

## Employment Considerations for Schools and Academies during Covid

This guidance is current as of 9 am on 22<sup>nd</sup> January 2021.

From 5<sup>th</sup> January 2021 England entered a further period of National Lockdown.

Primary and Secondary Schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until the February half term.

During the period of National Lockdown the expectation is that Employees should work from home where possible where they are not required in the workplace to maintain education provision. School Staff not required to attend the workplace can be expected to work from home where possible and appropriate to their job role.

Schools and Academies should regularly refer to Government and Local Authority guidance for the very latest advice.

For ease of reference this guidance is in 5 parts:

- 1: Key sources of guidance for Schools and Academies
- 2: Employees who are unwell, experiencing symptoms or at risk of contracting Covid
- 3: Employees with particular characteristics
- 4: Employees with childcare responsibilities
- 5: Maintaining Education Provision during the period of National Lockdown
- 6: Other Employment considerations

Should you have any specific staffing issues you wish to discuss - please to contact your HR Consultant:

Tel: 03000 412357 (West Kent and Non Kent Schools / Academies)

03000 419552 (East Kent Schools / Academies)

Email: [hrconsult@cantium.solutions](mailto:hrconsult@cantium.solutions)

## 1: Key sources of guidance for Schools and Academies

Government Guidance	<a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> ;
National Lockdown	<a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a> ;
Dfe Guidance for all Schools and Academies	<p>Education and Childcare During Coronavirus  <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a>;</p> <p><b>NEW</b> Restricting Attendance during the National Lockdown - Schools  <a href="https://www.gov.uk/government/publications/actions-for-Schools-during-the-coronavirus-outbreak/guidance-for-full-opening-Schools#section-2-School-operations">https://www.gov.uk/government/publications/actions-for-Schools-during-the-coronavirus-outbreak/guidance-for-full-opening-Schools#section-2-School-operations</a>;</p>
KCC Advice for Kent Schools	<p><a href="https://www.kelsi.org.uk/news-and-events/news/primary/coronavirus">https://www.kelsi.org.uk/news-and-events/news/primary/coronavirus</a>;</p> <p>Please also refer to any communications to Headteachers issued by the Interim Director of Education and Area Education Officers.</p> <p>Non Kent Schools are advised to review the advice from their respective LAs</p>

## 2: Employees who are unwell, experiencing symptoms or at risk of contracting Covid

	Scenario	Attendance at Work	Payment	Guidance
1	<p>UPDATED</p> <p>Employees with</p>	Must NOT attend work and must self-isolate for at least 10 days from when	Employees receive contractual sick pay (inclusive of SSP where	Employees should notify the School of the outcome of their Covid test at the earliest opportunity.

## 2: Employees who are unwell, experiencing symptoms or at risk of contracting Covid

	Scenario	Attendance at Work	Payment	Guidance
	confirmed Covid-19	<p>they test positive if asymptomatic or 10 days from when they first experienced symptoms. Self isolation should continue until they no longer have symptoms.</p> <p>May work from home where they are well enough to do so.</p>	<p>eligible).</p> <p>Terms and conditions state:</p> <p>In the case of Teachers - where in reasonable probability Covid was contracted in course of work (e.g. in case of school / bubble outbreak or track and trace notification) - sick pay does not erode.</p> <p>Where the likelihood is that the Teacher's illness was contracted outside of work - sick pay erodes.</p> <p>In the case of support staff employed on Kent Scheme Terms sick pay erodes.</p> <p>Schools have the ability to enhance these provisions for example stop sick pay eroding if they feel that is appropriate. Contact your</p>	<p>Employees should obtain an Isolation Note via the dedicated online portal and provide a copy to the School. The Isolation note is in place of a fit note.</p> <p>School should clarify whether the Employee is fit enough to undertake work from home.</p> <p>Self-Isolation Guidance:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a>;</p> <p>NHS Isolation Note Portal:  <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a>;</p> <p>NHS Coronavirus Tests:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a>;</p>

2: Employees who are unwell, experiencing symptoms or at risk of contracting Covid				
	Scenario	Attendance at Work	Payment	Guidance
			HR Consultant for advice  Employees who are fit enough to work receive usual contractual pay.	
2	UPDATED  Employees with symptoms of Covid 19	Must NOT attend work and self-isolate as soon as symptoms develop.  Must self-isolate for at least 10 days, from the date symptoms begin or longer in line with NHS advice.  Should not return to work until they no longer have symptoms.  In the event that symptoms persist despite a negative test, staff should seek advice and support from their GP and should provide fit notes in the usual way	Terms and conditions state:  Teaching and support staff who are self-isolating due to symptoms of Covid in line with NHS guidance, and are too unwell to undertake work, receive contractual sick pay which does not erode. This is under the 'contact with infectious diseases provisions' set out in the Burgundy Book for Teachers and Kent Scheme Conditions of Service for Support Staff. (Also, NJC Green Book provisions for non-Kent support staff). This does not count against usual sickness entitlement.	Employees should notify School as soon as possible. They should arrange a Covid test at the earliest opportunity and advise the School of the outcome.  Employees should obtain an Isolation Note via the dedicated online portal and provide a copy to the School. The Isolation note is in place of a fit note.  School should clarify whether the Employee is fit enough to undertake work from home.  Self-Isolation Guidance:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a> ;  NHS Isolation Note Portal: <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a> ;  NHS Coronavirus Tests: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a>

## 2: Employees who are unwell, experiencing symptoms or at risk of contracting Covid

	Scenario	Attendance at Work	Payment	Guidance
			<p>Employees who are fit enough to work receive usual contractual pay.</p> <p>In cases where Covid infection is subsequently confirmed please refer to Scenario 1 for payment entitlement.</p> <p>Schools have the ability to enhance these provisions for example stop sick pay eroding if they feel that is appropriate. Contact your HR Consultant for advice</p>	
3	<p>Employees in a household or 'support bubble'* with someone who tests positive</p> <p><i>*where people who live on their own (or with dependent children) form a link with one other household. This enables them to have as close contact as if they were in the same</i></p>	<p>Must NOT attend work and must self-isolate for 10* days or longer in line with NHS advice.</p> <p>Must self-isolate even where not displaying symptoms or where they test negative.</p> <p>Employee should arrange a Covid test only where they experience</p>	<p>Terms and conditions state:</p> <p>Teaching and Support Staff who are self-isolating in line with NHS guidance receive contractual sick pay which does not erode. This is under the 'contact with infectious diseases provisions' set out in the Burgundy Book for Terms</p>	<p>Employees should notify the School as soon as possible.</p> <p>Employee should arrange a Covid test only where they experience symptoms and advise School of the outcome.</p> <p>Employees should obtain an Isolation Note via the dedicated online portal and provide a copy to the School. The Isolation note is in place of a fit note.</p> <p>Employees may be expected to undertake work from home where this is appropriate to their job role.</p> <p>Self-Isolation Guidance:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-</a> </p>

