

Updated 31.12.20

Nottinghamshire HR Service – Advice to Head Teachers and Governing Bodies Managing and supporting employees during the Coronavirus COVID-19 outbreak

This document is based on advice from the DfE, the LGA and our public health colleagues to bring together comprehensive supporting advice concentrating on HR related pay and terms and conditions of employment during the coronavirus pandemic. Additional HR Service guidance and checklists to aid head teachers and governors [is available on the Schools Portal](#). Please do not rely on printed versions and always follow links to updated FAQ's and official government guidance.

The information included has been specifically updated in line with the following documents:

1. Government advice issued 23 November 2020 setting out the [local restriction tier system](#) that will be in place from Wednesday 2 December 2020.
2. **Government advice moving Nottinghamshire into [Tier 4: Stay at Home](#) from 31.12.20.**
3. Government advice, **as part of the [Tier 4: Stay at Home](#) restrictions**, providing guidance on shielding and protecting people who are [clinically extremely vulnerable from COVID-19](#)

On 31.12.20 Nottinghamshire moved into Tier 4: Stay at Home restrictions. Everyone who can work effectively from home must do so. However, public sector employees working in essential services, including schools and education settings, should continue to go into work.

Head teachers of maintained schools must continue to adhere to current Health and Safety advice, including the published COVID-19 Whole School and Individual Employee Risk assessments available from [Health and Safety](#). Advice should be sought from the Health and Safety team as required. Whilst the DfE sets out guidance, ultimately the management of risk and decisions taken to keep the school community safe by limiting the spread of the virus must be taken by the school. Head teachers should retain a full audit trail and record of support from the relevant services of the county council.

The Children and Families Department's "Pulling Nottinghamshire Together" bulletins remain an invaluable source of support and guidance. The HR Service has created a [coronavirus page](#), as a one stop shop for HR information and government information is available on gov.uk/coronavirus. The Department for Education's COVID-19 helpline is also available for staff, parents and pupils to contact on 0800 046 8687. Schools will need their unique reference number (URN or UK PRN) available when calling the helpline. You can also email DfE.coronavirushelpline@education.gov.uk.

The FAQs concentrate on school management issues and the bullet points below outline the key considerations and actions in managing staff at this time;

- Government guidance on when to [self-isolate](#) continues to apply to all. Please note the requirement to self-isolate has been reduced from 14 to 10 days as of 14/12/2020.

- From the date Nottinghamshire moves into Tier 4: Stay at Home restrictions, [shielding for those classed as clinically extremely vulnerable has been reintroduced](#).
- Government advice on [quarantine measures](#) should be shared with staff where appropriate.
- Reassure staff that the school and the Council are following the most up to date advice. If people have specific concerns about their health, they should be directed to Public Health England advice or to ring NHS 111.
- Ensure all staff, pupils and any volunteers, when on school premises, are familiar with the [Public Health advice](#) to minimise transmission and coronavirus risks.
- Ensure that all staff, including any school-based union representatives, continue to be fully involved and consulted on any changes to the COVID–19 Whole School Risk Assessment, as a result of regular reviews. This to ensure they have ownership of and understand their responsibilities to keep themselves, pupils and the wider school community safe.
- Record all staff absence related to coronavirus, e.g. self-isolation, quarantine and/or sickness using;
 - the [NCC Self-Isolation Pro Forma](#); and
 - any [sickness absence](#) using the appropriate codes on the BMS payroll system.
- Employees should ensure that they are taking steps to look after their wellbeing these include;
 - being aware of the things that can cause them poor wellbeing and the activities and resources that can help to address this;
 - effective communication over changing plans and requirements to keep all staff, pupils and the wider school community safe.

The HR Service [Employee Wellbeing Support](#) resource is available on the Schools Portal for use by all school leaders and staff. The government has also issued guidance and resources for the public regarding their [mental health and wellbeing](#) which can be shared with staff. Additionally, if staff are worried about how they feel, [MIND](#) has information to support their wellbeing.

