



Addendum covering COVID-19 to Staff and Pupil Attendance Policies

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| Status | Statutory |
| Responsible Directors' Committee | Directors Board |
| LGB Committee | Full Governing Board |
| Responsible Persons | Mr A Hibbitt |
| Date Policy Agreed | September 2020 |
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Appendix 1 Attendance coding for Pupils

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Version Control

| Version | Revision Date | Revised by | Section Revised |
|----------------|----------------------|-------------------|--|
| V1 | New Policy | | |
| V2 | | D Ashmore | Page 4 – Responsibilities of employees updated Page 5 – point 5, 6, 7 & 9 updated Page 6 point 5 updated |
| V3 | January 2021 | A Hibbitt | Update in line with government guidance, reduction in isolation days from 14 days to 10 days |

Introduction

The purpose of this addendum is to ensure staff are aware of the Attendance procedures during the COVID-19. Whilst the main Attendance policy for Pupils and the Managing Attendance at Work Policy and Procedure remain in place there are certain areas that require us to take different actions due to the changes brought by COVID-19. These areas should be assessed and individual procedures amended where necessary in line with HSE.

ELP will support its academies with updating procedures that focus on the key risks and in checking that control measures have been implemented and remain appropriate and effective during COVID-19.

The following addendum to the Attendance policy for Pupils and the Managing Attendance at Work Policy and Procedure, Procedures and Guidance is required for adoption by all Exceed Learning Partnership academies.

1. General Statement of Intent

It is the aim of (Insert Academy Name) Governing Body to continue to comply with Exceed Learning Partnership policies for Attendance. Where changes have been implemented due to the COVID-19 these have been identified below.

The Governing Board of (Insert Academy Name) are committed to taking effective action 'so far as is reasonably practical' to ensure the health, safety and welfare of all the academy staff, pupils, visitors, contractors and any other person affected by its activities is not compromised due to the Covid -19 and includes: -

- To provide correct recording procedures for attendance of staff and pupils
- To ensure that procedures for the reporting of suspected or confirmed cases of Coronavirus are followed
- To maintain safe and healthy working conditions
- To communicate any revisions to this addendum to the attendance policies as required

The Governing Board of the (Insert Academy Name) will ensure that effective consultation takes place with all employees on attendance matters and that all individuals are aware of the procedures to follow in the case of staff or pupil attendance/absence due to Covid-19 – Appendix A identifies codes to be used for absences related to Covid-19.

Where necessary, Exceed Learning Partnership will seek specialist advice from the Local Authority and the local Public Health Protection Team to determine the risks to health and safety in the establishment and the precautions required to deal with them in cases of suspected or confirmed Covid-19 infection.

2. Organisation

Responsibilities of the Principal

The Principal will remain responsible for ensuring that all changes in relation to managing the coronavirus in the academy will be implemented and all staff will follow attendance policies and procedures for pupils and staff to maintain the safety of staff, pupils, parents/carers and visitors on site.

The Principal may delegate the responsibilities for checking the attendance procedures are being followed by all staff, pupils, parents/carers and visitors to the senior leaders in the academy.

Responsibilities of all Senior Leaders

Vice / Assistant Principals and Academy Business Managers may be required to undertake any of the Principal's duties which have been reasonably delegated to them which may include responsibility for managing attendance and reporting cases of infection during Covid-19.

Responsibilities of all employees:

Implementation of the changes is a management responsibility but the co-operation of all employees is essential to ensure the academy complies with the changes to attendance management and case reporting procedures.

All staff employed by the academy will act responsibly to ensure that:

- They do not attend work if they become unwell with a new, continuous cough or a high temperature, or have a loss of, or change in their normal sense of taste or smell (anosmia)
- Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school for 10 days
- Staff members understand that they will need to be ready and willing to [book a test](#) if they are displaying symptoms and immediately inform the academy Principal of the results of a test.
- Request that an individual risk assessment is completed with a Line Manager if you feel that your circumstances have changed and that you have become vulnerable to the virus. *(Individual Risk Assessments are already in place for staff identified as clinically vulnerable)*
- Notify your Line Manager if you are pregnant so that an individual risk assessment can be completed. *(Individual Risk Assessments are already in place for pregnant staff returning to work after maternity leave during **the pandemic**)*
- **If you are pregnant, arrange a meeting with your manager at 28 weeks to review and update your risk assessment to support you to remain in work during your third trimester**
- Wash hands with running water and soap for a minimum of 20 seconds or where soap and water is not accessible utilise the alcohol hand sanitisers on entry into school – *COSHH Data Sheets on file*
- Cleaning hands more often throughout the school day, especially before and after eating and sneezing or coughing
- Follow all procedures implemented in relation to measures put in place to reduce cross contamination in school

