

Headteachers' Update

For Schools and Academies

DfE Updates

[What parents and carers need to know about early years providers, schools and colleges during the coronavirus \(COVID-19\) outbreak](#)

Page summary - Information for parents and carers about going back to schools, nurseries and colleges in the autumn term.

Change made - We have updated this guidance to include information on the national restrictions by adding a 'national restrictions' section and updating the relevant information about face coverings, clinically extremely vulnerable children and extra curricular activities.

[What maintained schools must publish online](#)

Page summary - The information that schools maintained by their local authorities must publish on their websites.

Change made - Added new sections: 'Schools that do not have a website' and 'Coronavirus (COVID-19) catch-up premium'. Updated sections on 'Admission arrangements', 'Exams and assessment results', 'Curriculum', 'Pupil premium', 'Year 7 literacy and numeracy catch-up premium', 'PE and sport premium for primary schools', 'Equality objectives', 'Special educational needs and disability (SEND) information', 'Governors' information and duties'.

A summary document is available [here](#).

[What academies, free schools and colleges should publish online](#)

Page summary - The information that academies, including 16 to 19 colleges and any educational institution that has academy arrangements, should publish on their websites.

Change made - Added new sections on 'Coronavirus (COVID-19) catch-up premium' and 'Executive pay'. Updated sections on 'Admission arrangements', 'Ofsted reports', 'Exam and assessment results', 'Curriculum', 'Pupil premium', 'Year 7 literacy and numeracy catch-up premium', 'Coronavirus (COVID-19) catch-up premium', 'PE and sport premium for primary schools', 'Equality objectives' and 'Special educational needs and disabilities (SEND)'.

A summary document is available [here](#).

[Tell Ofsted if you have a COVID-19 incident at your childcare business](#)

Page summary - You must tell Ofsted if there is a confirmed case of COVID-19 at your nursery, childminder business or other day care. You should also tell us if you have to close your setting as a result.

Change made: First published.

[Safe working in education, childcare and children's social care](#)

Page summary - Preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings during the coronavirus outbreak.

Change made - Updated 'What specific steps should be taken to care for children with complex medical needs, such as tracheostomies?' to include guidance on aerosol generating procedures (AGPs) in education and children's social care settings.

[Education and childcare settings: national restrictions from 5 November 2020](#)

Page summary - How national restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings.

Change made - We have updated the guidance on out-of-school activities and wraparound childcare, clinically extremely vulnerable children and staff, and extra-curricular activities in schools, and added clarification on when face coverings should be worn.

[Providing school meals during the coronavirus \(COVID-19\) outbreak](#)

Page summary - Guidance for schools and local authorities on school meals arrangements during the coronavirus (COVID-19) outbreak.

Change made - We have added information on support for clinically extremely vulnerable pupils eligible for benefits-related free school meals, the Covid Winter Grant Scheme and the expansion of the Holiday Activities and Food programme. We have also updated the content on school food contracts.

[School food standards: resources for schools](#)

Page summary - Resources to help schools plan and provide healthy food in schools.

Change made - Added information on food supply chain changes.

[Covid19 School Model Risk Assessment - Version 4.3](#)

The latest revision of the model school risk assessment template is now available and can be accessed [via this link](#). This incorporates amendments to the government guidance for schools fully reopening (updated 5 November).

The main changes to the risk assessment relate to the arrangements for clinically extremely vulnerable (CEV) staff and pupils attending school. Under the current national restrictions, the government have strongly advised all CEV staff to work from home until 2 December 2020. In schools where NCC is the employer, it has been confirmed by the Council's Executive Team that all NCC employed staff who are CEV must work at home during this time. Where circumstances dictate any deviation from this approach, professional advice must be sought from your HR or H&S Advisor. Pupils who are CEV should now be receiving their education at home.

As with previous revisions, the changes made to the risk assessment have been highlighted (in red text). As the last revision (4.2) was only issued a short time ago, these amendments are also included. Furthermore, detailed information on the changes made can be found in the table at the end of the document.

Your own school Covid-19 risk assessment should be regularly reviewed and the controls in place monitored to ensure they are effective and are being complied with. It would also be good practice to review this following any confirmed cases of Covid-19 within the school. Please ensure that previous versions of your own risk assessment are retained so it is clear what arrangements were in place within the school at any given time.

Previously issued school specific health and safety information can also be found on the [Corporate Health and Safety team area of the NCC staff portal](#).

The Corporate Health and Safety Team are able to provide advice on specific issues or concerns and can be contacted via healthandsafety@northumberland.gov.uk or by speaking to one of the school health and safety advisors:

Amanda Young
Nigel Chopping
Bryony Smith
John Froud

[Reporting cases of Covid19 amongst staff on ANVIL – RIDDOR](#)

In addition to reporting cases to NCC's Public Health team via their [webform](#), there is also a requirement that all confirmed Covid19 cases amongst [staff employed by the County Council](#) are recorded on [ANVIL](#), the Council's incident reporting system. This is because Covid-19, in certain circumstances, is a notifiable disease under RIDDOR and the duty to report cases to the HSE lies with the employer. Recording details of specific cases on ANVIL ensures that a formal record is kept of the circumstances of each case and an assessment can be made to establish if a [case does need to be notified to the HSE](#). There is no requirement to report positive cases amongst pupils or visitors on ANVIL.

For Academies and other schools where the employer is not the County Council, but where the school receive health and safety support from the Corporate Health and Safety Team via SLA, schools can also submit a report on ANVIL in the same way. This is not mandatory, however, if schools choose not to log these on ANVIL, it is recommended that alternative suitable records are kept, and an assessment made to determine if a case [meets the criteria to report to the HSE](#). In relation to the Health and Safety Audit recently issued to Heads, those schools where NCC is not the employer or where a service is not provided by the Corporate Health and Safety Team, which choose not to record cases on ANVIL should state in their response that suitable alternative measures are in place.

The ANVIL report form can be accessed via the Corporate Health and Safety team [webpage](#). Attached is a [document](#) which should be used to help you complete the report, including which aspects you should include in the description field of the report. Please include as much information as possible. Once the ANVIL report has been submitted, the Corporate Health and Safety team will review all cases and contact the school if further information is required or if it is felt a case needs to be reported to the HSE.

Please direct any queries to the Corporate Health and Safety Team – healthandsafety@northumberland.gov.uk

Wellbeing for Education Return

Heads will be aware of the programme that we are implementing in Northumberland at the present time, using the DfE/DHSC grant which supports the roll out of training around wellbeing to every school/college across the Country. We hosted the conference for Senior Mental Health Leads on 5th November which was the first opportunity that schools had to receive the training. A cascade model is recommended, so that nominated staff from every school/setting will have received the training and cascaded it within their organisations by March 2021 at the latest., thus meeting the Government expectation that every member of staff in every school/setting will have been reached.

50+ schools were represented at the Conference, please click [here](#) for more detail around content, preliminary feedback and information on further ways to receive the training and to request any support you may need.

School Uniform Questionnaire Reminder

As you know, we are currently gathering information on school uniform requirements across the county via a questionnaire sent to your Business and Office Managers. The questionnaire is open until close of play on **Monday 23 November** and it would be really useful if we could receive a response from your school or academy (if not yet submitted).

Use of face coverings in Schools and Educational Settings

The [model risk assessment](#) produced by the Corporate Health and Safety Team has been reviewed and updated in light of current national rules. The changes made are highlighted within the document with further details provided in the document history table.