2: Employees who are unwell, experiencing symptoms or at risk of contracting Covid				
	Scenario	Attendance at Work	Payment	Guidance
	<i>household</i>	symptoms.	<p>and conditions state:</p> <p>Teachers and Kent Scheme Conditions of Service for Support Staff. (Also, NJC Green Book provisions for non-Kent support staff). This does not count against usual sickness entitlement.</p> <p>Employees who able to undertake work during a period of self-isolation receive usual contractual pay.</p> <p>In cases where Covid infection is subsequently confirmed please refer to Scenario 1 for payment entitlement.</p>	<p><a href="#">do/;</a></p> <p>NHS Isolation Note Portal: <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/;</a></p> <p>NHS Coronavirus Tests: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/;</a></p>
4	Employees in a household or 'support bubble' with someone who develops symptoms	Must NOT attend work and must self isolate for 10* days or longer in line with NHS advice where household member subsequently tests	<p>Terms and conditions state:</p> <p>Employees who are self-isolating in line with NHS guidance receive</p>	<p>Employees should notify the School as soon as possible.</p> <p>Employee should arrange a Covid test only where they experience symptoms and advise School of the outcome.</p> <p>Employees should obtain an Isolation Note via the dedicated online portal and provide a copy to the School. The</p>

## 2: Employees who are unwell, experiencing symptoms or at risk of contracting Covid

	Scenario	Attendance at Work	Payment	Guidance
		<p>positive.</p> <p>Must self-isolate even where not displaying symptoms or where they test negative.</p> <p>May return to work should the household member test negative providing they do not have symptoms themselves.</p>	<p>contractual sick pay, which does not erode. This is under the 'contact with infectious diseases provisions' set out in the Burgundy Book for Teachers and Kent Scheme Conditions of Service for Support Staff. (Also, NJC Green Book provisions for non-Kent support staff). This does not count against usual sickness entitlement.</p> <p>Once the household member has obtained a test result - consideration should be given to whether one of the other categories above applies with regards to payment of salary.</p> <p>Employees who are able to undertake work during a period of self-isolation receive usual contractual pay.</p>	<p>Isolation note is in place of a fit note.</p> <p>Employees may be expected to undertake work from home where this is appropriate to their job role.</p> <p>Self-Isolation Guidance:</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a>;</p> <p>NHS Isolation Note Portal:  <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a>;</p>

2: Employees who are unwell, experiencing symptoms or at risk of contracting Covid				
	Scenario	Attendance at Work	Payment	Guidance
			In cases where Covid infection is subsequently confirmed please refer to Scenario 1 for payment entitlement.	
5	Employees contacted by NHS Track and Trace	Must NOT attend work and must self-isolate for 10* days.	<p>Terms and conditions state:</p> <p>Employees who are self-isolating in line with NHS guidance receive their usual contractual pay. This is under the 'contact with infectious diseases provisions' set out in the Burgundy Book for Teachers and Kent Scheme Conditions of Service for Support Staff. (Also, NJC Green Book provisions for non-Kent support staff). This does not count against usual sickness entitlement.</p> <p>Employees who are able to undertake work during</p>	<p>Employees should notify the School as soon as possible.</p> <p>Employee should arrange a Covid test only where they experience symptoms and advise School of the outcome.</p> <p>Employees should obtain an Isolation Note via the dedicated online portal and provide a copy to the School. The Isolation note is in place of a fit note.</p> <p>Employees may be expected to undertake work from home where this is appropriate to their job role.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a>;</p> <p>NHS Isolation Note Portal: <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a>;</p>



2: Employees who are unwell, experiencing symptoms or at risk of contracting Covid				
	Scenario	Attendance at Work	Payment	Guidance
			a period of self-isolation receive usual contractual pay.	
6	Employees sent home from work following positive case in 'work bubble'	If indicated by the risk assessment and/or NHS Test and Trace service, Employees must NOT attend work and should self-isolate for 10* days.	<p>Terms and conditions state:</p> <p>Employees who are self-isolating in line with NHS guidance receive their usual contractual pay. This is under the 'contact with infectious diseases provisions' set out in the Burgundy Book for Teachers and Kent Scheme Conditions of Service for Support Staff. (Also, NJC Green Book provisions for non-Kent support staff). This does not count against usual sickness entitlement.</p> <p>Employees who are able to undertake work during a period of self-isolation receive usual contractual pay.</p>	<p>Employee should arrange a Covid test only where they experience symptoms and advise School of the outcome.</p> <p>Employees may be expected to undertake work from home where this is appropriate to their job role.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a>;</p> <p>NHS Isolation Note Portal: <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a>;</p>

## 2: Employees who are unwell, experiencing symptoms or at risk of contracting Covid

	Scenario	Attendance at Work	Payment	Guidance
7	Household / bubble member advised to self-isolate by track and trace or following a positive case in their workplace - but where the household / bubble member has no symptoms	Employee should continue to attend work	Expectation that Employee will continue to attend work or work from home (where applicable) and receive usual contractual pay.	Employee does not need to self-isolate unless they or their household / bubble member develops symptoms or tests positive.  No requirement for Employee to arrange a Covid test unless the Employee develops symptoms.
8	Staff unwell for a non Covid related reason	Should not attend work in line with self-certification or fit note.	Usual contractual sick pay entitlements apply, inclusive of SSP where eligible.	Usual sickness reporting and certification arrangements apply.  May self-certify for 7 calendar days. A GP fit note is required from day 8 onwards.  Usual absence management procedures should be followed.  Return to work discussion advised to consider appropriate adjustments and assessment of particular risk when returning to workplace.
9	School / Year Group Closure due to Covid outbreak (Employee not unwell or required to self-isolate)	In exceptional circumstances PHE / LA may direct a school to close and for staff / pupils not to attend the site.	Usual contractual pay	Expectation the Employee will undertake work from home where appropriate. Where this is not possible due to the nature of the job role - Employee should be placed on paid leave and receive usual contractual pay for the duration of the closure.  Where Employee is unwell or self-isolating please refer to guidance above.

\*From 14<sup>th</sup> December the period of self isolation for individuals who are contacts of those who test positive (e.g. are a household or bubble member or are contacted by NHS Test and Trace) reduced from 14 days to 10. Those returning from overseas travel from destinations not currently part of the travel corridor also reduced to 10 days.

The self isolation period for individuals who test positive remains unchanged. In this case individual should self isolate for at least 10 days from the onset of symptoms or 10 days from the date of taking a Covid-19 test where asymptomatic. They can return to normal duties and stop self isolating after 10 full days if their symptoms have gone, or if the only remaining symptoms are a cough or anosmia, which can last for several weeks.

3: Employees with particular characteristics				
	Scenario	Attendance at Work	Payment	Guidance
1	<b>UPDATED</b> Employees who are in the Clinically Extremely Vulnerable (CEV) Group	From 5 <sup>th</sup> January 'shielding' has been reintroduced for individuals who are CEV.  Government advice is that Employees in this group should not attend the workplace	Dfe advises CEV Employees should continue to be paid on their usual terms.  Full contractual pay where working from home.  Where unable to work from home authorised paid special leave should	The Government has indicated CEV individuals will receive a further formal shielding notification letter effective from 5 <sup>th</sup> January.  In the interim Employers should refer to the list of conditions in the CEV group and the notification letter issued to Employees during the November period of national restrictions when identifying those required to shield for a further period.  Government guidance encourages Employers to consider redeploying CEV staff to alternative roles to enable them to undertake work from home.  Please note public sector Employees who are CEV and are unable to

