

Operational Management for Academies

From 19th July 2021

This guidance document has been updated to reflect the current operational requirements for schools in relation to Coronavirus (COVID-19) and the current national restrictions. This guidance must be read in conjunction with the Risk Assessment Pack issued to each school. Headteachers must ensure that all members of staff have access to, and read, this guidance.

The safety of our pupils, staff and other building occupants is of paramount importance within the strategies of this guidance document. Our approach will be in accordance with Government, Public Health England, and associated local guidelines, supported by our risk assessments. Stakeholders, including staff and unions, are being consulted to assist with the production of this document.

It is essential to remember that Coronavirus (COVID-19) is not the only safety risk to our school sites and buildings. Other safety issues, such as bacteria in our water systems, or the risk of fire, remain and they present a risk to life if not properly managed. Statutory servicing, testing and maintenance is to continue to ensure safety, subject to prior risk assessment with GS Musson Associates.

The latest guidance provided by the Government can be found here: [Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/guidance/schools-covid-19-operational-guidance)

Policy

Our policy is to follow the Government's published guidance, produce risk assessments based on the requirements of the guidance. The Trust has taken the view that as far as practicable, measures that were in place up to 18th July 2021 should be maintained until the end of the school summer holidays. Guidance will be reviewed again during the school summer holidays in anticipation of schools return in September 2021.

1. Mixing and bubbles

We recommend that the principle of bubbles is maintained as far as practicable until the end of term. Bubbles will not be required for any summer provision or from the autumn term. In some local areas, it may become necessary to reintroduce bubbles for a temporary period in the autumn term.

2. Tracing close contacts and isolation

Schools or colleges will only need to do contact tracing up to July 19th. From July 19th, close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case 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 Coronavirus (COVID-19) due to the nature of the close contact. Schools or colleges may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive Coronavirus (COVID-19) case.

Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

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 control measures. The Director of Operations must be kept fully informed under this scenario.

3. Face coverings

Current DfE guidance no longer requires face coverings to be worn by pupils, staff or visitors in classrooms or communal areas. Given the apparent onset of a third wave of Coronavirus (COVID-19) the Trust recommends that face coverings should still be worn when possible by the groups previously required to wear face coverings until the end of term.

Face coverings and other PPE is still required to be worn for activities such as intimate care and first aid, as set out in the risk assessment pack.

3.1 Face covering exemptions

Where face coverings are recommended there are some circumstances where people may not be able to wear a face covering. 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
- where putting on, wearing or removing a face covering will cause you severe distress
- people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate
- to avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity

The same exemptions will apply in education and childcare settings and you should be sensitive to those needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.

3.2 Access to face coverings

Due to the increasing use of face coverings in wider society, staff and pupils are already likely to have access to face coverings.

For activities that do not require specific PPE, staff and visitors should provide their own face covering. Schools should retain a small contingency supply for people who:

- are struggling to access a face covering
- are unable to use their face covering as it has become damp, soiled or unsafe
- have forgotten their face covering

3.3 Safe wearing and removal of face coverings

You should have a process for when face coverings are worn within your school and how they should be removed, for example when pupils arrive at school wearing them. You should communicate this process clearly to pupils, staff and visitors and allow for adjustments to be made for those who may be distressed if required to remove a face covering against their wishes.

Safe wearing of face coverings necessitates:

- cleaning hands before and after touching face coverings, – including to remove or put them on
- safely storing face coverings in individual, sealable plastic bags between use
- not touching the front of face coverings during use or when removing them

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

If pupils arrive at school wearing a face covering you must instruct pupils to:

- not touch the front of their face covering when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)

- place reusable face coverings in a plastic bag they can take home with them
- wash their hands again before heading to their classroom

Separate guidance is available on [preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings](#)

3.4 How to wear a face covering

A face covering should:

- Cover your nose and mouth while allowing you to breathe comfortably
- Fit comfortably but securely against the side of the face
- Be secured to the head with ties or ear loops
- Be made of a material that you find to be comfortable and breathable, such as cotton
- Ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- Unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

3.5 Where necessary, wear appropriate Personal Protective Equipment (PPE)

PPE should be worn in line with your specific risk assessments. Wearing PPE at the wrong time can contribute to a false sense of security, causing lapses in other measures, such as hand washing and social distancing, which has shown to be the most effective method of decreasing infectious disease risk and spread.

