

## RISK ASSESSMENT FOR COVID-19 AND RETURN TO SCHOOL MARCH 2021

Step 1 What are the hazards? Spot hazards by: walking around the areas concerned, asking others what they think, particularly in context of this risk assessment;	Step 2 Who might be harmed and how? Identify groups of people. Remember:	Step 3 What are you already doing? List what is already in place to reduce the likelihood of harm or make any harm less serious.	Step 4 What further action is necessary? Added in red txt You need to make sure that you have reduced risks 'so far as is reasonably practicable'. An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done	Step 5 How will you put the assessment into action? Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.		
Hazard (H, M, L)	Potential for harm	Action	Action Key person	Action by when	Done	
<p>Covid is transmitted to a child while in school</p> <p><b>HIGH</b></p>	<p>A new variant of covid is dominating in the south east and is up to 70% more transmissible than previously</p> <p>Cases in Slough have been very high 1000+ per 100,000. By end Feb they had reduced to just over 200, still above the national average</p> <p>While children remain at low risk of severe illness children do contract the disease and can spread it</p>	<p><b>Year group bubbles, maintaining class bubbles as much as possible</b> –</p> <ul style="list-style-type: none"> <li>each year group to be kept separate from each other, particularly indoors.</li> <li>Within each year group, classes to be kept separate from each other indoors as much as possible and certainly for extended periods</li> <li>Staffing to remain as static as possible within each class bubble</li> <li>LSAs in KS2 timetabled with as few classes as possible</li> <li>Statutory interventions only with social distancing in place</li> <li style="background-color: yellow;">Summer term: YR and Y1 interventions to take place within class groups as far as practically possible</li> <li>Specialist staff (PE and music) in one year group per day</li> <li>All staff to be strongly encouraged to self test with LFD twice a week on a Sunday and a Wednesday evening and report the result with test and trace and the school. Test kits to be collected from office staff. A positive test will result in self isolation and isolation of bubble and must be followed by a PCR test at a centre</li> <li>Hygiene procedures to be followed strictly when crossing bubbles for any reason.</li> </ul>	<p>DHT – pupil progress</p> <p>AHT inclusion</p> <p>Welfare officer</p> <p>All staff</p>	<p>Ready on 5/3/21</p> <p>18/4/21</p> <p>From 7/3/21</p>	<p>✓</p>	

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SAGE advise distancing go back to 2m due to increased transmissibility.	<ul style="list-style-type: none"> <li>Assemblies will not take place until at least April and only then for individual year groups- <b>summer term assemblies will continue to be virtual until at least 17 May</b></li> </ul>			
	<p><b>Outside space, play and specialist teaching –</b></p> <ul style="list-style-type: none"> <li>Each year group bubble to have their own designated outdoor space for playtimes. Staff in year groups to supervise playtimes on a rota</li> <li>Work to be taken outside as much as possible</li> <li>Specialist staff will be limited but will only work in one year group each day and disinfect equipment at the end of each day and observe good hygiene practice before the next day</li> <li>On PE days, children come to school in PE kit</li> <li>Outdoor play equipment to be cleaned/ disinfected weekly</li> <li>Children will be discouraged from playing games involving touch eg stuck in the mud and encouraged to play a range of games which don't involve touch</li> <li><b>Summer term: YR and Y1 to have staggered outside playtimes so that fewer children are on playground, no class designated spaces but hand washing/ sanitising before and after play</b></li> </ul>	DHT - Well being	By 5/3/21	✓
	<p><b>Classroom organisation –</b></p> <ul style="list-style-type: none"> <li>tables to be arranged so that children are sitting side by side rather than facing each other</li> <li><b>summer term: Y1 to also include horseshoe arrangements to suit learning needs of groups</b></li> <li>Resources that are curriculum based eg Unicom for maths can be shared but only within a year group and should be sprayed at the end of every day with disinfectant spray and sanitized once a week on a Friday afternoon</li> <li>Resources that are classroom based eg rulers, whiteboards can be shared and cleaned regularly but each child should have their own personal resource pack of pencils and pens</li> <li>High level windows should be left open with other windows and doors open as much as possible for ventilation</li> <li><b>Summer term: Y1 and YR to explore opening second classroom door and learning outside as much as possible (this may not be possible due to classroom restrictions)</b></li> <li>Open doors and windows when away from the room to re-ventilate</li> <li>All soft toys and toys that are hard to clean and soft furnishings are removed from classrooms. These should be bagged and labelled and stored efficiently – in year groups as far as possible</li> </ul>	Teacher in charge of provision	By 5/3/21  18/4/21	✓