3: Employees with particular characteristics				
	Scenario	Attendance at Work	Payment	Guidance
			<p>be granted and full contractual pay given for duration of 'shielding' CEV instruction.</p> <p>Payment does not count against the Employee's sickness entitlement and does not erode.</p>	<p>work from home are not generally eligible to be furloughed under the Coronavirus Job Retention Scheme as the government have made it clear that those organisations who are in receipt of public funding are not expected to furlough staff</p> <p>A full list of conditions in the CEV group is available here:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a>;</p> <p>Guidance for CEV:  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>;</p>
2	<p>UPDATED</p> <p>Employees who are Clinically Vulnerable (CV)</p>	<p>May attend the workplace if required to do so and are unable to work from home during the period of national lockdown.</p>	<p>Usual contractual pay where attending the workplace or undertaking work from home.</p>	<p>CV Employees can attend the workplace but should follow Dfe guidance to minimise the risk of transmission in a School setting which includes:</p> <ul style="list-style-type: none"> <li>• taking particular care to observe good hand and respiratory hygiene</li> <li>• minimising contact with others</li> <li>• adhering to social distancing guidance which provides that ideally, adults should maintain 2m distance from others</li> <li>• where this is not possible avoid close face to face contact and minimise time spent within 1m of others.</li> </ul> <p>Schools are advised to consider an individual risk assessment for CV Employees to document any agreed risk management measures and keep this under regular review.</p>

3: Employees with particular characteristics				
	Scenario	Attendance at Work	Payment	Guidance
				<p>Additional use of PPE, redeployment to alternative duties or homeworking (where this is appropriate to the job role) may be considered as a risk management measure.</p> <p>Please note public sector Employees who are CV and are unable to work from home are not generally eligible to be furloughed under the Coronavirus Job Retention Scheme as the government have made it clear that those organisations who are in receipt of public funding are not expected to furlough staff .</p> <p>Where a CV Employee unreasonably refuses attend the workplace please seek guidance from your HR Consultant.</p> <p>Guidance for CV:  <a href="https://www.gov.uk/government/publications/actions-for-Schools-during-the-coronavirus-outbreak/guidance-for-full-opening-Schools#School-workforce">https://www.gov.uk/government/publications/actions-for-Schools-during-the-coronavirus-outbreak/guidance-for-full-opening-Schools#School-workforce</a>;</p> <p>A full list of conditions in the CV group is available here:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a>;</p>
3	UPDATED Pregnant Women	Pregnant women are classified as being clinically vulnerable -	Usual Contractual Pay where attending the workplace or undertaking work	Schools should undertake a risk assessment for all pregnant women in line with the Management of Health and Safety at Work Regulations 1999. Schools should pay particular attention to any Covid related risks and how these can be mitigated. Any risk assessment should be kept under regular review.

### 3: Employees with particular characteristics

	Scenario	Attendance at Work	Payment	Guidance
		<p>however they may attend the workplace if required to do so and are unable to work from home during the period of national lockdown.</p> <p>A small number of women with additional underlying medical conditions may be in the CEV group and should 'shield' and not attend the workplace for the duration of the lockdown</p>	from home.	<p>Additional use of PPE, temporary change of duties/ location, redeployment to an alternative role, or homeworking (where this is appropriate to the job role) may be considered as a risk management measure.</p> <p>Women under 28 weeks of pregnancy should follow the guidance applicable to CV staff to minimise risks in the workplace.</p> <p>Latest DHSC Guidance advises a more precautionary approach after the 28<sup>th</sup> week of pregnancy or where a woman has underlying health conditions. Employers should ensure they are able to adhere to any national guidance on social distancing and suggests this may require working flexibly from home in a different capacity.</p> <p>Latest DHSC Guidance states that '<i>pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</i>'</p> <p>Where risks cannot be managed, maternity related paid medical suspension may be considered. Please seek guidance from your HR Consultant.</p> <p>Schools should carefully consider any individual medical advice provided by the Employee's GP / Specialist and may wish to seek OH guidance on appropriate risk management measures.</p> <p>DHSC Coronavirus: Advice for Pregnant Employees</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-</a></p>

3: Employees with particular characteristics				
	Scenario	Attendance at Work	Payment	Guidance
				<a href="#">19-advice-for-pregnant-employees;</a> HSE Guidance for New and Expectant Mothers <a href="https://www.hse.gov.uk/mothers/index.htm">https://www.hse.gov.uk/mothers/index.htm</a> ; Royal College of Obstetricians and Gynaecologists Guidance: <a href="https://www.rcog.org.uk/globalassets/documents/guidelines/2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf">https://www.rcog.org.uk/globalassets/documents/guidelines/2020-09-10-occupational-health-statement-rcog-rcm-fom.pdf</a> ;
4	<p>UPDATED</p> <p>Employees who are CEV but wish to attend the workplace</p>	<p>Government guidance states that CEV Employees are strongly advised to work from home.</p> <p>There should be no expectation that CEV Employees attend the workplace.</p> <p>Employees should be guided to undertake work from home.</p>	Usual contractual pay	<p>PLEASE NOTE REVISED GUIDANCE</p> <p>Where an Employee has been advised to shield it is recognised that this may have a significant impact on mental health and wellbeing.</p> <p>Where an Employee wishes to attend the workplace, the School is advised to explore reasons for this (mental health &amp; wellbeing / domestic considerations) and impact of homeworking on the individual. Careful consideration should be given to measures the School may be able to put in place to support the Employee's wellbeing while continuing to work from home.</p> <p>Schools are strongly advised to ensure CEV Employees follow the latest Government guidance. It should be noted that even in instances where risk assessments are reviewed and the Employee asked to sign a waiver acknowledging risk - this would not necessarily protect the School against a subsequent claim should the Employee or their family contract Covid whilst attending the</p>

3: Employees with particular characteristics				
	Scenario	Attendance at Work	Payment	Guidance
				workplace.
5	<p>UPDATED</p> <p>Employees who may be otherwise at increased risk - e.g. staff over 60 / BAME staff</p>	May attend the workplace if required to do so and are unable to work from home.	Usual contractual pay where attending the workplace or undertaking work from home.	<p>Whole School risk assessments and Covid safe provisions should minimise level of risk.</p> <p>Schools advised to consider an individual risk assessment on a case by case basis and explore with Employee any reasonable additional risk management measures which may be appropriate.</p> <p>It should be noted that the latest National Restrictions Guidance indicates that those over 60 may be at higher risk of serious illness from Covid.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-Schools-during-the-coronavirus-outbreak/guidance-for-full-opening-Schools#School-workforce">https://www.gov.uk/government/publications/actions-for-Schools-during-the-coronavirus-outbreak/guidance-for-full-opening-Schools#School-workforce</a>;</p>
6	<p>UPDATED</p> <p>Employees who are anxious about attending the workplace</p>	May attend the workplace if required to do so and are unable to work from home	<p>Usual contractual pay where attending the workplace or undertaking work from home.</p> <p>Contractual sick pay (inclusive of SSP entitlement) where certified as unfit for work.</p>	<p>Whole School risk assessments and Covid safe provisions should minimise level of risk and mitigate concerns.</p> <p>School should explore concerns with the Employee and seek to reassure them of the Covid safe measures in place. Schools advised to explore with the Employee any reasonable additional supports or risk management measures which may be appropriate.</p> <p>Consideration should be given to offering mental health and wellbeing support via Counselling / Employee Assistance Programme.</p>