Through risk assessment, we have exceeded the suggestions in current Public Health England (PHE) guidance. In the government/PHE guidance, enhanced PPE is generally recommended when activities are carried out in situations where a person with Coronavirus (COVID-19) symptoms has been present. It is possible that people with Coronavirus (COVID-19) may not present significant symptoms, but may still present a transmission risk. Our stance will bring the risk factors down to the lowest possible whilst still undertaking the work activities. It is however very important that issued PPE is used in the correct way. The use of PPE at the incorrect time could potentially create more risk. Furthermore, we have a social duty not to overuse PPE at a time of unprecedented worldwide demand, and that continued supply is not guaranteed.

The four essential pieces that we require are:

- Disposable gloves – lightweight, single use gloves
- Disposable aprons – lightweight polythene (LDPE, MDPE & HDPE) aprons, single use aprons.
- Face shields/visors – lightweight face shields, REUSABLE
- Respirators – Filtering face piece type respirators with suitable protection ratings (FFP2 or FFP3). Type IIR2 face coverings can also be used, subject to suppliers having sufficient stock to support the NHS. These are Non-Reusable (NR).

Our requirements:

- Food preparation – face covering
- First aid delivery – disposable gloves, disposable apron, respirator, face- shield
- Intimate care – disposable gloves, disposable apron, respirator, face shield
- Physical restraint* – disposable gloves, disposable apron, respirator, face shield
- Supervising isolation – disposable gloves, disposable apron, respirator, face shield
- To clean areas where there has been a symptomatic person – disposable gloves, disposable apron
- To clean areas where there has been heavy contamination (such as visible bodily fluids) from a person with Coronavirus (COVID-19) symptoms – disposable gloves, disposable apron, respirator, face shield

* Note – the first person to react to a situation requiring restraint may have to do so without PPE to ensure immediate safety of the individual. They should be relieved as soon as possible by a person wearing the defined PPE.

3.5.1 Before putting on PPE

Please follow steps in the order below:

- Perform hand hygiene, make sure you wash your hands for 20 seconds with warm water and soap or use an alcohol gel, before donning PPE.
- Tie hair back if applicable.
- Ensure you are hydrated.
- Remove jewellery, bracelets, watches or stoned rings.
- Check you have the correctly sized PPE.

3.5.2 Donning or putting on PPE

Please follow steps in the order below (see: Diagram 1)

i. Plastic Apron

The apron provides an additional layer of protection to the front of the body against exposure to body fluids or excrement from the person. Putting on your single use disposable apron (see: Diagram 1):

- Put on your single-use (disposable) plastic apron, making sure it is tied securely at the back.

ii. Mask – Respiratory Protective Equipment (RPE)

The aim of wearing a facemask is to protect your mouth and nose from another person's respiratory secretions. Wearing a facemask also protects persons by minimising the risk of passing on infection from yourself (via secretions or droplets from your mouth, nose and lungs) to others.

Putting on your single use disposable mask (see: Diagram 2):

- Care must be taken not to touch the inside of the mask
- Make sure the disposable mask is the correct size, new, clean and undamaged before you use it.
- Cup the disposable mask in one hand, with the straps hanging out of the way.
- Hold the disposable mask in place on your face.
- Pull the bottom strap over your head, to the back of your neck.
- Pull the top strap over your head to sit above your ears.
- Check the straps are not twisted. If you need to tighten the straps, pull both ends at the same time, bottom first, then top.
- If there is a nose clip, press this firmly to the shape of your nose.
- Masks must not be touched by hands once mask is in place.
- Masks must be changed if they become moist or damaged.
- Masks must not be removed until task is completed.

iii. Face Shield

A full-face shield over your facemask to provide additional protection to the front and sides of the face, including skin and eyes, face shields provide a useful adjunct to respiratory protection for workers working with persons with respiratory infections. However, they cannot be used as a substitute for respiratory protection when it is needed. Spectacles are not considered an adequate form of protection.

Putting on your re-useable face shield:

- Bending forward, hold on to the face shield with both hands, expand the elastic with your thumbs and place the elastic behind your head, so that the foam rests on your forehead.
- Once the shield is situated, check to make sure it covers the front and sides of the face and no areas are left uncovered.

iv. Gloves

Disposable gloves protect you from picking up the Coronavirus (COVID-19) virus from the environment (such as contaminated surfaces) or directly from people with Coronavirus (COVID-19).

Putting on your single use gloves:

- Care must be taken not to touch the face, mouth or eyes when wearing gloves.
- Take out a glove from its original dispenser, holding only the cuff.
- Hold glove at opening with one hand and slide fingers and thumb of opposite hand into glove.
- Pull towards wrist to fully don glove using only knuckles to avoid fingernail puncture.
- Take second glove out of dispenser with bare hand, holding only the cuff.
- Hold glove at opening and slide fingers and thumb into glove. Pull glove towards wrist using knuckles of gloved hand.