The DfE is also providing additional support for both pupil and staff wellbeing in the current situation. Information about the [extra mental health support for pupils and teachers](#) and [Wellbeing for Education return programme](#) is available. The [Education Support Partnership](#) provides a free helpline for school staff and targeted support for mental health and wellbeing. The LGA has also provided a Wellbeing support document for schools and this is available [here](#).

If you have any questions about managing and supporting the staff in your school, please contact your normal [HR Business Partner](#) or ring the HR Duty Desk on 0115 9774433.

If you have any suggestions on the list of FAQs, please email andy.wilson@nottsc.gov.uk

HR SERVICE – FREQUENTLY ASKED QUESTIONS – Updated 31.12.20

Please note, information changes rapidly and these FAQs are correct at the time of writing. Please do not print and always refer to the latest on-line version.

1. SYMPTOMS, TESTING, TEST AND TRACE, ISOLATION ABSENCES AND PAY

1.1. Can the head teacher instruct employees who may be at risk of having contracted coronavirus not to come to work?

Yes, employers remain under a duty of care to ensure the health and safety of all their employees and to provide a safe place and system of work. All staff should follow the most up to date [government guidance](#) if they, or someone they live with, have [symptoms](#) of coronavirus and not attend work.

1.2. What if a member of staff or pupil becomes unwell with coronavirus symptoms during the school day? Updated 14/12/2020

If a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home, advised to self-isolate for 10 days (with their household members also isolating for 10 days) and arrange to have a test to determine whether they have coronavirus. Other members of the household (including any siblings) should self-isolate for 10 days from the when the symptomatic person first had symptoms. If a child is waiting to be collected, they should be moved to a room on their own (supervised depending on their age) with the door closed and a window open for ventilation. If it is not possible to isolate the child, move them to an area that is at least two metres from other people. PPE should be worn by staff if two metres distance cannot be maintained (such as for a very young child or a child with complex needs). The individual should use a separate toilet, if needed, and both the area and the toilet must be thoroughly cleaned/disinfected afterwards before anyone else can use it to reduce the possibility of infection.

If a member of staff has helped someone who was unwell with a new, continuous cough, high temperature or a loss/change of smell/taste, the latest government advice states that they do not need to go home to self-isolate, unless;

- the symptomatic person subsequently tests positive;
- they develop symptoms themselves (in which case they should arrange to have a test);
- they are required to do so by NHS Test and Trace or PHE advice service.

Colleagues helping someone who is unwell, should immediately wash their hands thoroughly for 20 seconds. The [guidance on cleaning the area](#) should be followed.

Schools should ask parents and staff to inform them immediately of the results of a test;

- If someone tests **negative** – then they should stay at home until they have recovered as usual from their illness but can safely return thereafter and 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. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the

date of the contact.

- If someone tests positive – They should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus infection’](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms. After the 10-day period they can 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 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should also self-isolate for a full 10 days in line with recently updated government advice.

1.3. What further action is required in managing a confirmed case in the school community? Updated 14/12/2020

Schools must take swift action when they become aware that someone who has attended the school has tested positive. Where incidents occur, the DfE helpline (0800 0468647 option 1) should be contacted and they, or the Public Health England Health Protection Team if escalated, will work with schools to guide head teachers through the actions they need to take and provide definitive advice on who must be sent home. Where necessary the advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period of infection and ensure that they are asked to isolate. The School must follow the specific advice given and send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means;

- Direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
- Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
- Travelling in a small vehicle, like a car, with an infected person.

To support the advice service or health protection team, schools should keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups (see [section 5 of system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. A template letter will be provided to the school, on the advice of the public health protection team, to send to parents if needed. Schools **must not** share the names or details of people who are ill, unless it is essential to protect others.

Under [The Health Protection \(Coronavirus, Restrictions\) \(Self-Isolation\) \(England\) Regulations 2020](#), which came into force on 28 September, employers have a legal obligation to ensure staff they know have tested positive for COVID-19, or have been in close contact with somebody who has, do not attend the workplace. As such, it is imperative for head teachers to ensure their staff are aware of the need to report any symptoms immediately. Failure to comply with the law is a criminal offence and organisations and workers could face a fine of £1,000 for their first offence, rising to £10,000 for repeated infringements.

