



## **Covid19 update to guidance**

Version 1.00

November 5<sup>th</sup> 2020

This is guidance released for Write-Trak tutors based on the most recent guidance from November 5th 2020. Please also note that the UK Government consider this this is guidance, and is not mandatory activity.

This is to be utilised in conjunction with the Covid-19 policy and all other policies relevant to this of Write-Trak

**NOTE;** Due to ongoing changes in legislation the guidance contained within this document may become obsolete, updated and be changed to reflect this.

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## Overview

Being at school is vital for children's education and for their wellbeing. Time spent out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of education, and children's future ability to learn.

It continues to be the Government's primary aim that all pupils, in all year groups, remain in school full-time. Amongst other guidance and advice set out Write-Trak considers itself to come within the guidance set for "other educational settings". The guidance from the UK Government is that all pupils, in all year groups, will return to education full-time from the beginning of the autumn term 2020.

## Each tutorial setting

The Government are asking all education settings to prepare for all children and young people to make a full return from the start of the autumn term 2020. As such tutorial settings must comply with health and safety law, which requires them to:

- thoroughly review health and safety risk assessments
- draw up plans for the autumn term that address the risks identified using the system of controls

The system of controls is an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- active engagement with NHS Test and Trace
- the requirement that people who are ill should stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- formal consideration of how to reduce contacts and maximise distancing between those in the setting and, wherever possible, minimise the potential for contamination as much as is reasonably practicable

Reducing contact will depend on individual circumstances and will include, as much as possible:

- grouping children and young people together
- avoiding contact between groups on the same day
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

## **Schools are considered to be low risk**

The [Chief Medical Officers from all four nations in the United Kingdom](#) have made it clear that the overall risks to children from coronavirus (COVID-19) in relation to education settings is low and that the risks associated with not being in school certainly outweigh those of being in school. The evidence shows there is a very low risk of becoming very unwell from coronavirus (COVID-19), even for young people with existing health conditions.

## **Control systems currently in place**

Write-Trak recognise that there cannot be a 'one size fits all' approach where the system of controls describes every scenario. Each tutorial venue should assess its own setting.

There are in place for all tutors and staff of Write-Trak clear measures and guidance on how to risk assess and manage the current Covid-19 pandemic within their work place environments. In brief they are:

### **Prevention**

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
2. Clean hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
5. Where recommended, use of face coverings in the work / tutorial setting. (see more details below)

Numbers 1 to 5 must be in place in all office and tutorial settings, all the time.

6. Minimise contact between individuals and maintain social distancing wherever possible.

Number 6 must be properly considered, and settings must put in place measures that suit their particular circumstances.

7. Where necessary, wear appropriate personal protective equipment (PPE).

Number 7 applies in specific circumstances.

## Response to any infection

8. Engage with the NHS Test and Trace process.
9. Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community
10. Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant.

## Test and trace NHS app



The NHS Test and Trace app is available to download for anyone aged 16 and over. Staff members and tutors should familiarise themselves with the features of the app, <https://covid19.nhs.uk/>

## QR code

Schools and FE providers are not expected to create NHS QR code posters for their normal day to day operations. NHS QR posters will be put up by various businesses, organisations and for certain activities that are open to the public, and therefore where customers come into contact with people they do not know.

Should you decide to download and use the QR code it can be created online here <https://www.gov.uk/create-coronavirus-qr-poster>

## **Face coverings**

### **Current UK Government guidance – In-class face coverings**

Based on current evidence and the measures that tutorial venues are already putting in place, such as the system of controls, applicable to all education environments, provides additional mitigating measures. The Government feel that face coverings will not be necessary in the classroom even where social distancing is not possible. Currently the UK Government feel that face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

### **Moving around - Outside classrooms, corridors, communal areas**

Outside of classrooms in tutorial venues where learners in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, such as in corridors and communal areas where social distancing cannot easily be maintained.