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		<ul style="list-style-type: none"> <li>Limited 'stuff' from home - book bags only, named water bottle kept on desk, lunch boxes, hats and coats</li> </ul>			
		<p><b>Hygiene -</b></p> <ul style="list-style-type: none"> <li>Site plan showing areas in use and expectations of cleaning to be shared with cleaning company</li> <li>Disinfecting fogger to be purchased to clean large areas quickly and efficiently</li> <li>Summer term: this fogger to be used regularly in YR and Y1 areas, including all shared and staff areas</li> <li>Hand washing carried out more regularly - clean hands on arrival, when coming in from a break, before and after eating and after sneezing or coughing. All written in procedures and on posters</li> <li>Summer term: YR and Y1 (pupils and staff) to be particularly vigilant on hand hygiene</li> <li>Staff administering any first aid must wash hands thoroughly before rejoining bubble</li> <li>All staff crossing bubbles to wash hands and clean resources/ clothes overnight when moving from one year group to another the next day NB this should be rare</li> <li>Summer term reminder: Staff working in an alternative bubble should not return to normal bubble for break times</li> <li>Hand washing provided at school entrances and sanitizer widely available</li> <li>Sanitizer stations at each entrance</li> <li>To assist with respiratory hygiene, tissues and pedal bins readily available and emptied regularly</li> <li>Promote the 'catch it, kill it, bin it' message regularly</li> <li>Hand sanitizer, disinfectant spray and suitable cleaning materials to be available for staff in each year group/class and in offices</li> <li>Children go to toilet in small groups to their designated toilet, handwashing supervised by adult for younger children</li> <li>External toilet doors are propped open to avoid cross infection on doors. Internal doors wiped with disinfectant wipes regularly – gloves worn by adults</li> </ul>	HA	by 5/1/21  18/4/21  18/4/21  18/4/21	✓
		<p><b>Lunchtime –</b></p> <ul style="list-style-type: none"> <li>Lunch will be eaten in classrooms. LPAs will fetch lunch from the canteen at allotted times</li> </ul>	DHT well being	5/3/21	✓

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		<ul style="list-style-type: none"> <li>• Children may bring packed lunches but we would encourage school lunch take up to avoid cross contamination with home as much as possible</li> <li>• Supervision at lunchtime will be by LPAs and LSAs and kept within individual year groups (classes indoors as much as possible)</li> <li>• Lunchtime arrangements will be reviewed at the end of every week</li> </ul>			
		<p><b>Arrival and dismissal –</b></p> <ul style="list-style-type: none"> <li>• A new system of drop and go will be put in place for mornings. Four entrances will be used. YR and Y1 must use Dennis Way entrance but other year groups may select the most appropriate point</li> <li>• Y4 and Y3 may be dropped off at pedestrian gate outside the front office</li> <li>• Y2 will enter the school via the entrances facing Elmshott Lane</li> <li>• Staff will be at drop off points and outside entrances to greet children</li> <li>• Parents should not come onto the site in the mornings unless pre-arranged with senior staff</li> <li>• Only YR – Y4 parents may collect children from the site at the end of the day from designated collection points (see site map)</li> <li>• Y5 and Y6 children should arrange to wait in designated meeting points or walk to younger sibling collection points</li> <li>• One way system maintained and signage strengthened.</li> <li>• Staggered times for arrival and dismissal with 10 minute windows given to ease congestion, same as autumn term</li> <li>• A senior leader will be present each day at arrival and dismissal times on each site</li> <li>• Children greeted by their group staff member and go straight into class</li> <li>• Classes taken outside at beginning of dismissal time window in clearly defined areas</li> <li>• Y5 and 6 work with parents and class teacher to go straight to a pre-arranged meeting point</li> <li>• Only one adult to collect children, parents should wait suitably separated from each other and at a distance from the class</li> <li>• Masks should be worn by all adults on the school site, this includes secondary age siblings</li> <li>• Children who can should walk onto the site independently in the mornings</li> </ul>	SLT	3/3/21	✓