3.5.3 Removing of or doffing PPE

PPE should be removed in an order that minimises the potential self-contamination, before leaving the room where PPE was required. Remove gloves and apron and dispose of it by double bagging, then store securely for 72 hours, then throw it away in the regular waste receptacle.

Once outside the room, remove disposable facemask and dispose of it by double bagging, then store securely for 72 hours, then throw it away in the regular waste receptacle and clean hands.

Please follow steps in the order below (see: Diagram 3)

i. Gloves (see: Diagram 4)

- Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand.
- Slide the fingers of the un-gloved hand under the remaining glove at the wrist.
- Peel the remaining glove off over the first glove and discard.
- Clean hands.

ii. Apron

- Unfasten or break apron ties at the neck and let the apron fold down on itself.
- Break ties at waist and fold apron in on itself – do not touch the outside – this will be contaminated. Discard.

iii. Face shield

- Remove eye protection if worn. Use both hands to handle the straps by pulling away from face and place down.
- Clean hands.

iv. Face mask

- Remove facemask once your work is completed.
- Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard.
- DO NOT reuse once removed.
- Clean hands with soap and water.

v. Cleaning a face shield

- Fresh single use gloves to be worn before cleaning commences.
- The wearer should clean the inside and outside of the mask using a suitable disinfectant cleaning wipe.
- Face shield to be kept in a sterile bag to prevent contamination.
- Clean hands with soap and water.

- Dispose of gloves by double bagging, then store securely for 72 hours, then throw it away in the regular waste receptacle and clean hands.

Diagram 1



Putting on personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w

Pre-donning instructions:

- Ensure healthcare worker hydrated
- Remove jewellery
- Tie hair back
- Check PPE in the correct size is available

1 Perform hand hygiene before putting on PPE.



2 Put on apron and tie at waist.



3 Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.



4 With both hands, mould the metal strap over the bridge of your nose.



5 Don eye protection if required.



6 Put on gloves.



*For the PPE guide for AGPs please see:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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Diagram 2



Using disposable respirators

Pre-use checks

- You should be clean-shaven around the face seal to achieve an effective fit when using disposable respirators. Beards and stubble will stop the disposable respirator sealing to your face and protecting you properly
- Make sure it is the right disposable respirator for your work and for you - have you passed a face fit test in this disposable respirator?
- Make sure the disposable respirator is clean and undamaged before you use it
- Follow the manufacturer's instructions for checking the disposable respirator and putting it on
- Check the fit every time you put on the disposable respirator to ensure there are no leaks

Putting the disposable respirator on and checking it fits



1 Cup the disposable respirator in one hand, with the straps hanging out of the way.

2 Hold the disposable respirator in place on your face.

3 Pull the bottom strap over your head, to the back of your neck.

4 Pull the top strap over your head to sit above your ears.

5 Check the straps are not twisted. If you need to tighten the straps, pull both ends at the same time, bottom first, then top.

6 If there is a nose clip, press this firmly to the shape of your nose.

7 Before entering the workplace, a user seal check should be carried out. This is done by placing your hands over the filter material and breathing in. The mask should suck down onto your face when you breathe in sharply. You should hold your breath for ten seconds and the disposable respirator should not loosen. If it does, you should readjust and repeat.

Check your disposable respirator before you put it on. Then do a pre-use seal check or fit check - for a proper seal each time: Clean shaven? Edges tight? Chin snug? Nose clip shaped? Straps in place?

This poster illustrates a typical disposable respirator, there are many other types available. Follow the manufacturer's instructions on putting your type of disposable respirator on and checking it fits.

Visit [hse.gov.uk/respiratory-protective-equipment](https://www.hse.gov.uk/respiratory-protective-equipment) for more information

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Diagram 3



Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w

• PPE should be removed in an order that minimises the risk of self-contamination

• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

1 Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand.



Slide the fingers of the un-gloved hand under the remaining glove at the wrist. Peel the remaining glove off over the first glove and discard.



2 Clean hands.



3 Apron. Unfasten or break apron ties at the neck and let the apron fold down on itself.



Break ties at waist and fold apron in on itself – do not touch the outside – **this will be contaminated.** Discard.