### **Travel**

Face coverings should be worn by pupils in year 7 and above when travelling on dedicated school transport to secondary school or college. Face coverings should also be worn when travelling on public transport or dedicated transport to these settings.

### **Providing face coverings**

Where any student is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the tutorial settings should take steps to have a small contingency supply available to meet such needs. You should have a face mask available for your students who attend if they do not have one.

### **Exemptions**

The UK Government clearly states that no-one should be excluded from education on the grounds that they are not wearing a face covering.

Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs.

1. People who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
2. If you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate

The same exemptions will apply in education settings, and tutors and staff are expected to 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.

## **Face coverings - your discretion**

### **Communal areas**

Schools and colleges will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances.

Examples include:

- where the layout of the school or college estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises
- where on top of hygiene measures and the system of controls recommended in the full opening guidance to schools and FE colleges and providers, permitting the use of face coverings for staff, pupils or other visitors would provide additional confidence to parents to support a full return of children to school or college

### **Social distancing not possible – Adults (not students)**

In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.

### **Classroom (Students)**

On the basis of current evidence, in light of the mitigating measures education settings are taking, and the negative impact on communication, face coverings will not generally be necessary in the classroom even where social distancing is not possible.

There is greater use of the system of controls for minimising risk, including through keeping in small and consistent groups or bubbles, and greater scope for physical distancing by staff within classrooms. Face coverings can have a negative impact on learning and teaching and so their use in the classroom should be avoided.

## **World Health Organisation**

The [World Health Organisation published a statement on 21 August about children and face coverings](#). They now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.”

## **Excursions and outings - Out of school activities**

It is important that children continue to remain fit and active and, wherever possible, have the 60 active minutes of daily physical activity recommended by the Chief Medical Officers. Schools and tutors have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.

Out-of-school activities can continue to operate provided that they are primarily used by as part of their arrangements for their child to receive a suitable full-time education.

## **Face coverings on excursions / outings**

In out-of-school settings, face coverings should be used where it is a requirement of the indoor setting and where the teaching, training or activity is taking place in an area in which children aged 11 and over or staff are likely to come into contact with other members of the public (complying with relevant coronavirus (COVID-19) sector guidance).

## **Staff**

In relation to working in education settings, whilst it is not possible to ensure a totally risk-free environment, the Office for National Statistics (ONS) analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#), suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

## **Clinically vulnerable**

Individuals who are clinically extremely vulnerable will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past.

Any tutor or member of staff who are in the vulnerable or clinically vulnerable groups or live with any one in these groups should talk to Write-Trak about how they will be supported, including to work from home where possible, during the period of national restrictions.

All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.

## **Monitoring**

Write-Trak and its tutors have arrangements in place to monitor whether the controls are effective, working as planned, and update them appropriately if any issues are identified and if changes in public health advice are announced.

Write-Trak and its tutors shall review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile, considering the implications of coronavirus (COVID-19). This includes the PHE-endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) pandemic.

# Appendix 1 – Covid 19 Policy

## **[Insert your name here] Covid-19 privacy notice**

### Recording students' details: how we use your information

To support NHS Test and Trace (which is part of the Department for Health and Social Care) in England, we have been mandated by law to collect and keep a limited record of staff, customers and visitors who come onto our premises for the purpose of contact tracing.

By maintaining records of staff, customers and visitors, and sharing these with NHS Test and Trace where requested, we can help to identify people who may have been exposed to the coronavirus.

As a customer / visitor of **[insert your name here]** you will be asked to provide some basic information and contact details. The following information will be collected:

- the names of all customers or visitors, or if it is a group of people, the name of one member of the group
- a contact phone number for each customer or visitor, or for the lead member of a group of people
- date of visit and arrival time and departure time

**[insert your name here]** as the data controllers for the collection of your personal data, will be responsible for compliance with data protection legislation for the period of time it holds the information. When that information is requested by the NHS Test and Trace service, the service would at this point be responsible for compliance with data protection legislation for that period of time.