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		<p><b>Staggered start and finish times and entrances</b>  <b>Y1 and Y4:</b> 8:35 to 8:45 and 3:05 to 3:15  <b>YR, Y2, Y3, Y5, Y6:</b> 8:45 to 8:55 and 3:15 to 3:25                  See site map for drop and go and collection points. Designated meeting points are also shown and marked on site by a red triangle</p> <p>Where possible the following entrances should be used. Around one third of our families are multiple sibling families and so they should work out between then the most effective points that avoid parents crossing the site</p> <p><b>Dennis Way entrance:</b>                  YR, Y1, Y5, Y6 and EP (enhanced provision)  <b>NB YR and Y1 must be dropped off here</b>                  Y1 use double gate entrance, YR single gate entrance</p> <p><b>Elmshott Lane office entrance:</b>                  Y3, Y4</p> <p><b>Elmshott Lane pedestrian entrance (opposite Bower Way)</b>                  Y2</p> <p><b>St Andrews Way entrance:</b>                  Please note this is a narrow pathway and shared with the nursery school. One way markings are on the ground</p> <p>A one way system will be in operation as in the autumn term. Signs and markings to be placed with barriers where needed</p>	HT and site supervisor	Comms out to all and in place by 3/3/21	✓
		<p><b>Symptoms</b></p> <ul style="list-style-type: none"> <li>Any child displaying covid symptoms must stay at home and parents should notify school and book a test</li> <li>Summer term reminder: children may not always display classic covid symptoms so parents should also be vigilant to stomach upsets, general tiredness and temperature and keep their child at home if in any doubt</li> <li>Any child in a household where another member is displaying symptoms must stay at home</li> <li>Any adult either displaying symptoms or in a household where another member is displaying symptoms must stay at home</li> <li>Any child displaying symptoms in school will be isolated and will be sent home to begin isolation – the isolation period includes the day the symptoms started and the next full 10 days</li> <li>Isolation rooms are first aid rooms and the room at the front office. Children with symptoms should wait in one of these rooms behind a closed door and with windows fully open. PPE must be worn by supervising staff and the room disinfected afterwards</li> </ul>	Parents          First aiders	18/4/21	

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		<ul style="list-style-type: none"> <li>Public transport to collect children should not be used</li> <li>Siblings will also be isolated and sent home</li> <li>If not symptomatic than children being collected for self isolation should wait in Elmshott Lane school hall or in Dennis Way covered outside area</li> <li>Anybody symptomatic must immediately cease to attend and not attend for at least 10 days from the day after the start of their symptoms</li> <li>Parents are strongly encouraged to participate in the rapid testing offer available from pharmacies or online</li> </ul> <p><b>Reminder: symptoms include a new and continuous cough or a high temperature, or loss of, or change in normal sense of smell or taste (anosmia)</b></p> <p><b>Children also may suffer from upset stomach (diarrhea)</b></p> <p><b>Household members do not need to take a test if they are not symptomatic but if they develop symptoms during the self-isolation period they will need to restart the 10 day isolation period and book a test</b></p>		18/4/21	
		<p><b>Positive test results and local lockdown</b></p> <ul style="list-style-type: none"> <li>Advice from DfE and Public Health England will be sought</li> <li>Year group bubbles or classes may be closed following advice</li> <li>Further year group bubbles may be closed if positive test results increase in number</li> <li>In the event of a local outbreak the school will follow local authority and public health advice</li> <li>Communication will be quick, via email and txt</li> </ul>	HT		
		<p><b>After school clubs and holiday club</b></p> <ul style="list-style-type: none"> <li>Kidz Enterprise will operate with covid secure measures</li> <li>Children will be separated into their year groups with consistent staff as much as possible</li> <li>Where this becomes impractical (because of numbers for example) then strict protocols of social distancing and handwashing will be maintained by staff and pupils</li> <li>No other after school clubs will operate until a review has been undertaken at the end of the spring term</li> <li>School and Kidz Enterprise will share details of positive cases promptly (this is covered in our privacy notice)</li> </ul>	Ops Director with providers  Company secretary	18/4/21	