3: Employees with particular characteristics				
	Scenario	Attendance at Work	Payment	Guidance
			Schools have the ability to enhance these provisions for example stop sick pay eroding if they feel that is appropriate. Contact your HR Consultant for advice	In limited circumstances where mental health is of significant concern, it may be appropriate for the individual to be certified unfit for work. In such cases early guidance from Occupational Health is advised.  Where a CV Employee unreasonably refuses to attend the workplace please seek guidance from your HR Consultant.
7	UPDATED Employee living with someone who is clinically extremely vulnerable or vulnerable or who is otherwise at increased risk	May attend the workplace if required to do so and unable to work from home	Usual contractual pay where attending the workplace or undertaking work from home.	Whole School risk assessment and Covid safe provisions should minimise level of risk. Schools advised to explore with Employee any reasonable additional risk management measures which may be appropriate.  In exceptional circumstances household members may be advised by individual letter from GP or medical specialist not to attend workplace. In such cases School should discuss homeworking options.
8	Employees who are due to have a surgical procedure	Required to self-isolate for 2 weeks in line with current NHS protocols  Can be expected to undertake work from home where	Employees who are able to undertake work from home would receive usual contractual pay.  Where it is not possible to undertake	Employee should make School aware of date of surgery as soon as practical and discuss appropriate homeworking arrangements.  Employee may be asked to provide evidence of surgical procedure  Where a member of an Employee's household is due to have surgery - they may also be advised to self-isolate. Authorised paid leave

### 3: Employees with particular characteristics

	Scenario	Attendance at Work	Payment	Guidance
		appropriate to job role	<p>work from home paid authorised leave should be granted for period of self-isolation.</p> <p>Following surgery should Employee be unfit to return to work - usual sickness absence reporting / certification arrangement would apply, and normal contractual sick pay received</p>	<p>may be considered on a case by case basis.</p> <p>School is advised to explore:</p> <ul style="list-style-type: none"> <li>• nature of the surgery</li> <li>• nature of relationship</li> <li>• Employees care giving responsibilities</li> <li>• whether Employee can make alternative accommodation arrangements</li> <li>• whether home working is appropriate</li> </ul> <p>Please seek guidance from your HR Consultant</p> <p>Further information: <a href="https://www.nhs.uk/conditions/having-surgery/preparation/">https://www.nhs.uk/conditions/having-surgery/preparation/</a>;</p>

### 4: Employees with Childcare Responsibilities

	Scenario	Attendance at Work	Guidance
1	<p>UPDATED</p> <p>School / Childcare provider closure</p>	May attend the workplace if required to do so and unable to work from home	Schools and childcare providers will remain open during the period of national lockdown for the children of critical workers - including those working in Schools.

4: Employees with Childcare Responsibilities			
	Scenario	Attendance at Work	Guidance
		Where unable to attend workplace - Schools should consider the various compassionate and family leave arrangements available - exploring paid options initially and moving to considering unpaid options as appropriate.	<p>Early years childcare providers and childminders for pre school children remain open.</p> <p>The expectation is that the vast majority of working parents will continue to be able to attend the workplace.</p>
2	<p>UPDATED</p> <p>Breakdown in informal childcare arrangements by family / friends</p>	<p>May attend the workplace if required to do so and unable to work from home.</p> <p>Where unable to attend workplace - Schools should consider the various compassionate and family leave arrangements available - exploring paid options initially and moving to considering unpaid options as appropriate.</p>	<p>During the period of national lockdown parents are able to form a 'childcare bubble' with another household and continue to provide informal childcare on this basis for children under the age of 14 in order to enable parents to work.</p> <p>In the event that member of the 'bubble' tests positive for Covid or is required to self-isolate it is recognised that childcare issues may arise as a consequence.</p> <p>School should explore alternative childcare options with other adult members of the same household. It should be noted is it not possible to form more than 1 childcare bubble.</p> <p>Employees may request reasonable unpaid Emergency Time off for dependants where their usual childcare arrangements break down. This would allow for time off to make alternative arrangements but should not be used for Employees to take extended time off to look after children themselves.</p>

4: Employees with Childcare Responsibilities			
	Scenario	Attendance at Work	Guidance
			<p>As an interim measure consideration may be given to short term discretionary changes - allowing for ongoing homeworking / changes to pattern of work / temporary reduction in hours to help Employee meet caring commitments. Schools should discuss and agree expectations with regards to work to be undertaken where an Employee is undertaking care responsibilities whilst working from home. Any arrangements should be time limited and kept under review.</p> <p>There are a range of leave options available (see Scenario 7) and in the first instance the appropriate paid leave options should be exhausted before moving on to the unpaid options.</p> <p>Childcare Bubbles:</p> <p><a href="https://www.gov.uk/guidance/making-a-childcare-bubble-with-another-household">https://www.gov.uk/guidance/making-a-childcare-bubble-with-another-household</a>;</p>
3	Child in same household unwell with Covid or symptoms	<p>Must not attend the workplace and must self-isolate for 10 days or longer in line with NHS advice.</p> <p>Must self-isolate even where not displaying symptoms or where they test negative.</p> <p>Employee should arrange a Covid test only where they</p>	<p>Employees should notify the School as soon as possible.</p> <p>Employee should arrange a Covid test only where they experience symptoms and advise School of the outcome.</p> <p>Employees should obtain an Isolation Note via the dedicated online portal and provide a copy to the School. The Isolation note is in place of a fit note.</p> <p>Employees who are self-isolating in line with NHS guidance receive their usual contractual pay. Please refer to Section 1 above.</p> <p>Employees may be required to undertake work from home where this is appropriate to their job role. Schools should discuss and agree expectations with regards to work to be undertaken where an Employee</p>

#### 4: Employees with Childcare Responsibilities

	Scenario	Attendance at Work	Guidance
		<p>experience symptoms.</p> <p>For sick pay arrangements please refer to scenario 4 (page 6) above.</p>	<p>is undertaking care responsibilities whilst working from home. Where work is undertaken from home the Employee receives usual contractual pay.</p> <p>There are a range of leave options available (see below Scenario 7) and in the first instance the appropriate paid leave options should be exhausted before moving on to the unpaid options.</p> <p>Self-Isolation Guidance:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a>;</p> <p>NHS Isolation Note Portal:  <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a>;</p> <p>NHS Coronavirus Tests:  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a>;</p>
4	<p><b>UPDATED</b></p> <p>Closure of 'bubble' - child has no symptoms</p>	<p>Household members are not usually required to self-isolate in this instance.</p> <p>May attend the workplace if required to do so and unable to work from home</p> <p>Where unable to attend workplace - Schools should</p>	<p>It is recognised that childcare issues may arise as a consequence.</p> <p>School should explore alternative childcare options with other adult members of the same household or by forming a childcare bubble with another household.</p> <p>Employees may request reasonable unpaid Emergency Time off for dependants where their usual childcare arrangements break down. This would allow for time off to make alternative arrangements but should not be used for Employees to take extended time off to look after</p>