3. Procedures for a pupil or member of staff becoming unwell and displaying symptoms/suspected case of coronavirus (Covid-19)

The following procedures have been adapted to take into account the COVID-19: -

1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy or, urgent care centre or a hospital except in an emergency

2. Call parents/legal guardian or next of kin/emergency contact for staff to collect and take them home. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection. [guidance on recording attendance during the coronavirus \(COVID-19\) outbreak](#)
3. Contact the Public Health Team on 01302 734581 or by email: 2 Step process for suspected cases PublicHealthEnquiries@doncaster.gov.uk (monitored 7 days per week) **AND** notify the Local Authority through EDULOG edulog@doncaster.gov.uk. Complete the monitoring spreadsheet for self-isolating/testing and submit to Public Health Enquiries Doncaster (email address above) and also inform the Trust Office (**2 Step process for suspected cases**)
4. While the pupil is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
5. Staff caring for a pupil or member of staff while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE. **Staff must wear faces masks when moving around the academy and at all times when attending to a pupil/member of staff who has symptoms of Covid-19.**

| Situation | PPE |
|--|--|
| 2m distance cannot be maintained | A face mask should be worn |
| Contact is necessary | Gloves, an apron and a face mask should be worn Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) |
| Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) | Eye protection should also be worn |

6. If the pupil or member of staff needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. **Staff must wear a face mask when moving from room to room**
7. From 26 August 2020, all schools and FE providers will receive an initial supply of 10 home test kits. Home test kits **must** only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. **Further supplies of home testing kits can be ordered in batches of 10 kits via the Gov.uk Coronavirus website**
8. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.
9. When parents/legal guardian or next of kin/emergency contacts pick up the pupil or member of staff, advise them to get tested and notify you of the results. **Ensure parents/legal guardian, next of kin/emergency contacts are wearing a face mask before entering the academy premises.**
10. Once the pupil or staff member has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).

4. Procedures for a pupil or member of staff testing positive (confirmed case) for coronavirus (Covid-19)

If a member of staff or pupil contact you to confirm a test result is positive, you must follow the steps below: -

1. Notify Public Health England 0800 0468687 immediately when you are informed of a confirmed case by NHS Test & Trace, staff or a parent or carer of a pupil within **the last 10 days.**
2. **Then** notify the Local Authority through EDULOG edulog@doncaster.gov.uk **AND** notify the Public Health Team on 01302 734581 or email: PublicHealthEnquiries@doncaster.gov.uk **(3 step process for confirmed cases)**
3. If you do not know the result of a test or if there is any indication of an increase in sickness absence contact your local Doncaster Public Health Protection Team on the number above for advice.
4. The HPT will work with you to carry out a rapid risk assessment and identify appropriate next steps.
5. With HPT advice, identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for 10 days **from when the symptomatic person first had symptoms, in** line with guidance for households with possible or confirmed coronavirus (COVID-19) infection.
6. For pupils who are isolating, ensure they have access to remote learning provision so that they can continue to learn remotely.
7. A template letter will be provided to the Principal, on the advice of the health protection team, to send to parents and staff if needed.
8. Academies must not share the names of people with coronavirus (COVID-19) unless essential to protect others.

Policy Agreed: September 2020

Signed CEO: 

Signed: Chair of Directors: 