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		<p><b>Administering first aid –</b></p> <ul style="list-style-type: none"> <li>• gloves, face mask and apron to be worn if child is presenting any symptoms and maintain social distancing. Temperature taken.</li> <li>• For general first aid eg bumps and bruises with no symptoms, first aider should wear PPE and wash hands thoroughly before returning to bubble. First aid mobile stations equipped and used for minor injuries.</li> <li>• Temperatures may be taken if staff are concerned – non contact thermometers to be available in medical rooms and first aid station</li> <li>• PPE ordered and stocks to be kept full</li> <li>• First aid rooms checked, supplied replenished and cleaned</li> <li>• Written guidance regarding reducing risk of cross infection to be circulated and displayed and advice given</li> <li>• Training for staff in terms of wearing, taking off and disposing of PPE will be provided</li> <li>• Gloves worn when administering medication</li> <li>• First aider to be available in the office to support major first aid needs and with sending children home</li> </ul>	First Aid leader with Ops Dir	From 8/3/21	
		<p><b>Jewellery</b></p> <ul style="list-style-type: none"> <li>• Children not to wear hand jewellery and adults advised the same. Included in written procedures</li> </ul>	HT	From 8/3/21	
		<p><b>Individual risk assessments</b></p> <ul style="list-style-type: none"> <li>• for children with positive handling plans or EHCP needs which require 'handling' or intimate care. These should be reviewed before 8/3 and kept under regular review thereafter</li> <li>• Schools operational guidance regarding children with complex needs must be followed</li> <li>• Discussed with parents as appropriate and all relevant staff aware</li> </ul>	AHT inclusion	By 5/3/21 and as appropriate	
		<p><b>Face covering</b></p> <ul style="list-style-type: none"> <li>• Face coverings are expected in public enclosed spaces. All visitors will wear face masks in communal areas</li> <li>• All adults will wear face masks at drop off and collection times</li> <li>• All staff will wear face masks when away from their bubble and in shared communal areas</li> <li>• All staff will exercise caution and wear face masks wherever they are unable to maintain 2m distance and when engaged in face to face conversations inside closer than 2m</li> </ul>	All		



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		<ul style="list-style-type: none"> <li>Children of primary school age are not expected to wear face masks but children may wear them if they feel more comfortable. They must be taught about the safe wearing and removal of masks (see below)</li> <li>Given the spread of the new variant staff may wear facemasks in school and should wear a face mask when collecting and dismissing children.</li> <li>PPE will be available from the school</li> <li>Parents should wear face masks when on the school site</li> <li>Staff and pupils should follow <b>guidance for safe wearing and removal of face masks</b> – clean hands before and after touching face masks, safely store them in individual, sealable plastic bags between use, do not wear them if they become damp, do not touch the front of the face covering, dispose in black bag waste, not recycling</li> </ul>			
		<p><b>Symptoms</b></p> <ul style="list-style-type: none"> <li>All staff should be alert to any development of symptoms and immediately self isolate and book a test. Self isolation includes the first day of symptoms and the next full 10 days</li> <li>All staff should report to their team leader as soon as they suspect any symptoms</li> <li>Any staff member failing to alert their team member either to symptoms or a positive test result will be liable to disciplinary procedures</li> <li>All staff attending site regularly are strongly encouraged to participate in LFD testing twice weekly on a Sunday and Wednesday. This will reassure staff and pick up asymptomatic cases quickly</li> </ul>	All		
Covid is transmitted from adults to adults HIGH – covid is a highly infectious disease	As above -this may be higher for some individuals than others. The more adults each one comes into contact with the higher the potential for harm. The new variant is so much more transmissible, direct contact between adults could result in higher numbers of infection	<p><b>Adult break times</b></p> <ul style="list-style-type: none"> <li>Each year group will have its own rest room with tea and coffee making facilities. Staff must still maintain social distancing in these rooms. They are encouraged to use own mugs – all crockery is washed at high temperature in dishwasher Chairs in rest rooms and other staff areas to be separated by 2 metres</li> <li>Staff must maintain a distance of 2 m and observe good hand and respiratory hygiene</li> <li>Where possible tables and chairs will be provided outside for staff for break times</li> </ul>	All	In place	
		<p><b>Staff toilets</b></p> <ul style="list-style-type: none"> <li>Disinfectant wipes in staff toilets are available to clean sinks etc after use</li> </ul>	Ops Dir and	In place	✓