#### 4: Employees with Childcare Responsibilities

	Scenario	Attendance at Work	Guidance
		consider the various compassionate and family leave arrangements available - exploring paid options initially and moving to considering unpaid options as appropriate.	<p>children themselves.</p> <p>As an interim measure consideration may be given to short term discretionary changes - allowing for homeworking / changes to pattern of work / temporary reduction in hours to help Employee meet caring commitments. Schools should discuss and agree expectations with regards to work to be undertaken where an Employee is undertaking care responsibilities whilst working from home. Where work is undertaken from home the Employee receives usual contractual pay. Any arrangements should be time limited and kept under review.</p> <p>There are a range of leave options available (see <a href="#">below Scenario 7</a>) and in the first instance the appropriate paid leave options should be exhausted before moving on to the unpaid options.</p>
5	<p><b>UPDATED</b></p> <p>Parent chooses to withdraw child from School or keep them at home during the period of National Lockdown</p>	May attend the workplace if required to do so and unable to work from home	<p>School should explore on a case by case basis the reason for withdrawing the child (e.g. medical or wellbeing concerns / parental preference) and consider the appropriate response on a case by case basis.</p> <p>Where there is no reason other than parental preference for withdrawing the child - the Employee should make a request for unpaid leave under the parental leave provisions.</p>
6	<p><b>UPDATED</b></p> <p>Taking leave for childcare reasons without notification or prior discussion</p>	May attend the workplace if required to do so and unable to work from home	<p>Schools should remind all Employees of the need to consider contingency arrangements for childcare and that absence for childcare reasons should be the exception.</p> <p>Employees are expected to notify the School as soon as practical should they anticipate that childcare issues may impact on their ability to</p>

4: Employees with Childcare Responsibilities			
	Scenario	Attendance at Work	Guidance
			<p>attend the workplace.</p> <p>Failure to notify the School may be regarded as unauthorised absence - which will be unpaid and may be subject to disciplinary action.</p>
7	Leave provisions available for those with care responsibilities	N/A	<p>In the first instance School is encouraged to explore short term adjustments to the job role - including homeworking / changed pattern of work or temporary adjustment in hours.</p> <p>Where all adjustments have been explored - School should encourage Employee to consider making a request under the other statutory and discretionary provisions available to those with care responsibilities. These should be summarised in the School's Special Leave Policy - a model policy is also available via the Service Now Portal. It may be that it is appropriate for an Employee to utilise a range of leave provisions depending on their circumstances.</p> <p>Given that carers are predominantly women, Schools should be aware of the potential for challenges relating to sex discrimination in the management of those with childcare responsibilities. Please seek guidance from your HR Consultant if required.</p> <p><b>Parental Leave - statutory</b></p> <ul style="list-style-type: none"> <li>• available to those with parental responsibility for a child who have at least 1 years service with the School</li> <li>• up to 4 weeks unpaid leave in any 12 month period - taken in periods of at least 1 week</li> </ul>

4: Employees with Childcare Responsibilities			
	Scenario	Attendance at Work	Guidance
			<ul style="list-style-type: none"> <li>21 days notice of leave request - school may waive this at their discretion</li> </ul> <p><b>Personal / Compassionate</b> - non statutory</p> <ul style="list-style-type: none"> <li>Up to 10 days paid leave (pro rata where part time) which may be used to accommodate unforeseen and urgent personal responsibilities - this may include family illness or bereavement</li> <li>Leave granted at the discretion of Headteacher</li> </ul> <p><b>Carers Leave</b> - non statutory (KCC support staff provision - may be extended to teaching staff and those on non KCC terms)</p> <ul style="list-style-type: none"> <li>available to carers looking after a disabled / ill or poorly relative</li> <li>up to 5 days paid personal leave may be granted (pro rata where part time) specifically for care responsibilities - in agreement with Headteacher</li> </ul> <p><b>Emergency Dependent Care Leave</b> - statutory</p> <ul style="list-style-type: none"> <li>Reasonable period of unpaid leave to deal with family emergency - such as breakdown of usual childcare arrangements.</li> <li>Allows for time to make alternative arrangements but not extended leave to look after children longer term</li> </ul> <p><b>Authorised Unpaid Leave</b> - non statutory</p> <ul style="list-style-type: none"> <li>Extended periods of unpaid leave may be granted at the</li> </ul>



#### 4: Employees with Childcare Responsibilities

	Scenario	Attendance at Work	Guidance
			<p>discretion of the Headteacher.</p> <p>Please note public sector Employees with childcare commitments who are unable to work from home are not generally eligible to be furloughed under the Coronavirus Job Retention Scheme as the government have made it clear that those organisations who are in receipt of public funding are not expected to furlough staff.</p>

#### 5: Maintaining Education Provision during the period of National Lockdown

Issue	Guidance
<p><b>NEW</b></p> <p>Selection &amp; Deployment of Employees to maintain critical worker and vulnerable children provision</p>	<p>Consideration should be given to the nature of the provision to be offered to students and the number /nature of job roles which will be required to deliver this. Schools may wish staff to :</p> <ul style="list-style-type: none"> <li>• attend on a rota / shift basis</li> <li>• follow a week on / week off pattern to minimise risk</li> <li>• identify a smaller group of staff who will form the on-site team.</li> </ul> <p>It may be necessary to deploy Employees flexibly or require them to undertake duties which are different to their usual job role. Temporary changes to an Employee's pattern of work may also be considered. Consideration should be given to an Employee's skills, knowledge and experience and any work should be at a commensurate level of accountability as far as is possible. Training and support necessary to enable</p>

## 5: Maintaining Education Provision during the period of National Lockdown

Issue	Guidance
	<p>them to undertake alternative duties should be considered. Any changes should be discussed / agreed with the Employee and confirmed in writing.</p> <p>Attention should be given to ensure the staff member who is responsible for the School site on any day is at the appropriate level of seniority. Arrangements should also be put in place for responsibility to be delegated in the absence of the Headteacher.</p> <p>Care should also be given to the welfare of Employees - allowing for sufficient breaks and rest periods.</p> <p>Contingency arrangements should also be considered to ensure provision can continue to be delivered if Employees become unwell or are required to self-isolate.</p> <p>Schools should be mindful of any particular specialist skills / knowledge that will be required - e.g. first aid / SEN interventions / DSL.</p> <p>Careful attention should be given to workload and ensuring work is allocated fairly and equitably between those maintaining on site provision and those working from home.</p> <p>The Dfe has not issued specific guidance on pupil / staff ratios but has stated that schools should make an assessment of the staffing capacity required on a school by school basis taking into consideration the number of pupils in attendance and their individual needs.</p> <p>Schools are reminded there is no requirement for Employees to attend the School site where they are not required to maintain provision or undertake duties essential to the School's operation. Clinically Extremely Vulnerable Employees who are shielding should not be required to attend the workplace. Careful consideration should be given to whether appropriate risk management measures can be maintained to enable Clinically Vulnerable Employees, including those who are pregnant, to attend the workplace.</p>
NEW	It is understandable that Employees who are required to attend the School site to maintain education

5: Maintaining Education Provision during the period of National Lockdown	
Issue	Guidance
Staff raising health and safety concerns under Section 44	<p>provision during the period of National Lockdown may have concerns about their health and safety.</p> <p>Where concerns are raised it is important to explore the specific reasons for this with individuals - explaining the risk management measures which are in place and carefully considering any additional measures which may be appropriate. In certain instances an individual risk assessment may be appropriate.</p> <p>It should be noted that following the announcement of the move to remote learning for most pupils from 5<sup>th</sup> January, NEU / Unison Advice issued shortly before the start of Term 3 advising their members that they believed it was unsafe for them to attend school (a Section 44 notification under the Employment Rights Act) has been withdrawn.</p>
<p>NEW</p> <p>Use of furlough and the Coronavirus Job Retention Scheme</p>	<p>Where a school is considering furloughing an Employee please seek guidance from your HR Consultant prior to taking any action.</p> <p>Whilst public sector organisations are not precluded from accessing the scheme - Government guidance is clear that it is not expected that they will need to do so where they will continue to receive public money for staffing costs. The Dfe has published the following eligibility criteria for public sector organisations:</p> <ul style="list-style-type: none"> <li>• <i>the employee works in an area of business where services are temporarily not required and where their salary is not covered by public funding</i></li> <li>• <i>the employee would otherwise be made redundant or laid off</i></li> <li>• <i>the employee is not involved in delivering provision that has already been funded</i></li> <li>• <i>(where appropriate) the employee is not required to deliver provision for a child of a critical worker and/or vulnerable child</i></li> <li>• <i>the grant from the Coronavirus Job Retention Scheme would not lead to financial reserves being created</i></li> </ul> <p>There may be certain limited instances where Schools may be able to access the scheme. Where roles are funded by other means (e.g. breakfast / after School club / sports coach funded by parental subscription)</p>