COVID-19 Home Testing Kits for schools – The supply of home testing kits sent to schools earlier in the year must only be used as directed and should only offer a test kit to individuals who:

- have developed symptoms while at school, **AND**
- in the exceptional circumstance that you believe they may have barriers to accessing a test elsewhere, and that by giving them a test kit directly, you will significantly increase the likelihood of them getting tested, **AND**
- you believe that if you sent the individual home without a kit, they would not receive a test at all.

If the individual is under 18 this kit should be given to their parent or carer.

The supply of test kits is strictly limited. Please note the best and fastest way for students or staff with symptoms of coronavirus to access a test is to visit a test site, booked via <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name>

Guidance for schools and further education providers on the initial supply of coronavirus test kits for pupils, teachers and staff can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

1.4. What action does the school need to take if there is a risk of contact with coronavirus by a pupil or member of staff. Do I need to close the school?

As stated above, if a positive case is confirmed in the school, the DfE advice service or PHE Health Protection Team will work with the school to conduct a rapid risk assessment and advise which pupils and staff will need to self-isolate. In some cases, the team may recommend that a larger number of pupils self-isolate at home as a precautionary measure. Whole school closure based on cases within the school will not generally be necessary, provided suitable control measures are in place as described in the Government guidance, and should not be considered except on the advice of health protection teams. The guidance states that if there are several cases at the school (e.g. 2 or more cases within 14 days or an overall rise in sickness absence where coronavirus is suspected) the school should continue to work with the local protection team who will advise on any additional action required.

Contact details:

DfE Helpline Tel: 0800 0468687 (option 1)

East Midlands Health Protection Team at Public Health England Tel: 0344 2254 524 (option 1).

The county council is making every effort to maintain an accurate overview of school absences. It is, therefore, crucial for schools to continue to report cases on a daily basis via (a) the BMS system (b) completion of the [NCC Self-Isolation Pro Forma](#) and (c) School.questions@nottscc.gov.uk

1.5. If a symptomatic child is sent home from school and is either unable or the parent(s) refuse to seek a test, or the result is inconclusive, what should the school do with the bubble the symptomatic child was in?

If there is a suspected case in a bubble, the pupil experiencing symptoms should self-isolate, but the school should not take action with regard to considering the isolation of other pupils until advised to do so by the Public Health England Health Protection Team. Actions that the school can take in a

scenario where the pupil has shown symptoms, but a positive test result hasn't been received, include;

- Ensuring that bubbles are kept secure (totally limiting any mixing between bubbles e.g. by staff)
- Considering implementing extra cleaning
- Being vigilant to any other pupils going off sick or any patterns in sickness.

Isolating bubbles without a confirmed case may cause further disruption over the term, as many pupils may have colds and so may look symptomatic, this is why the guidance states that the school should wait until they have been notified of a confirmed case.

1.6. What if an employee is caring for someone or lives in a house with someone who has or may have coronavirus?

If an employee is caring for someone or who lives in a house with someone who has or may have coronavirus this period of absence should be regarded as self-isolation and reported as such using the [NCC Self-Isolation Pro Forma](#). Please also refer to the latest government advice concerning the self-isolation of a whole household [official government guidance](#).

1.7. Are school employees and pupils able to access testing for coronavirus?

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.

1.8. How will the NHS Test and Trace service impact on my staff?

Anyone who tests positive for coronavirus will be contacted within 24 hours by the [NHS Test and Trace service](#) via text, an email alert or a call and will be asked to share information about their recent interactions. This may include household members, people with whom they have been in direct contact, or within 2 metres for more than 15 minutes. This could also include staff and children within school if the employee has been in work. The individual will be given instructions on how to share details of people they've been in close, recent contact with and places they have visited and will be asked to provide this information online via a secure website or over the phone with an NHS contact tracer.