4 Remove eye protection if worn. Use both hands to handle the straps by pulling away from face and discard.



5 Clean hands.



6 Remove facemask once your clinical work is completed. Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.



7 Clean hands with soap and water.



*For the PPE guide for AGPs please see: www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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Diagram 4

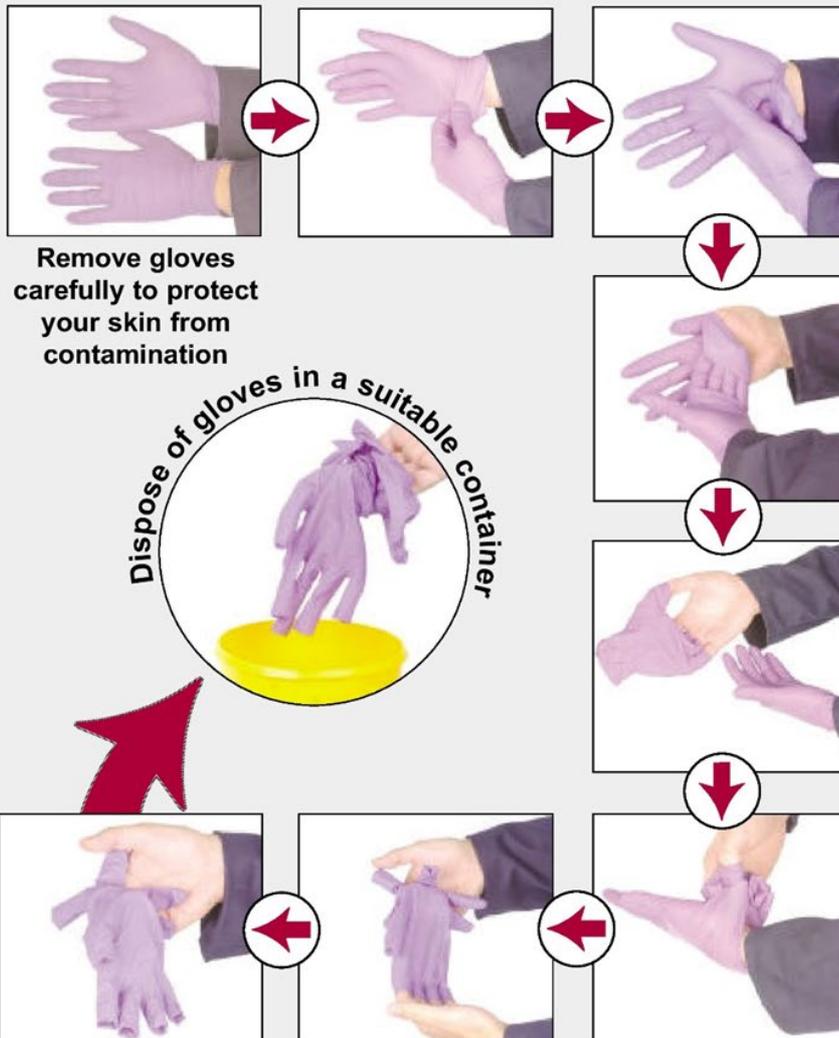


Health and Safety
Executive

Correct removal of gloves

Single use gloves (splash resistant)

Follow the steps shown



www.hse.gov.uk

3.9 Disposal of PPE and face coverings

Used PPE and any disposable face coverings should be placed in a refuse bag and can be disposed of as normal domestic waste. If the wearer has symptoms of Coronavirus (COVID-19), disposal of used PPE and face coverings should be in line with [COVID-19: cleaning of non-healthcare settings outside the home](#).

Used PPE and disposable face coverings should not be put in a recycling bin or dropped as litter. Schools should provide extra waste bins for staff and customers to throw away disposable face coverings and PPE and should ensure that staff and customers do not use a recycling bin.

The safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of reusable face coverings in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.

To dispose of waste such as disposable cleaning cloths, face coverings, tissues and PPE from people with symptoms of Coronavirus (COVID-19), including people who are self-isolating and members of their household:

- Put it in a plastic rubbish bag and tie it when full
- Place the plastic bag in a second bin bag and tie it
- Put it in a suitable and secure place marked for storage for 72 hours

This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.

Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.

4. Positive case and outbreak management

In the event of a positive Coronavirus (COVID-19) case or outbreak in school, the Director of Operations will lead on the actions required to be taken. Should you be made aware of a positive case, or cases, in school please contact one of the following:



These four numbers ensure that you can contact the Trust 24 hours a day, 7 days a week.

5. Control measures

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of Coronavirus (COVID-19)

5.1.0 Ensure good hygiene for everyone

5.1.1. Hand hygiene

Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.

5.1.2. Respiratory hygiene

The 'catch it, bin it, kill it' approach continues to be very important. The [e-Bug COVID-19 website](#) contains free resources for you, including materials to encourage good hand and respiratory hygiene.

5.1.3. Use of PPE

PPE must be used as set out in the current risk assessment pack.