The NHS Test and Trace service as part of safeguarding your personal data, has in place technical, organisational and administrative security measures to protect your personal information that it receives from the venue/establishment, that it holds from loss, misuse, and unauthorised access, disclosure, alteration and destruction.

In addition, if you only interact with one member of staff during your visit, the name of the assigned staff member will be recorded alongside your information.

NHS Test and Trace have asked us to retain this information for 21 days from the date of your visit, to enable contact tracing to be carried out by NHS Test and Trace during that period. We will only share information with NHS Test and Trace if it is specifically requested by them.

For example, if another customer at the venue reported symptoms and subsequently tested positive, NHS Test and Trace can request the log of customer details for a particular time period (for example, this may be all customers who visited on a particular day or time-band, or over a 2-day period).

We will require you to pre-book appointments for visits or to complete a form on arrival.

Under government guidance, the information we collect may include information which we would not ordinarily collect from you and which we therefore collect only for the purpose of contact tracing. Information of this type will not be used for other purposes, and NHS Test and Trace will not disclose this information to any third party unless required to do so by law (for example, as a result of receiving a court order). In addition, where the information is only collected for the purpose of contact tracing, it will be destroyed by us 21 days after the date of your visit.

However, the government guidance may also cover information that we would usually collect and hold onto as part of our ordinary dealings with you (for example, your name, date of birth and phone number). Where this is the case, this information only will continue to be held after 21 days and we will use it as we usually would, unless and until you tell us not to. Your information will always be stored and used in compliance with the relevant data protection legislation.

The use of your information is covered by the General Data Protection Regulations Article 6 (1) (c) – a legal obligation to which we as a venue/establishment are subject to. The legal obligation to which we're subject, means that we're mandated by law, by a set of new regulations from the government, to co-operate with the NHS Test and Trace service, in order to help maintain a safe operating environment and to help fight any local outbreak of corona virus.

By law, you have a number of rights as a data subject, such as the right to be informed, the right to access information held about you and the right to rectification of any inaccurate data that we hold about you.

You have the right to request that we erase personal data about you that we hold (although this is not an absolute right).

You have the right to request that we restrict processing of personal data about you that we hold in certain circumstances.

You have the right to object to processing of personal data about you on grounds relating to your particular situation (also again this right is not absolute).

If you are unhappy or wish to complain about how your information is used, you should contact a member of staff in the first instance to resolve your issue. If you are still not satisfied, you can complain to the Information Commissioner's Office. Their website address is [www.ico.org.uk](http://www.ico.org.uk). [Please insert the data protection officer (your name) and data protection details of your venue (data protection number) here.]

We keep our privacy notice under regular review, and we will make new versions available on our privacy notice page on [your venue / establishment website]. This privacy notice was last updated on 16 September 2020.

Signed \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## References

The following references and documents have been accessed to produce the above guidance.

- Face coverings in education  
<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>
- The Health Protection (Coronavirus, Restrictions) (England) (No. 4) Regulations 2020  
[https://www.legislation.gov.uk/ukxi/2020/1200/pdfs/ukxi\\_20201200\\_en.pdf?fbclid=IwAR1t4C-K460conf9wRJZX1k3vJQuet7nuKwIGtPQZcvcG4ViukYPFHNLmWE](https://www.legislation.gov.uk/ukxi/2020/1200/pdfs/ukxi_20201200_en.pdf?fbclid=IwAR1t4C-K460conf9wRJZX1k3vJQuet7nuKwIGtPQZcvcG4ViukYPFHNLmWE)
- Education and childcare settings: New National Restrictions from 5 November 2020  
<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#ooss>
- Guidance for full opening: schools  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- Guidance for full opening: special schools and other specialist settings  
<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- Guidance for schools: coronavirus (COVID-19)  
<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)  
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
- COVID 19: cleaning in non-healthcare settings outside the home  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>