

With the Government's announcement on its proposed measure to ease lockdown and get people back into the workplace it is going to be important for Schools as employers to consider their approach to safeguarding the health of staff, minimising the risk of infection and ensuring a smooth transition back to work. It will be essential that schools continue to base any plans for returning to the workplace on up to date government and Public Health England guidelines in relation to COVID-19.

HR Issue	Consideration and Advice	Where to find Support
Staffing during a return to work		
Return to work	<p>As schools prepare for all pupils to return full-time from the start of the autumn term there will be a number of staffing issues that will need to be considered at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people.</p> <p>The school must ensure that new working arrangements do not discriminate against anyone with a protected characteristic. It is also possible that during lockdown an individual's normal domestic situation, such as childcare/caring arrangements, may have broken down temporarily which could provide a barrier to transitioning back into the workplace.</p> <p>Where staff have been absent from the workplace you will need consider how they are re-inducted back into the workplace and communicate the expectations come September 2020 in a timely manner. Engaging with staff and unions early on will enable issues and concerns addressed hopefully minimise disruption and anxieties.</p> <p>The school should speak to their HR provider if they require further advice.</p> <p>SPS/Cantium Business Solutions: https://cantium.solutions/service/hr-for-education/ https://the-sps.co.uk/ 03000 411112</p>	SPS/AEO

<p>Who should return to work</p>	<p>As the number of coronavirus cases has started to decline the Government announced the relaxation of shielding measures from 1st August 2020 and therefore the expectation is that most staff will now be available to attend school.</p> <p>If there are any queries around who should or should not return to work then schools should speak to their HR provider if they require further advice.</p> <p>SPS/Cantium Business Solutions: https://cantium.solutions/service/hr-for-education/ https://the-sps.co.uk/ 03000 411112</p>	<p>SPS/AEO</p>
<p>Staff organisation</p>	<p>When planning the deployment of staff within the workplace from September the school will need to consider how to reduce contact and maximise distancing between those in school wherever possible to minimise potential for contamination so far as is reasonably practicable</p> <p>Schools should continue to operate a model whereby staff and pupils are in allocated groups or bubbles. However, the requirement that all children return to school, will necessitate a change in the sizes of those groups and how they operate across the school, so that all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can. The Government advise that ideally, adults should maintain a 2 metre distance from each other and from children however, it is recognised that the same degree of social distancing is unlikely to be maintained with younger children.</p> <p>Where the 2 metre social distancing cannot be maintained staff should avoid close face to face contact and minimise any time spent within 1 metre of another individual.</p>	<p>SPS/AEO</p>

	<p>Staff working with pupils with complex needs or those with close/intimate care may mean it is not always possible to maintain social distancing and these pupils' educational and care support should be provided as normal.</p> <p>Where staff are concerned about the ability to maintain social distancing the school should meet with them to discuss their concerns and use its risk assessment to feed into and inform the discussion.</p> <p>The school should speak to their HR provider if they require further advice.</p> <p>SPS/Cantium Business Solutions: https://cantium.solutions/service/hr-for-education/ https://the-sps.co.uk/ 03000 411112</p>	
Home working	<p>It remains the case that wider Government policy advises those who can work from home to do so however, they recognise that this will not be applicable to most school staff who will be required to attend the workplace as schools increase back to full capacity in September.</p> <p>Whilst some home working may still be possible, for example some administrative roles, school leaders will need to consider what is feasible and appropriate to their individual circumstances.</p> <p>The government is clear in its aim that all children will return to school from September 2020 which will require all relevant staff to be in attendance in the workplace.</p> <p>Where staff are unable to return to work, for example because they are self-isolating, schools should consider what work the individuals can complete from home. Where this involves a change in the type of work, this should be discussed with the individual concerned.</p> <p>The school should speak to their HR provider if they require further advice.</p> <p>SPS/Cantium Business Solutions:</p>	SPS