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		<ul style="list-style-type: none"> <li>Toilets cleaned thoroughly each day</li> </ul>	cleaning company		
		<p><b>Contact with parents/visitors</b></p> <ul style="list-style-type: none"> <li>Parents are to use drop and go points in the mornings.</li> <li>Collection in afternoons from defined points, older children use meeting points. One parent only allowed to collect.</li> <li>Parents must avoid face to face conversations with staff and other household members. Any dialogue longer than a minute or so with staff should be by arranged phone call -parents to call reception 01628 604665 to arrange a call back</li> <li>Meetings with parents should be phone where possible, if not possible then in designated meeting areas, preferably outside – if inside then halls and other suitably ventilated rooms with enough space for social distancing to be used</li> <li>Parents and staff should wear face masks when meeting</li> </ul>	All group leaders	In place	✓
		<b>Face screen</b> installed at school reception	Site	done	
Covid is transmitted at points other than child related <b>HIGH</b>	Again it depends on individuals as above but extra care must be taken in light of high cases and ease of transmission	<p><b>Essential visitors only.</b></p> <ul style="list-style-type: none"> <li>Meetings should be remote</li> <li>No meetings with external providers unless absolutely necessary, arranged in advance and limited to three people in a large and ventilated area</li> <li>Parents should email or phone rather than visit the office</li> <li>The office will not be open at drop off and collection times. If parents/visitors have to attend in person then this should be at other times of the day</li> </ul>	Sen admin	In place	✓
		<p><b>Drop box</b> outside with essential info for parents to drop in forms and requests or do them online</p> <ul style="list-style-type: none"> <li>Drop box cleaned regularly</li> <li>Forgotten items and medicines left in designated area/ drop box in school entrance</li> </ul>	Sen admin	In place	✓
		<b>Clear signage for visitors</b> to explain procedures	Senior Admin	By 5/3/21	
		A face screen should eliminate the need for face covering but if staff wish <b>PPE</b> will be available, including gloves to handle correspondence etc Reception staff should wear face masks when talking to visitors	Sen Admin	By 5/3/21	

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		<p>All members of the school community (staff and families) will be sent a reminder of the government guidance on social distancing which explains the potential impact on the school community of breaching this.</p> <p>Parents are asked to inform the school of any permitted arrangements outside school which may compromise social distancing and school bubbles (e.g. attending a registered childminder with other children in the school community, single parents families forming a permitted social bubble with another family in the school community) and school will put appropriate measures in place to mitigate risk (e.g. placing these children in the same bubbles wherever possible).</p> <p>If the school becomes aware of a member of the community breaching social distancing rules outside school, a meeting will be arranged with a senior staff member to ascertain the level of risk to the school community and arrange appropriate mitigations and actions. These could include isolation at home for a fixed period in case symptoms develop or in more extreme or persistent cases determining the risk of the individual being on the school site in the current climate is too high, or a referral to the police.</p>	All	By 3/3/21	✓
<p>Members of the school community behave in a non-compliant manner outside of school with regards to government guidance.</p> <p>MEDIUM</p>	<p>Breaching social distancing and self-isolation rules increases the chance of an individual contracting COVID-19 and therefore transmitting it to other members of the school community.</p> <p>Families of children from different bubbles mixing without social distancing outside school compromises the safeguarding measure of bubbles in school and significantly increases the chance of wider transmission within school.</p>	<p>Staff are strongly encouraged to participate in twice weekly LFD self testing. Results are shared with NHS test and trace and the school and a positive test results in self isolation and isolation of direct contacts and is followed up with a PCR test at a centre, A negative result means the isolation can stop.</p>			
<p>An individual in the community becomes critically ill or dies as a</p>	<p>A critical illness or death would be difficult to bear and might generate fear</p>	<ul style="list-style-type: none"> <li>• Regular comms will be maintained with all members of the community suffering severe consequences of covid infection</li> <li>• Staff and parents will receive regular comms and updates via bulletins</li> </ul>	HT with support	As needed	

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<p>result of covid. The vaccine programme is reducing the number of people requiring hospital admission and deaths, children are at low risk of falling seriously ill with covid</p> <p><b>LOW</b></p>	<p>and lack of confidence if covid was contracted at school. Staff may feel unsupported/ forgotten/ stressed if long covid or critical illness means they are off sick for extended periods. Parents and children may feel worried/ stressed and seek reassurance about school measures</p>	<ul style="list-style-type: none"> <li>• A senior member of staff will provide a focal point of contact for individual staff members</li> <li>• Trust press officer (Simon Peacock) will be briefed regularly in the event of serious illness or death</li> <li>• HR Lead and well being lead will ensure relevant support is available for staff in very difficult circumstances</li> <li>• Safeguarding lead and well being lead will ensure that parents and pupils have access to all the support available in event of serious consequences of covid</li> </ul>	<p>from key people</p>		
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**If staff or pupils become unwell then we will follow DfE guidance (*our own supplement to this guidance is included in blue italics*):**

### **What happens if someone becomes unwell at an educational or childcare setting?**

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#). *If anyone in a bubble presents with symptoms they will be supported to be tested as soon as possible. Discretion will be used as to severity of symptoms as to whether bubbles closes while waiting for test results.*

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. A window should be opened 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.

If they need 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.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

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

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20

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seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

### **What happens if there is a confirmed case of coronavirus in a setting?**

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. This is from the day after a positive test date without symptoms or the day after first symptoms. *Any positive test results in a bubble group leads to the closing of that bubble group and everybody self isolating for 10 days.* The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.