5.2 Maintain appropriate cleaning regimes, using standard products such as detergents

You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.

PHE has published guidance on the [cleaning of non-healthcare settings](#).

5.3 Keep occupied spaces well ventilated

When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.

Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.

If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.

Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.

Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).

You should balance the need for increased ventilation while maintaining a comfortable temperature.

The [Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak](#) and [CIBSE COVID-19](#) advice provides more information.

5.4 Follow public health advice on testing, self-isolation and managing confirmed cases of Coronavirus (COVID-19)

Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on Coronavirus (COVID-19) (for example, they are required to quarantine).

If anyone in your school develops [Coronavirus \(COVID-19\) symptoms](#), however mild, you should send them home and they should follow public health advice.

If a pupil in a boarding school shows symptoms, they should usually self-isolate in their residential setting so that their usual support can continue, others may then benefit from self-isolating in their family home.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the

[education, childcare and children's social care settings guidance](#). Any rooms they use should be cleaned after they have left.

The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed Coronavirus \(COVID-19\) infection](#).

6. Asymptomatic testing

Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.

Over the summer, staff and secondary pupils should continue to test regularly if they are attending settings that remain open, such as summer schools and out of school activities based in school settings. Schools will only provide tests for twice weekly asymptomatic testing for pupils and staff over the summer period if they are attending school settings.

However, testing will still be widely available over the summer and kits can be collected either from your local pharmacy or ordered online.

As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.

Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

Secondary schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

There is no need for primary age pupils (those in year 6 and below) to test over the summer period. They will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7. Schools may choose, however, to start testing year 6 pupils earlier, including in summer schools, depending on their local circumstances.

7. Confirmatory PCR tests

Staff and pupils 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 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 pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

Additional information on [PCR test kits for schools and further education providers](#) is available.

8. CEV children and young people

All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.

Further information is available in the guidance on [supporting pupils at school with medical conditions](#).

You should ensure that key contractors are aware of the school's control measures and ways of working.

9. School workforce

Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.

Should a member of staff or setting have any concerns, individual risk assessments can be prepared by GS Musson Associates.

10. Travel and quarantine

Where pupils travel from abroad to attend a boarding school, you will need to explain the rules to pupils and their parents before they travel to the UK. All pupils travelling to England must adhere to [travel legislation](#), details of which are set out in [government travel advice](#). Additional guidance has been issued on the [quarantine arrangements for boarding school pupils travelling from red-list countries to attend a boarding school in England](#).

Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.

11. Educational visits

Given the likely gap in Coronavirus (COVID-19) related cancellation insurance, if you are considering booking a new visit, whether domestic or international, schools and colleges are advised to ensure that any new bookings have adequate financial protection in place.

We continue to recommend that schools and colleges do not go on any international visits before the start of the autumn term. From the start of the new school term, schools and colleges can go on international visits that have previously been deferred or postponed and organise new international visits for the future.

Schools and colleges should be aware that the travel list (and broader international travel policy) is subject to change and green list countries may be moved into amber or red. The travel lists may change during a visit and schools and colleges must comply with international travel legislation and should have contingency plans in place to account for these changes.

Schools and colleges should speak to either your visit provider, commercial insurance company, or the Risk Protection Arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers' Association

(BIBA) or Association of British Insurers (ABI). Any school holding ATOL or ABTA refund credit notes may use these credit notes to rebook educational or international visits.

Schools and colleges should undertake full and thorough risk assessments via GS Musson Associates in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. [General guidance](#) about educational visits is available and is supported by specialist advice from the [Outdoor Education Advisory Panel \(OEAP\)](#).

12. Wraparound provision and extra-curricular activity

Guidance can be found here for [providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children](#).

13. Lettings

No lettings or use of space by external bodies can be considered until September 2021. Lettings can only be considered from September 2021, following review of risk assessments for each use of space. The risk assessments will need to be approved in advance by the Headteacher and the Director of Operations. The financial viability of lettings will need to be reviewed, given that all spaces used will have to be thoroughly cleaned prior to further school use. For clarity, where for example a nursery uses school space during school hours, those arrangements can continue, provided that they follow the requirements of this guidance document as a minimum and their activities are appropriately risk assessed.

14. Visitors (including interviews)

Until the new academic year, commencing September 2021, visitors in school should be kept to those deemed essential only. Where meetings can take place virtually, they should be to minimise additional people in school. All maintenance, servicing and testing is to continue as normal.

Where face-to-face visits are required in school, these should take place in a well ventilated space and social distancing should be encouraged.

For any queries or clarification, please contact:

Ian Carnwell – Director of Operations

[REDACTED]

[REDACTED]