	https://cantium.solutions/service/hr-for-education/ https://the-sps.co.uk/ 03000 411112	
Phased return to work	<p>Some people may have experienced challenging situations at home such as childcare and caring for vulnerable relatives as well as financial worries. Some may also have experienced illness themselves or of a family member and possibly bereavement. Therefore, it is possible that some staff members may need a period of adjustment. School should identify how they can help members of staff who have had a difficult time which could include a phased return, discussions around new working arrangements for those whose domestic situations have changed during lockdown and/or provide access to counselling through the Employee Assistance Programme.</p> <p>Staff Care Services (OH) and Employee Assistance Programme (Counselling): https://cantium.solutions/brand/staff-care-services/ 03000 411411</p>	SPS/OH/Employee Assistance Programme
First day back	<p>Whilst many staff will already have returned to the workplace there will be a number who have remained absent from school. It will be important to plan to 're-induct' staff back into the workplace. Staff should be reminded of:</p> <ul style="list-style-type: none"> • The 20 second handwashing rule • Procedures staff should follow when in school, if they feel unwell at home or in the workplace • The code of conduct • Safeguarding arrangements • Key policies and procedures • Ensure absent staff have completed any necessary training they missed • Re-Orientation for those staff who are relatively new <p>Schools should plan, as much as is possible, to mitigate against staff forgetting passwords to IT equipment, logins and door codes.</p>	SPS

	<p>The school should ensure that employee's contact details and emergency contacts are up to date and that all staff are aware of how to spot symptoms of coronavirus in themselves and others in case someone in the workplace is potentially infected and appropriate action needs to be taken.</p>	
Pay	<p>Internal Payroll staff or the schools Payroll provider will need to be advised if staff return from furlough or other leave that has impacted on pay to ensure it is adjusted as necessary when they return</p> <p>If there are any proposed changes to working patterns for example where part time staff increase their working hours or in the case of Term Time Only (TTO) staff undertaking work beyond their contracted days, they should be paid according to their terms and conditions of employment.</p> <p>School teachers Pay and Conditions Document 2019 (STPCD) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/832634/School_teachers_pay_and_conditions_2019.pdf</p> <p>Kent Scheme Terms and Conditions (Blue Book) https://www.kelsi.org.uk/_data/assets/pdf_file/0019/12574/Kent-Scheme.pdf</p>	SPS/Payroll
Staff shortages	<p>Whilst the expectation is that all school staff will return to work in September it is likely that schools could still suffer from staff shortages for example due to illness, self-isolation or caring requirements.</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 appropriate skills, expertise and experience to carry out the work, and</p>	SPS/Kent-Teach

	<p>discuss and agree any proposed changes in role or responsibility with the member of staff.</p> <p>Kent County Council have requested that Kent-Teach support schools with this and they have put arrangements in place to source temporary staff at a competitive rate for schools.</p>	
Recruitment	<p>Many schools will have put recruitment processes on hold due to lockdown and social distancing however they should now take the opportunity to identify which roles should be re-advertised and the various ways the recruitment process can be undertaken safely whilst maintaining social distancing during the summer period. Advice and guidance can be sought from your HR Provider and Kent-Teach.</p> <p>Kent Teach: https://www.kent-teach.com/ 03000 410203</p> <p>SPS/Cantium Business Solutions: https://cantium.solutions/service/hr-for-education/ https://the-sps.co.uk/ 03000 411112</p>	SPS/Kent-Teach
Meetings/Hearings	<p>Schools should identify what meetings are essential/necessary and which can continue to be put on hold in the short term.</p> <p>Virtual meetings could continue to be used where appropriate. However, if face to face meetings are to be held in school then it will be important to continue 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, where possible, employees remain within their designated bubble to limit cross contamination and enable track and trace to work effectively.</p>	SPS

	<p>Staying alert and safe (social distancing): https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p>	
<p>Risk Assessments</p>	<p>As part of planning for a full return of staff and pupils in September, it is a legal requirement that schools revisit and update their risk assessments. They should build on the learning to date and the practices they have already developed when considering the additional risks and control measures that need to be put in place to enable a return to full capacity.</p> <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 coronavirus (COVID-19).</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 Schools 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> <p>Being open and transparent about risk assessments can help to alleviate many concerns or barriers to a successful return in September 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. Consultation does not remove the employer's right to manage. They will still make the final decision but talking to employees is an important part of successfully managing health and safety.</p> <p>The HSE has guidance on how to approach a coronavirus (COVID-19) risk assessment:</p>	<p>SPS/KCC Health and Safety</p>

