked example, 30 spectators (the legal gathering limit) would require an area 21m x 10m.
- Limit contact between spectators and pupils.
- Spectators should be encouraged to leave promptly.
- Make use of multiple exit and entry points to introduce a one-way flow in and out.

End of Year Performances/ Leavers Events

The current guidance is to avoid hosting large group gatherings indoors for more than one bubble. Schools should consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.

If planning an indoor or outdoor performance in front of a live audience, the following measures should be considered in your risk assessment:

- Where weather and facilities allow, conduct activities outside if possible where the risk of transmission is lower.
- Keep all events separate in their bubbles where possible. This will mean groups do not mix and will help limit the attendance size.
- Limit numbers and manage capacity to allow for social distancing.
- Keep records of all attendees for track and trace purposes.
- For events, arrange seating in line with social distancing guidance. Social distancing should be maintained at 2m as far as possible, but this can be reduced to a minimum of 1m where 2m is unviable, and where other mitigations are in place (such as face coverings or outdoor events). Social distancing should always be observed side-to-

side and be applied nose-to-nose i.e. maintaining 1m between seats in front and behind.

- No one should attend events if they are required to self-isolate, either because they have coronavirus symptoms or live with someone who does, has tested positive or been in close contact with someone else who has tested positive. Parents/carers must be informed of this prior to the event.
- Turn people with coronavirus symptoms away.
- Manage the scheduling so that attendees for different groups are not entering and leaving at the same time and to allow for adequate cleaning.
- Ask parents/carers to wear face coverings.
- Provide adequate ventilation – either natural ventilation (opening windows, doors and vents), mechanical ventilation (fans and ducts) where installed, or a combination of both.
- Limit parent/carer contact with the performers, school staff and other children to prevent mixing. Parents/carers should be encouraged to leave promptly and discourage photographs with performers.
- Make use of multiple exit and entry points to introduce a one-way flow in and out.
- Maintain the enhanced cleaning and ensure the premises are cleaned before and after performances.

Parent Open Evenings

Where possible schools are encouraged to consider alternative means of providing feedback to parents/carers on pupil achievement with the use of virtual meetings. Any large parent events will need to be planned and risk assessed for COVID-19 to identify appropriate measures and resources required. This should include:

- Arrange parent visits outside school hours.
- Measures taken to ensure the strict adherence to social distancing of 2 metres.
- Staff assisting in the event to keep social distancing at all times and wear face coverings at all times.
- The size and circumstance of the rooms/spaces will determine the maximum number of people that can be accommodated while also facilitating social distancing. In determining the number of people that can reasonably follow 2 metres distancing the total floorspace as well as likely pinch points and busy areas needs to be taken into account (e.g. entrances, exits).
- Set a limit on the number of people that may visit (e.g. one parent/carer per child).
- Attendees should be pre-bookings only to manage numbers and will help with the Test and Trace.
- Have staggered start times to limit numbers on site or in a space at any one time and reduce the pressure at exits and entrances.
- Encourage attendees to leave promptly and not to hang around unnecessarily.
- Weather permitting, conduct as much of the event outside as possible where the risk of transmission is lower.
- Make use of multiple exit and entry points to introduce a one-way flow in and out, with appropriate floor markings or signage. Any changes to entrances, exits and queues, take into account the need to make reasonable adjustments for those who need them, such as people with disabilities.
- Control the flow in and out of the school carefully to reduce the risk of congestion with a socially distanced queuing systems.

- Ensure frequently touched surfaces cleaned regularly during the event.
- On entering and leaving everyone to wash their hands. Provide sufficient wash stations.
- Consider the mandatory wearing of face coverings.
- Toilets kept open and carefully managed e.g. avoid overcrowding, ensure distancing, regular cleaning.
- To support Test and Trace a temporary record of attendees to be kept for 21 days, in a way that is manageable. This will include name and contact number.
- Car parking to be managed to help people socially distance.
- Evacuation procedures reviewed, particularly if normal fire exits are changed or inaccessible.

Proms and Social Events (discos, picnics etc.)

Where schools have arranged Proms or events with external hospitality venues, you should liaise with the operator regarding COVID restrictions and the measures required. It is unlikely under the current step in the roadmap that such events can take place.

Schools should avoid allowing social events that are arranged and supervised by parents.

Where schools organise events, a risk assessment should be conducted of the event and a decision taken on the COVID measures that can be applied. The following is also recommended:

- Conduct activities outside if possible where the risk of transmission is lower.
- Keep all events separate in their bubbles.
- If possible, avoid adults attending events that are not part of the existing bubble.
- Adults attending the event that are not part of the existing class bubbles will need to adhere to social distancing rules at all times, so not come into close contact with children (other than their own) or the other adults.