If an employee is contacted by NHS test and trace and instructed to self-isolate, they should be expected to work from home for the duration of their period of isolation. For employees who, by virtue of their role, cannot undertake any work at home, schools will have no option other than to accept that they must stay at home on full pay for the duration of the self-isolation period. The [NCC Self-Isolation Pro Forma](#) should be completed for all test and trace isolation cases.

The NHS test and trace service will provide a notification that can be used as evidence that someone has been told to self-isolate. Head teachers should ask to have sight of this.

As employees are 'well' at this stage they should be expected to work remotely as appropriate and remain on normal full pay for the duration of the self-isolation period until such time as they are

confirmed to have contracted the virus, at which point they transfer to sickness absence leave and the usual provisions of the sickness scheme will apply.

Additionally, under [The Health Protection \(Coronavirus, Restrictions\) \(Self-Isolation\) \(England\) Regulations 2020](#), which came into force on 28 September, staff are now also required to inform their employer if they have to self-isolate, and face a £50 fine if they fail to tell their employer about this.

Therefore, if an employee receives a call from a contact tracer (or a test result text message) whilst at work they are required to go home to self-isolate immediately and notify the head teacher. Failure to do so will not only be an offence in law but could result in formal disciplinary action. The only form of notification which is specifically excluded from this requirement is one from the NHS COVID-19 app.

1.9. If an employee is advised to self-isolate to avoid the risk of spreading coronavirus, are they entitled to sick pay?

If an employee is self-isolating they will be paid in accordance with their terms and conditions, which provide for no school employee to lose salary. There are differences between teachers and support staff due to their national conditions of service.

Whilst an employee works from home undertaking their full or revised duties and responsibilities, they will be paid as normal. If they are unable to work from home but not ill, they are absent under the “contact with infectious diseases provisions” under the national conditions of service for both teachers and support staff (the Burgundy and Green Books). The provisions for each are as follows;

- Teachers (Burgundy Book) – sick pay (although in these circumstances this will not be counted against future sickness entitlements).
- Support Staff (Green Book) – normal pay (not sick pay).

If an employee is unwell due to coronavirus, they will receive statutory and occupational sick pay in line with the Burgundy or Green Book provisions. In order to ensure that payroll information is accurate please complete the BMS information and in all cases where an employee is advised to self-isolate the [NCC Self-Isolation Pro Forma](#) must be completed.

1.10 Do employees need to have absences over seven days covered by a GP certificate/fit note?

All employees should make every reasonable effort to obtain a GP certificate/fit note when they are ill. However, it may still not be possible for all staff to be able to provide a GP fit note from day 8, as usually required, for reason of contracting coronavirus or self-isolation following medical guidance. GPs are not seeing patients with coronavirus symptoms and people have been asked not to visit their GP’s surgery if they have been advised to self-isolate. GP certificates are therefore still not required where they cannot be obtained. Schools should ask employees to continue to self-certify their absence and notify the school when they are fit to work when they finish a period of self-isolation.

For all other sickness absences longer than seven days employees should be advised to contact their GP and make every effort to obtain a fit note. If the GP will not provide one, heads are advised to record the sickness absence in the normal way and ask the employee to contact their GP at a later date to request a Fit Note, particularly if the absence is likely to be long term.

1.11. How does the school ensure that payroll and employment records are kept up to date with absences due to self-isolation and any subsequent sickness absence?

Schools are responsible for ensuring employment records, including absences, are accurate and completed properly. The [NCC Self-Isolation Pro Forma](#) should be used for the purpose of recording absences due to either coronavirus or self-isolation. Completion of the form will enable the school and the local authority to report numbers and keep a track on cases to support head teachers to manage cases where employees are self-isolating.

Head teachers should therefore complete this form on behalf of employees and will need to be clear, when the employee informs them of the absence, whether the self-isolation is with or without symptoms and the reason for self-isolation. Head teachers should also ensure that information about testing is also recorded when requested.

Academies do not need to complete this form but may wish to record absences in line with it, for their own recording and reporting purposes.