	<p>https://www.hse.gov.uk/coronavirus/working-safely/index.htm</p> <p>Health and Safety Executive (England) Controlling risk in the workplace: https://www.hse.gov.uk/risk/controlling-risks.htm</p>	
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, who are not able to take annual leave due to coronavirus, will be able to carry over 4 weeks unused leave to be used over the next 2 years.</p> <p>The Working Time (Coronavirus) (Amendment) Regulations 2020: https://www.legislation.gov.uk/uksi/2020/365/made</p>	SPS
Foreign travel	<p>The government has set a requirement for people returning from some countries to quarantine for 14 days upon their return and it will be a criminal offence if they fail to follow the quarantine requirements.</p> <p>Schools should engage with staff early to discuss issues that may result from individuals going on holiday over the summer period which involves travelling abroad. Whilst an employer cannot prevent a staff member from travelling abroad during the summer period, it is important to remind staff that they need to be available to attend for work from the start of the autumn term.</p> <p>There is not a one size fits all approach to dealing with this issue as it will depend upon a number of factors including:</p> <ul style="list-style-type: none"> • When the holiday was booked • The reason for the travel • Staff ability/inability to claim on travel insurance • Can staff work from home during any required quarantine period • Where a destination has been removed from the 'no self-isolation' list 	SPS

	<p>Schools should also be aware that there is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p> <p>Advice and guidance can be sought from your HR Provider</p> <p>SPS/Cantium Business Solutions: https://cantium.solutions/service/hr-for-education/ https://the-sps.co.uk/ 03000 411112</p> <p>The latest guidance on quarantine and list of countries where no self isolation is required upon arrival in England can be accessed at: https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</p> <p>Please be aware that this list is updated regularly which includes removal of countries from the list. Therefore, it is important that staff and the school keep up to date with any additions/removals which could impact on travel and quarantine requirements.</p>	
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 whilst continuing to adhere to the School Teachers Pay and Conditions Document (STPCD), the Education (School Teachers' Appraisal) (England) Regulations 2012 and for support staff the Kent Scheme Terms and Conditions of Service (Blue Book) 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>	SPS

	<p>School teachers Pay and Conditions Document 2019 (STPCD): https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachm ent_data/file/832634/School_teachers_pay_and_conditions_2019.pdf</p> <p>Kent Scheme Terms and Conditions (Blue Book): https://www.kelsi.org.uk/_data/assets/pdf_file/0019/12574/Kent-Scheme.pdf</p> <p>The Education (School Teachers' Appraisal) (England) Regulations 2012: http://www.legislation.gov.uk/uksi/2012/115/contents/made</p> <p>DfE Guidance for Schools during the Coronavirus outbreak: https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing</p> <p>Schools should seek advice from their HR Provider on issues related to the impact of COVID-19 and Performance Management.</p> <p>SPS/Cantium Business Solutions: https://cantium.solutions/service/hr-for-education/ https://the-sps.co.uk/ 03000 411112</p>	
Health and absence		
Clinically Extremely Vulnerable (shielding staff)	From 1 st August the Government will pause shielding for those people previously classed as Clinically Extremely Vulnerable. People who fall in this category can now attend the workplace as long as it is COVID secure (social distancing can be maintained) but should carry on working from home if they can. Schools need to be mindful of the particular needs of different groups of workers or individuals and should not discriminate, directly or indirectly, against anyone because of a protected characteristics such as age, sex, disability, race or ethnicity	SPS/OH