## 5: Maintaining Education Provision during the period of National Lockdown

Issue	Guidance
	<p>- Schools may wish to seek advice from the HMRC to establish whether such roles would be eligible for payment under the scheme.</p> <p>Prior to furloughing any Employee careful consideration should be given to whether they can be redeployed to support the provision for critical / keyworker children in School.</p> <p>Maintained schools should contact their payroll provider for assistance in claiming under the scheme. Academies will have their own PAYE account and therefore can claim directly from HMRC.</p> <p>Further guidance on the scheme is available here:  <a href="https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme">https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme</a></p> <p>Guidance on financial support for Educational establishments is available here:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care">https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care</a>;</p>
<p>NEW</p> <p>Directly Employed Relief, Supply and Casual Staff</p>	<p>Directly employed relief, supply and casual staff may continue to undertake work if required during the period of National Lockdown.</p> <p>If work has already been offered and accepted for a future date which will now no longer be required - it would be reasonable for this to be paid.</p> <p>The Dfe have advised that where a school would have continued to use relief or supply workers - had it not been for the current situation - they should continue to be paid. It would not be appropriate to furlough these workers or make an application via the Coronavirus Job Retention Scheme</p>

## 5: Maintaining Education Provision during the period of National Lockdown

Issue	Guidance
	<p>The Dfe guides that schools should pay such workers 80% of their typical pay (calculated as the average over the previous 12 weeks or as many weeks as the worker has been on assignment) - up to a monthly cap of £2500. The total should not be more than the original sum the school had originally budgeted for out of public monies.</p> <p>KCC has advised that in the case of staff engaged on a permanent relief basis Schools may wish to consider using local discretion to pay the average monthly salary in full. KCC guides that the average salary should be calculated as the highest of:</p> <ul style="list-style-type: none"> <li>• the same number of hours the Employee was paid in the previous month last year</li> <li>• average monthly earnings over the 2019/20 tax year</li> <li>• average monthly earnings since the start of employment where the Employee has been engaged for less than 12 months.</li> </ul> <p>Schools outside of Kent should refer to any guidance issued by their own local authority. Further guidance is available at:</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care">https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care</a>;</p>
<p><b>NEW</b></p> <p>Agency Supply and Relief Staff</p>	<p>Agency Supply and Relief staff may continue to undertake work if required during the period of National Lockdown.</p> <p>Where agency staff will no longer be required to undertake work during the period of National Lockdown Schools should liaise with the Agency regarding any obligations they may have towards workers they have engaged.</p> <p>It should be noted that latest Government advice suggests that earlier guidance on contingent workers (including as agency staff) expired on 31<sup>st</sup> October and there is no longer a requirement to extend agency assignments should they no longer be required. It is not known whether this guidance will be further</p>

## 5: Maintaining Education Provision during the period of National Lockdown

Issue	Guidance
	<p>revised in light of the further period of National Lockdown.</p> <p>Further guidance is available at: Supply and other Contingent Workers in State Funded Schools</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care">https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care</a></p>

## 6: Other Employment Considerations

	Issue	Guidance
1	Obtaining an Isolation Note	<p>An Isolation Note should be requested by the Employee in place of a fit note issue by a GP - via <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a>;</p> <p>The following individuals require an Isolation Note - those who:</p> <ul style="list-style-type: none"> <li>• have symptoms of coronavirus</li> <li>• live with someone who has symptoms of coronavirus</li> <li>• are in a support bubble with someone who has symptoms of coronavirus</li> </ul>

6: Other Employment Considerations		
	Issue	Guidance
		<ul style="list-style-type: none"> <li>have been told to self-isolate by the test and trace service</li> </ul> <p>Employers are also able to validate the details of an Isolation Note via this portal.</p>
2	Accessing Covid Testing	<p>Anyone who is experiencing symptoms of Covid-19 can request a free test.</p> <p>Tests should be arranged as soon as possible and where an individual is experiencing symptoms - within the first 5 days.</p> <p>Tests may be taken at home or at a dedicated testing site.</p> <p>To arrange a test visit:</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a>;</p> <p>Additional arrangements apply for essential workers - including education and childcare workers. An Employer may refer an essential worker for testing where they or a member of their household have symptoms and are self-isolating.</p> <p>Details of the employer referral scheme for essential workers are available at:</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>;</p>
3	Staff Shortages & Deployment	<p>It is likely that during this period Schools may still experience staff shortages due to illness, self-isolation or caring requirements.</p> <p>Schools are advised to consider appropriate contingency measures to ensure teaching staff shortages can be covered. This may include deploying staff flexibly into other duties commensurate with their grade or reallocating work between those who are in the workplace and those who are undertaking work from</p>

## 6: Other Employment Considerations

	Issue	Guidance
		<p>home.</p> <p>A temporary change in the pattern of work may also be required to facilitate staggered timings to the School day. It is anticipated that staff will cooperate with reasonable adjustments in these exceptional circumstances. Any changes should be discussed / agreed with Employees and confirmed in writing.</p> <p>Provision should still be made for appropriate breaks.</p> <p>Schools are reminded that they should still adhere to the teachers 1265 directed time limit for full time teaching staff (pro rata for part time staff). Where the School day is extended - this may necessitate a review of other directed time activities to remain within the directed time limit. PPA may also need to be reviewed should the number of teaching hours increase so the 10% allowance is received. Leadership teachers are exempt from the directed time provisions.</p> <p>Schools may wish to consider offering additional hours to existing part time teaching staff on a supply or temporary basis. Consideration may also be given to engaging teaching staff on a directly employed supply basis or via an agency.</p> <p>Supply staff may continue to be engaged by more than one School - however to minimise the number of staff in School and lessen the potential for transmission - Schools may wish to consider offering longer assignments or a guaranteed number of hours and for such staff to be deployed only within a designated pupil 'bubble'. Staff working in more than one School should be particularly vigilant about social distancing and hygiene practices.</p> <p>Teaching assistants may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained Schools and non-maintained special Schools and in accordance with the freedoms provided under the funding agreement for academies).</p> <p>In deploying Teaching Assistants in this way, Headteachers should be satisfied that the person has the</p>