For payroll purposes, schools will also need to record coronavirus related absences, where the individual is ill or is a teacher not working from home, using the BMS portal. The category should be “**Non-standard sick - full**” and the reason should be “**Coronavirus**”. This will ensure statutory and occupational sick pay qualifications are met.

1.12. What should I pay a member of staff whose child is required to self-isolate, meaning they cannot attend work?

In circumstances where an employee’s child/children are sent home from school due to having to isolate following a confirmed case it would be appropriate to grant special leave with pay where they are unable to work from home or arrange alternative childcare. Head teachers should discuss childcare arrangements with the employee concerned to try and minimise the impact on work in line with the current government guidance, although the difficulties in securing childcare in the circumstances are evident. As such, every effort should be made to ensure there is work that can be done at home if the employee cannot attend work and the situation kept under review during the child’s isolation period. Where the child has more than one parent or carer then it is reasonable to expect caring responsibilities and, therefore, absences from work to be shared equally.

1.13. When should I allow an employee who has been self-isolating to return to work? Updated 14/12/2020

If the employee is self-isolating prior to a test for coronavirus or following a negative test result, they should follow the [latest government stay at home guidance](#).

If an employee with symptoms tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 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 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should also self-isolate for the full 10 days.

1.14. An employee has an operation soon and been instructed by the NHS to isolate, what are the implications?

Current NHS advice requires anyone who is due to go into hospital as an in-patient (including day surgery) for planned or elective surgery/medical care to self-isolate, along with all members of their household, for 14 days prior to admission. They may also be required to isolate for 14 days after.

If a member of staff has received this instruction from the NHS (supported by a letter), unless already on sick pay, they should remain on normal full pay for the duration of the self-isolation period and those who can work from home should do so. All efforts should be made to facilitate this.

Employees should remain in contact with the head teacher so that any changes of dates for hospital admission are discussed, particularly where this will require a change to, or an extension of, the period of self-isolation required. Ideally, dates for hospital admission do not get deferred, resulting in a further period of self-isolation, but this may be something that head teachers will have to accept as a consequence of the current situation. It would be reasonable to ask for evidence of surgery, although it may not be possible to do so if it is a household member and not the employee who is due to have an operation. If this is required written permission should be sought.

The period of isolation required should be recorded on the [Self Isolation Notification Pro forma](#).

1.15 If my school pay into the Staff Absence Scheme can I make a claim for an employee who is self-isolating? Updated 06/11/2020

You can only make a claim under NCC's Staff Absence Insurance Scheme if the employee has tested positive for Covid (so is off sick) and the school has incurred an additional cost in covering the employee's absence during the isolation period.

2. RISK ASSESSMENTS, FACE COVERINGS AND PPE

2.1. I have completed a whole school risk assessment but have individuals with particular health conditions, is there an individual risk assessment I can complete with them?

Yes, an individual risk assessment is available in the [Health and Safety](#) section of the Schools Portal and advice should be sought from your Health and Safety contact to complete any necessary risk assessments. These templates are subject to update so always refer to the latest on-line version.

An individual risk assessment should be considered and completed where individual vulnerabilities are identified. Once risks and control measures are identified heads may wish to take advice from their usual HR Business Partner with regards any temporary changes to duties or work patterns etc. All risk assessments both a) whole school and b) individual should be reviewed regularly in the light of changed circumstances or further local authority and national advice.

2.2. What is the position on face coverings and PPE in schools? Updated 30/10/2020

Face Coverings – In August the government issued new guidance on the use of face coverings in schools. Nationally, the government has not recommended face coverings as necessary in education settings because the systems of control, applicable to all educational environments,

provides mitigating measures. However, since 1 September, schools providing education to pupils in year 7 and above have the discretion to:

- require face coverings for pupils, staff and visitors in communal areas outside the classroom, where social distancing cannot be safely managed (ideally 2 metres)
- permit the use of face coverings by staff, pupils and visitors where this would provide additional confidence to parents to support the full return to school.