	<p>From 1 August, individuals will no longer be eligible for SSP on the basis of being clinically extremely vulnerable.</p> <p>Where a staff member refuses to come into work due to being clinically extremely vulnerable should seek advice and support from your HR Provider on how to manage this situation.</p> <p>Who is clinically extremely vulnerable: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Staying alert and safe (social distancing) guidance: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Coronavirus (COVID-19) guidance: https://www.gov.uk/coronavirus</p>	
Clinically Vulnerable (inc pregnancy)	<p>Those staff who are classed as <u>clinically vulnerable</u> (but not clinically extremely vulnerable) can attend the workplace but are advised to take care in observing social distancing.</p> <p>Where a staff member refuses to come into work due to being clinically vulnerable should seek advice and support from your HR Provider on how to manage this situation.</p>	SPS/OH

	<p>Staying alert and safe (social distancing) guidance, including list of who is clinically vulnerable: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>DfE Guidance - 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</p> <p>Coronavirus (COVID-19) guidance: https://www.gov.uk/coronavirus</p>	
<p>Staff with Clinically extremely vulnerable or clinically vulnerable family member</p>	<p>Staff who fall into this group are able to attend for work.</p> <p>Where a staff member refuses to come into work due to having family members who are clinically extremely/vulnerable should seek advice and support from your HR Provider on how to manage this situation.</p> <p>Who is clinically extremely vulnerable: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>DfE Guidance - 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</p> <p>Staying alert and safe (social distancing) guidance: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19:</p>	<p>SPS/OH</p>

	<p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Coronavirus (COVID-19) guidance: https://www.gov.uk/coronavirus</p>	
Staff refusing to return to work	<p>Some staff members may be experiencing high anxiety or fear over a number of issues including the possibility of infection and therefore refuse to return to work. In these circumstances, the school should discuss these anxieties/fears with the member of staff and seek to reassure them of the measures that have been put in place to protect all members of the school community.</p> <p>Where a staff member refuses to come into work you should seek advice and support from your HR Provider on the individual circumstances of each case and how to manage the situation. You should also consider offering support to the employee via the Employee Assistance Programme.</p> <p>SPS/Cantium Business Solutions: https://cantium.solutions/service/hr-for-education/ https://the-sps.co.uk/ 03000 411112</p> <p>Staff Care Services (OH) and Employee Assistance Programme (Counselling): https://cantium.solutions/brand/staff-care-services/ 03000 411411</p>	SPS/Employee Assistance Programme/OH
Staff who develop COVID-19 symptoms	<p>If a member of staff develops symptoms of COVID-19 either at home or in the workplace they will be required to self-isolate for 7 days. Often staff do not want to tell their employer they are unwell or try and work through it. Therefore, to minimise the risk of spreading COVID-19 in the workplace remind staff of the need to advise the school if they start to feel unwell in the workplace. The school and its employees should follow the guidelines from Public Health England with regards to self-isolation. This will include those members of staff who sign up and use the track and trace app, which may be</p>	OH/Public Health Guidance

	<p>introduced following the trial in the Isle of Wight and are told they had been in contact with someone who has symptoms.</p> <p>NHS Guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Government Guidance: https://www.gov.uk/coronavirus</p> <p>Public Health England: https://www.gov.uk/government/organisations/public-health-england</p>	
Staff who live with someone with COVID-19 symptoms	<p>If a member of staff lives with someone who develops symptoms of COVID-19 they will be required to self-isolate for 14 days. To minimise the risk of spreading COVID-19 in the workplace remind staff of the need to advise the school if any member of their family starts to feel unwell with COVID-19 symptoms. The school and its employees should follow the guidelines from Public Health England with regards to self-isolation.</p> <p>NHS Guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Government Guidance: https://www.gov.uk/coronavirus</p> <p>Public Health England: https://www.gov.uk/government/organisations/public-health-england</p>	OH/Public Health Guidance
Coming in to contact with someone with COVID symptoms	<p>Any members of staff who has helped someone with symptoms or has come into close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p>	OH/Public Health Guidance/NHS