6: Other Employment Considerations		
	Issue	Guidance
		<p>appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff.</p> <p>Teaching Assistants covering lesson should be paid as HLTA's (Kent Range 6 or Kent Range 7)</p>
4	Recruitment	<p>Recruitment may continue as usual. The Dfe continues to advise that Schools consider a flexible approach to recruitment with alternatives to face to face interviews being offered where possible.</p> <p>Where recruitment continues on the School site candidates should adhere to the School's Covid protocols.</p> <p>Advice and guidance on adjustments to the recruitment process can be sought from your HR Consultant or Kent-Teach.</p> <p>Schools must continue to adhere to the legal requirements regarding pre-employment checks and their obligations set out in Part 3 of Keeping Children Safe in Education.</p> <p>Interim measures to allow pre-employment DBS checks to be carried out remotely which have been in place since March remain in place.</p> <p>Schools should consider carefully how best to manage the Induction process for new staff to ensure they are fully orientated to any Covid safe ways of working.</p> <p>Coronavirus: Safeguarding in Schools, Colleges and other providers:  <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-Schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-Schools-colleges-and-other-providers</a>;</p> <p>Coronavirus: Right to Work Checks:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-right-to-work-checks">https://www.gov.uk/guidance/coronavirus-covid-19-right-to-work-checks</a>;</p>

6: Other Employment Considerations		
	Issue	Guidance
		<p>Covid: Changes to DBS / ID Checking Guidelines:  <a href="https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines">https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines</a>;</p>
5	Annual Leave	<p>The Government introduced relaxation to the Working Time Regulations 1998 to enable staff who have not taken all of their Statutory annual leave entitlement due to the Coronavirus to carry it over into the next 2 leave years. Therefore, staff who work all year round and who are not able to take annual leave due to operational reasons relating to coronavirus, will be able to carry over up to 4 weeks unused leave to be used over the next 2 years.</p> <p>Schools should endeavour to ensure adequate opportunities are made available for staff to take leave regularly throughout the year to support wellbeing.</p> <p>The Working Time (Coronavirus) (Amendment) Regulations 2020:  <a href="https://www.legislation.gov.uk/uksi/2020/365/made">https://www.legislation.gov.uk/uksi/2020/365/made</a></p>
6	<p>UPDATED</p> <p>Foreign Travel and Quarantine</p>	<p>Following the national lockdown announced on 4 January 2021 people must stay at home. Travel abroad is not permitted unless you have a legally permitted reason to do so. If you are legally permitted to travel you need to check government advice relating to the country that you are visiting.</p> <p><a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a></p> <p><a href="https://www.gov.uk/guidance/travel-advice-novel-coronavirus">https://www.gov.uk/guidance/travel-advice-novel-coronavirus</a></p> <p>Once the lockdown is over it is anticipated that we will return to the position prior to the lockdown. This will mean that anyone entering the UK (even residents returning home) from certain destinations may have to self isolate for 10 days when they arrive in the UK. There is a <a href="#">Test to Release for International Travel</a> scheme from 15 December 2020 onwards. This enables people returning to England who need to</p>

## 6: Other Employment Considerations

	Issue	Guidance
		<p>self-isolate to take a COVID test with a private test provider to see if they can end their self-isolation early. There is a frequently updated list of exemptions from travelling to certain countries and territories, although there is likely to still be advice against non-essential travel.</p> <p>At the point in the future where travel is permitted and staff start to book holidays abroad during normal school closure periods our previous guidance continues. Whilst an employer cannot prevent a staff member from travelling abroad during school closure periods it is important to remind staff that they need to be available to attend for work from the start of the new term.</p>
7	Performance Management	<p>The guidance from the government on performance management clearly states that maintained Schools (Community, Voluntary Controlled, Foundation and Voluntary Aided) are expected to use their discretion and take a pragmatic approach to decide how they will undertake Performance Management of teaching and support staff during any lockdown transition period. Pay decisions should be based on evidence or performance and Schools should continue to adhere to the School Teachers Pay and Conditions Document (STPCD), the Education (School Teachers' Appraisal) (England) Regulations 2012 and for support staff in Kent - the Kent Scheme Terms and Conditions of Service (Blue Book) or alternative conditions in areas outside of Kent and their own Pay Policy.</p> <p>Schools should adapt performance management and appraisal arrangements to take account of the current circumstances, for example, by basing performance on the period Schools were open, adjusting, if necessary, for expected trajectory had there been no closure.</p> <p>School Teachers Pay and Conditions Document 2020(STPCD):  <a href="https://www.gov.uk/government/publications/School-teachers-pay-and-conditions">https://www.gov.uk/government/publications/School-teachers-pay-and-conditions</a>;</p> <p>Kent Scheme Terms and Conditions (Blue Book):  <a href="https://www.kelsi.org.uk/_data/assets/pdf_file/0019/12574/Kent-Scheme.pdf">https://www.kelsi.org.uk/_data/assets/pdf_file/0019/12574/Kent-Scheme.pdf</a></p> <p><a href="#">The Education (School Teachers' Appraisal) (England) Regulations 2012</a></p>

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	Issue	Guidance
8	Staff in their Probationary Period	<p>Consideration may be given to extending the probationary period of a new staff member where Covid- 19 disruption since March has meant it has not been possible to review and monitor performance in the usual manner.</p> <p>The Employee should be advised that the extension is as a consequence of Covid-19 and should be confirmed in writing. Schools may determine the length of any extension - however no more than a further 3 - 6 months is recommended.</p> <p>Schools should ensure any extension is put in place in good time prior to the expiry of the initial 6-month probationary period.</p>
9	Catch Up and Tutoring Programmes	<p>Schools should carefully consider which staff have the necessary skills, knowledge and expertise to deliver catch up / tutoring programmes.</p> <p>Teachers:</p> <ul style="list-style-type: none"> <li>Existing teachers working within the School on a full-time basis (32.5 hours per week) - cannot take on additional hours within this contract. The School may wish to consider the use of Out of School Learning Payments (paid on a claim basis at an hourly rate determined by the School). Alternatively, the Dfe have suggested that a temporary TLR3 may be awarded where a full-time teacher delivers catch up / tutoring activities.</li> <li>Existing teachers working within the School on a part time basis may be offered a temporary variation in hours or undertake additional work on a claim basis. This should be paid at the Teacher's usual pay rate on the main or upper pay range. Part time teachers may also receive Out of School Learning Payments or TLR3 pro rata to the hours worked as described above.</li> <li>Schools may also consider engaging new teachers to undertake catch up / tutoring activities on a temporary / fixed term or supply basis. This may be paid at a rate on the teaching pay scales determined by the school.</li> </ul>

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	Issue	Guidance
		<p>Support Staff:</p> <ul style="list-style-type: none"> <li>Where a member of support staff undertakes catch up / tutoring activities the School should assess an appropriate salary / grade commensurate with the level of accountability for the tasks to be undertaken. This may be offered as a temporary variation in hours or worked on a claim basis. Where a member of support staff is undertaking a changed role an additional temporary / fixed term contract may be appropriate.</li> <li>When deploying support staff flexibly it is important to ensure only those with the appropriate skills and working in appropriate roles undertake regulated (teaching) activity. Where teaching activity is undertaken payment as a HLTA (KR6/KR7) is advised. Where an individual is undertaking the full range of teaching duties - payment as an unqualified teacher at a rate on the unqualified pay range determined by the school may be considered.</li> <li>Where an existing member of support staff undertakes additional duties it should be noted that hours worked up to 37 per week on a single contract should be paid at plain time. Additional hours in excess of this are subject to overtime rates and should be paid at time and a third.</li> </ul>
10	Risk Assessments	<p>Schools should also 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 Covid.</p> <p>The control measure put in place should be sensible and proportionate whilst looking to reduce the risk to the lowest reasonably practicable level.</p> <p>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, with a representative chosen by staff. Ideally the School should share the results of their risk assessment with all their staff and if possible, they should consider publishing it on their website to provide transparency to the whole School community.</p>