Policy to be reviewed in Spring Term 2021

Appendix 1 – Attendance coding for pupils

| What to do if... | Action needed | Code | Return to school when... |
|---|--|-------------|---|
| ...parent reports the pupil has coronavirus symptoms | <ul style="list-style-type: none"> • Advise not to attend school • Ask for regular updates • Pupil to self-isolate • Request the pupil to be tested • Parent to inform school immediately of the test result | Code X | ...the test comes back negative |
| ...parent reports the pupil tests positive for coronavirus | <ul style="list-style-type: none"> • Advise not to attend school • Ask for regular updates • Pupil to self-isolate for at least 10 days • Parent to inform school immediately of the test result | Code I | ...the pupil can return to school after 10 days even if they have a cough or loss of smell or taste. These symptoms can last for several weeks once the infection is gone. |
| ...parent reports somebody in my household has coronavirus symptoms | <ul style="list-style-type: none"> • Advise not to attend school • Ask for regular updates • Self-isolate • Household member to get a test • Parent to inform school immediately of the test result | Code X | ...The household member test is negative. |
| ...parent reports somebody in my household has tested positive for coronavirus | <ul style="list-style-type: none"> • Advise not to attend school • Ask for regular updates • Self-isolate for 10 days | Code X | ...the pupil has completed 10 days of self-isolation |
| ...parent reports the NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus | <ul style="list-style-type: none"> • Advise not to attend school • Ask for regular updates • Self-isolate for 10 days | Code X | ...the pupil has completed 10 days of self-isolation |
| ... parent reports the family have travelled, or may travel, and my child must self-isolate a part of a period of quarantine | <ul style="list-style-type: none"> • Always advise parents not take unauthorised leave in term time • Ask parents to consider quarantine requirements and FCO advice when booking travel • Ask parents to provide information to school as per attendance policy <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> • Advise not to attend school • Ask for regular updates • Self-isolate for 10 days | Code X | ...the pupils quarantine period of 10 days has been completed <i>N.B. Any unauthorised leave of absence will be recorded as per 'DfE guidance on School Attendance' and further action taken.</i> |
| ...parents received medical advice that their child must resume shielding | <ul style="list-style-type: none"> • Advise not to attend school • Ask for regular updates • Shield until you are informed that restrictions are lifted, and shielding is paused again | Code X | ...restrictions have been lifted and the pupil can return to school again. |

Appendix 2 – Sick pay and self-isolation for staff

Staff who are subject to the Green or burgundy book terms and conditions are entitled to receive full pay if they are ill due to infectious illness (e.g. Covid 19), this absence does not count against sick pay entitlements.

This also applies where people are self-isolating due to a member of their household having symptoms or if there has been a positive case in their group in school and they are told to self-isolate by the school, they are otherwise unable to attend work due to Covid-19.

Where there is the following:

- The employee is ill but it is not Coronavirus – contractual sick pay is paid as normal which is recorded and managed as normal sickness absence
- The employee has tested positive – full sick pay, which is not recorded as part of the normal sickness entitlement
- If the employee is not ill but needs to self-isolate – work from home where possible, if they cannot work from home they are classed as being unable to attend work and will still be entitled to sick pay

All other staff absence should be dealt with as per the Addendum to Managing Staff Absence in unprecedented Times Procedure.

Staff Deployment

Following the reduction in the prevalence of coronavirus and relaxation of shielding measures from 1st August 2020, most staff will be expected to attend school.

Staff who are clinically vulnerable or extremely clinically vulnerable

It is deemed that where schools have applied the full measures in government guidance the risks to all staff will be mitigated significantly, including for those who are extremely clinically vulnerable and clinically vulnerable. Most staff will be able to return to the workplace, whilst taking particular care while community transmission rates continue to fall.

Individuals who were considered to be clinically extremely vulnerable will have been notified by their GP/Consultant/HGS previously and may have been advised to shield in the past. Following the changes to the national lockdown starting 5th November anyone advised to shield are advised to do so again as per the guidance released on the 4th November. Advice for those who are extremely clinically vulnerable can be found in the [guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

It is advised that the Academy should consider flexibility in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Staff who are pregnant

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. The latest Government guidance on social distancing says that, pregnant women and anyone with underlying health conditions must be particularly careful to minimise contact with others outside the workplace. Again, it is advised that the academy should consider flexibility in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.

For women who are 28+ weeks' pregnant or more it is advised that employers complete a further **Individual Risk Assessment** for working in the school setting.

The advice from the Royal College of Obstetricians & Gynaecologists states:

"How and where you can safely work should be advised by your employer, after they conduct their risk assessment of your workplace and your individual situation. If you are unable to work from home, you can work in a public-facing role provided your employer conducts the risk assessment and is able to make appropriate arrangements to sufficiently minimise your exposure to the virus".

<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#occupational>

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#). The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend they discuss with the school. School leaders should try as far as practically possible to accommodate additional measures where appropriate.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

Employer health and safety and equalities duties

The school has a legal obligation to protect employees, and others, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way. It is deemed that by following the steps in the government guidance it will mitigate the risks of coronavirus (COVID-19) to pupils and staff and help you to meet your legal duties to protect employees and others from harm.

Supporting staff

School leaders should have regard to staff work-life balance and wellbeing. You will already have mechanisms to support staff wellbeing (Occupational Health or other services which you buy in to) for staff who may be particularly anxious about returning to school.

Staff flexibility and deployment

There may be some scenarios where school may need to alter the way in which they deploy staff, and use existing staff more flexibly, to ensure children's safety in school. It is advised that Managers will discuss and agree any changes to staff roles with individuals.

This guidance may be subject to change as we keep up to date with the latest government advice and advice provided from Advanced HR.