Track and Trace	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • 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 and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Schools should ask staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. <p>if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high</p>	OH/Public Health Guidance/NHS
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	<p>temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>	
Coronavirus testing	<p>The government has agreed to test essential workers and members of their household who are showing symptoms of coronavirus. Booking for the test is done via an online system where employees will be able to book a test directly for themselves or their household. Employers can also register and refer self-isolating staff.</p> <p>Email details to obtain a login to the employer referral portal: portalservicedesk@dhsc.gov.uk</p> <p>Employees showing symptoms can either visit a drive through centre or arrange for the test to be posted to their home. The Government issued guidance (link below) on how employees and their households can be tested.</p> <p>Getting tested guidance: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>	OH
PPE/Minimising spread of infection	<p>Staff may be reluctant to return until they can be assured that they will have adequate PPE, as deemed necessary for their role, and adequate facilities to minimise the spread of infection. Schools should ensure there are adequate supplies of hand cleaning/sanitising products available for staff, wipes for phones and keyboards and reassure staff about what PPE, if any, is necessary for their role. Where PPE is necessary staff should receive training/briefing on its correct usage.</p> <p>Schools should continue to remind all staff about their responsibility in minimising the spread of infection through actions such as social distancing and effective handwashing and follow the guidelines from Public Health England.</p> <p>DfE Guidance - 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</p> <p>Public Health England:</p>	KCC Health and Safety /OH/Public Health England/Kent Commercial Services (KCS)

	<p>https://www.gov.uk/government/organisations/public-health-england</p> <p>Government guidance on PPE: https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/managing-shortages-in-personal-protective-equipment-ppe</p> <p>Health and Safety at Work Act 1974: https://www.hse.gov.uk/legislation/hswa.htm</p>	
Wellbeing		
Mental/Physical Wellbeing	<p>Staff members may have been 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 lockdown rules. It is therefore important to remember that individuals may need time to adjust to any new arrangements/rules put in place by the government and understand the impact for the personally or for their family. Schools should ensure that everyone feels included, through an inclusive school culture, and everyone returns to a positive and supportive working environment to help relieve anxiety and fear. 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): https://cantium.solutions/brand/staff-care-services/ 03000 411411</p> <p>Recognition of the impact change has on staff is important as the transition from a working environment to isolation and back again in a relatively short space of time can be challenging. 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>	OH/Employee Assistance Programmes/SPS Workplace Wellbeing Services

	<p>Physical impacts as a result of Covid-19 should be considered including ongoing problems as a result of the virus itself as well as subsidiary effects such as decreased levels of exercise and activity for some staff. Physical problems can also have an impact on mental health and should be considered together, not as separate issues.</p> <p>A review of your Wellbeing policy and strategy for staff will help ensure the right support mechanisms are in place before staff return to work. Further information and support with this can be provided by SPS/Cantium.</p> <p>Cantium Business Solutions - Workplace and Wellbeing Services: https://cantium.solutions/insight/the-value-of-mental-health-training-in-the-workplace/ 03000 412187</p> <p>SPS/Cantium Business Solutions: https://cantium.solutions/service/hr-for-education/ https://the-sps.co.uk/ 03000 411112</p>	
Bereavement of family member	<p>During the COVID-19 crisis, it is possible that members of a school team may have suffered a bereavement which may or may not have been related to the coronavirus. Due to restrictions put in place, they may not have had the opportunity to say goodbye and/or attend the funeral. 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): https://cantium.solutions/brand/staff-care-services/ 03000 411411</p> <p>From April, 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.</p> <p>Parental Bereavement leave: https://www.gov.uk/parental-bereavement-pay-leave</p>	OH/Employee Assistance Programmes/SPS Workplace Wellbeing Services

	<p>Further advice can be obtained from your HR Provider.</p> <p>SPS/Cantium Business Solutions: https://cantium.solutions/service/hr-for-education/ https://the-sps.co.uk/ 03000 411112</p>	
<p>Death of team member/pupil</p>	<p>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.</p> <p>Staff Care Services (OH) and Employee Assistance Programme (Counselling): https://cantium.solutions/brand/staff-care-services/ 03000 411411</p>	<p>AEO/Employee Assistance Programme</p>