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	Issue	Guidance
		<p>Being open and transparent about risk assessments can help to alleviate many concerns or barriers to attendance at work and creates a culture where relationships between employers and staff are based on collaboration, trust and joint problem solving.</p> <p>As is normal practice, staff should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer.</p> <p>The HSE has guidance on how to approach a coronavirus (COVID-19) risk assessment:  <a href="https://www.hse.gov.uk/coronavirus/working-safely/index.htm">https://www.hse.gov.uk/coronavirus/working-safely/index.htm</a></p> <p>Health and Safety Executive (England) Controlling risk in the workplace:  <a href="https://www.hse.gov.uk/risk/controlling-risks.htm">https://www.hse.gov.uk/risk/controlling-risks.htm</a></p>
11	Use of PPE	<p>On 5<sup>th</sup> November revised guidance regarding the use of face coverings was issued to Schools</p> <p><i>‘In primary Schools and education settings teaching year 6 and below, there is no change to the existing position. It is not mandatory for staff and visitors to wear face coverings. 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.</i></p> <p><i>In Schools where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This was already the case for pupils in year 7 and above, and staff and visitors for those Schools that were in areas where local alert level ‘high’ and ‘very high’.</i></p> <p>PPE should also be worn in specific prescribed circumstances i.e. where care of a child normally requires PPE (e.g. as they require intimate care) and where a member of staff is looking after a child displaying</p>

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	Issue	Guidance
		<p>symptoms while they are waiting to leave the premises.</p> <p>DfE Guidance - Implementing protective measures in education and childcare settings:</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>;</p>
12	<p>UPDATED</p> <p>Meetings / hearings regarding staffing issues</p>	<p>Meetings / Hearings in relation to employment matters may continue to take place. Schools should use their discretion as to whether it is reasonable or necessary to progress employment matters at this time.</p> <p>Schools should continue to follow their adopted policies for the management of staffing issues. Schools are reminded that in cases where employment may be at risk Employees have a right to be accompanied to formal meetings by a workplace colleague or trade union representative.</p> <p>During the period of national lockdown its is strongly recommend that virtual meetings / hearings are held where possible. These have proved very successful in schools during the preceding months. Where face to face meetings are considered essential you must ensure that you have the necessary protocols in place to follow the Government/Public Health England advice on any measures that need to be put in place within the workplace in relation to social distancing.</p> <p>For any face to face meetings that take place it will be important to ensure that Employees remain within their designated bubble to limit cross contamination and enable track and trace to work effectively.</p> <p>Staying alert and safe (social distancing):</p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></p>

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	Issue	Guidance
		Please seek further guidance from your HR Consultant
13	Mental Health and Wellbeing	<p>Staff members may continue to be impacted psychologically due to Covid-19. Many will have endured social isolation and fear over the health of themselves and family members. People are likely to still be on high alert to health risks from infection and these are unlikely to diminish when the government relaxes the national restrictions.</p> <p>The School should consider purchasing access to and reminding staff of the ability to access the Employee Assistance Programme (Counselling Service).</p> <p>Staff Care Services (OH) and Employee Assistance Programme (Counselling):  <a href="https://cantium.solutions/brand/staff-care-services/">https://cantium.solutions/brand/staff-care-services/</a>            03000 411411</p> <p>The training of Mental Health First Aiders and Mental Health Champions to provide peer support will provide a support network for returning staff and help spot potential mental health issues earlier.</p> <p>A review of your Wellbeing policy and strategy for staff will help ensure the right support mechanisms are in place. Further information and support with this can be provided by SPS/Cantium.</p> <p>Cantium Business Solutions - Workplace and Wellbeing Services:  <a href="https://cantium.solutions/insight/the-value-of-mental-health-training-in-the-workplace/">https://cantium.solutions/insight/the-value-of-mental-health-training-in-the-workplace/</a>            03000 412187</p>
14	Bereavement	<p>It is possible that members of a School team may have experienced a bereavement which may or may not have been related to the coronavirus. This may have an impact on the staff members wellbeing and consideration should be given to enabling staff members to access the Employee Assistance Programme (Counselling Service).</p> <p>Staff Care Services (OH) and Employee Assistance Programme (Counselling):</p>



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	Issue	Guidance
		<a href="https://cantium.solutions/brand/staff-care-services/03000411411">https://cantium.solutions/brand/staff-care-services/03000411411</a>  Since April 2002, where the bereavement is of an Employee's child (under the age of 18) they will also be entitled to Statutory Bereavement pay and leave for 2 weeks.  Parental Bereavement leave: <a href="https://www.gov.uk/parental-bereavement-pay-leave">https://www.gov.uk/parental-bereavement-pay-leave</a>
15	Death of a pupil / team member	There may be situations where there has been a death within the School community, which may or may not have been related to coronavirus. Consideration should be given to the support that the School can put in place to enable staff to deal with this situation.  Staff Care Services (OH) and Employee Assistance Programme (Counselling): <a href="https://cantium.solutions/brand/staff-care-services/03000411411">https://cantium.solutions/brand/staff-care-services/03000411411</a>
16	<b>UPDATED</b>  Notifying Cantium HR Payroll of Covid related absence	All notifications of absence should be made via self-service selecting the following options as appropriate:  Oracle <ul style="list-style-type: none"> <li>• Covid 19 Authorised Absence (<i>This is a paid absence, employee receives usual contractual pay and this does not count against employees's sickness entitlement, for recording purposes only</i>). This is found in Enter Claims area of Self Service.</li> <li>• Covid 19 Furlough Absence (<i>This is a paid absence, employee receives usual contractual pay and does not count against employees's sickness entitlement, for recording purposes only</i>). This is found in Enter Claims area of Self Service.</li> <li>• Covid 19 Sickness Absence (<i>This is a sickness absence, employee receives sick pay entitlement</i>). This is found in Sickness Absence area of Self Service.</li> </ul>

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	Issue	Guidance
		<p>I Trent</p> <ul style="list-style-type: none"> <li>• Other Absence Paid - COVID - <i>(This is a paid absence, employee receives usual contractual pay, payment does not count against the employee's sickness entitlement)</i></li> <li>• Covid 19 Absence <i>(This is a sickness absence, employee receives sick pay entitlement)</i></li> <li>• Covid 19 Self Isolation <i>(This is an absence where employee receives sick pay entitlement. Where an employee is unable to work due to self-isolating and is unable to work from home).</i></li> </ul> <p>Where an Employee has been granted a period of authorised unpaid leave, this should be notified to us via the usual self-service submissions.</p>
17	Coronavirus Sick Pay Rebate Scheme	<p>Certain Employers may be eligible to reclaim the cost of 2 weeks statutory sick pay paid to Employees who have been diagnosed with Covid or who are self isolating / shielding due to Covid.</p> <p>Please note only those Schools / Academies who have their own PAYE reference number (and not the shared KCC Schools PAYE reference) and employ fewer than 250 employees are eligible to claim. Claims should be made directly by the School / Academy via the HMRC portal.</p> <p>Further details:  <a href="https://www.gov.uk/guidance/claim-back-statutory-sick-pay-paid-to-employees-due-to-coronavirus-covid-19">https://www.gov.uk/guidance/claim-back-statutory-sick-pay-paid-to-employees-due-to-coronavirus-covid-19</a> </p>