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| **Identification of key duties in DfE guidance for schools to reopen.**  **The guidance states:**  *Where something is essential for public health reasons, as advised by PHE, we have said ‘must’. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations.*  This document has extracted all the of the sections of the guidance that use the word ‘must’ in relation to school actions to give clear attention to those parts of the guidance that are compulsory. Please refer to the full guidance for further detail. |
| **Section 1: Public health advice to minimise coronavirus (COVID-19) risks** |
| **Schools must** comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls |
| **Employers must** protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting |
| Having assessed their risk, **schools** **must** work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.  **Numbers 1 to 4 must be in place in all schools, all the time.**  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 school  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 |
| **Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.**  5) minimise contact between individuals and maintain social distancing wherever possible  **Number 6 applies in specific circumstances.**  6) where necessary, wear appropriate personal protective equipment (PPE) |
| **Numbers 7 to 9 must be followed in every case where they are relevant.**  7) engage with the NHS Test and Trace process  8) manage confirmed cases of coronavirus (COVID-19) amongst the school community  9) contain any outbreak by following local health protection team advice |
| Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All **schools must** follow this process and ensure all staff are aware of it. |
| If anyone in the school 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 ‘[stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)’, which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. |
| 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 and needs of the child, with appropriate adult supervision if required. Ideally, 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 **must** be cleaned and disinfected using standard cleaning products before being used by anyone else.  PPE **must** 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). More information on PPE use can be found in the [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) guidance. |
| Everyone **must** wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings). |
| **Schools must** ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. |
| The ‘catch it, bin it, kill it’ approach continues to be very important, so **schools must** ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. |
| different groups don’t need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and **pupils must** be encouraged to clean their hands thoroughly after using the toilet |
| Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. **Schools must** do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. |
| Use of staff rooms should be minimised, although **staff must** still have a break of a reasonable length during the day. |
| Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. **Pupils must** be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. |
| Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](https://www.gov.uk/guidance/contacts-phe-health-protection-teams). **Schools must** ensure that staff members and parents/carers understand that they will need to be ready and willing to:   * [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit * provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace * [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) |
| **Schools must** take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. |
| Based on the advice from the health protection team, **schools must** send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:   * direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) * proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual * travelling in a small vehicle, like a car, with an infected person |
| A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. **Schools must not** share the names or details of people with coronavirus (COVID-19) unless essential to protect others. |
| If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and **must** continue to work with their local health protection team who will be able to advise if additional action is required. |
| To support this return, **AP settings must** comply with health and safety law which requires employers to assess risks and put in place proportionate control measures. |
| **Section 2: School operations** |
| All other **pupils must** attend school. |
| Schools should be clear with parents that **pupils of compulsory school age must be in school** unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc). |
| When recruiting, **schools must** continue to adhere to the legal requirements regarding pre-appointment checks. |
| **Schools must** have regard to the statutory safeguarding guidance, [keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) and should refer to the [coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers). |
| School kitchens can continue to operate, but **must** comply with the [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19). |
| **Section 3: Curriculum, behaviour and pastoral support** |
| Any disciplinary exclusion of a pupil, even for short periods of time, **must** be consistent with the relevant legislation. |
| **Annex A: Health and safety risk assessment** |
| **School employers must** therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure. |
| Under the Management of Health and Safety at Work Regulations 1999, the minimum **employers must** do is:   * identify what could cause injury or illness in the organisation (hazards) * decide how likely it is that someone could be harmed and how seriously (the risk) * take action to eliminate the hazard, or if this isn’t possible, control the risk |
| **Schools must** appoint a competent person to ensure they meet their health and safety duties. |
| It is a legal requirement that **employers must** consult with the health and safety representative selected by a recognised trade union or, if there isn’t one, a representative chosen by staff. As an employer, you cannot decide who the representative will be. |