Impact of Tier 4 on Nottinghamshire schools

On 31.12.20, Nottinghamshire will move into the Covid alert level “stay at home” although this does not impact on the additional rules that apply to the use of face coverings applicable to all schools which were in place as part of the Tier 3 alert level. In education settings where year 7 and above are educated, face coverings should be worn by adults (staff and visitors) and pupils when moving around indoors, such as in corridors and communal areas where social distancing is difficult to maintain. It will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning. This does not apply to younger children in primary or early years settings.

Primary school children will not need to wear a face covering. Head teachers of primary schools have the discretion to decide whether to ask staff or visitors to wear or agree to them wearing face coverings where social distancing is not possible in indoor areas outside of the classroom, for example, in staff rooms. The current level of controls in schools mean that face coverings will not be necessary in the classroom, even where social distancing is not possible.

Full guidance can be found at <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

The COVID-19 School Risk Assessment has been reviewed and updated to reflect the latest government guidance regarding face coverings in education settings. The latest version of the risk assessment is available on the Nottinghamshire Schools Portal via:

<https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment/covid-19-risk-assessments>

PPE - Local PPE guidance for schools has also been updated. Previously this included information on how schools should deal with face coverings used by those children who travelled to school by bus. This has now been expanded to cover potential wider use of face coverings within a school setting, in line with the recently issued guidance. The updated local PPE guidance can be viewed online at:

<https://www.nottinghamshire.gov.uk/education/school-holidays-and-closures/back-to-school/coronavirus-and-schools-nottinghamshire-ppe-guidance>

(note: it is recommended always to use the link to view this document, rather than downloading local copies, as this will ensure you are always consulting the latest version).

2.3. Can staff wear face coverings in school if they source their own?

Current government advice is that face coverings, gloves and PPE are not recommended in schools, apart from the circumstances described above.

However, the DfE guidance does not prohibit the use of face coverings in all situations. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people **you do not usually meet** and where social distancing and other measures cannot be maintained, as for example happens on public transport or in shops. An example of this could be in communal areas in school buildings or when a visitor attends the school site.

Additionally, following appropriate risk assessment(s) and supportive discussions with staff, it may be appropriate in individual circumstances or situations to allow/enable staff to use face coverings except whilst teaching. To be 100% clear, face coverings are not recommended by the government but nor are they banned in schools and their use may be appropriate following risk assessment(s) and agreement with staff.

3. VULNERABLE EMPLOYEES

3.1. Are there special measures to protect vulnerable employees? Updated 31.12.20

As of 31.12.20, Nottinghamshire will be placed in the **Tier 4: Stay at Home** level of the government's Covid-alert levels.

a) Clinically extremely vulnerable (CEV)

The government has issued updated advice [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#). Staff who are clinically extremely vulnerable are strongly advised to work from home. If they cannot work from home, they should not attend work for this period of restrictions. They will receive normal full pay and the absence should be recorded;

- On the [NCC Self-Isolation Pro Forma](#); and
- Only on the BMS payroll system where a CEV teacher is unable to work from home during the shielding period. The category is “**Non-standard sick - full**” with the reason as “**Coronavirus**”. This will ensure statutory and occupational sick pay qualifications are met.

Staff in the clinically extremely vulnerable group, will previously have received a letter from the NHS or from their GP telling them this and are expected to receive a new letter.

b) Clinically vulnerable

Staff at moderate risk, who are clinically-vulnerable, can attend school provided the necessary risk assessment(s) and protective measures have been put in place to minimize the risk of transmission as set out in the DfE guidance and the whole school and where appropriate individual risk assessments. This includes taking particular care to observe good hand and respiratory hygiene; minimizing contact and maintaining social distancing.

c) People who live with those who clinically extremely vulnerable or clinically vulnerable

These employees can attend the workplace unless they are advised otherwise by an individual letter from the NHS or specialist doctor.

d) Other staff who may otherwise be at increased risk from coronavirus

It is known that some people with particular characteristics may be at comparatively higher increased risk from coronavirus, as set out in the [COVID-19: review of disparities in risks and outcomes report](#). The reasons are complex and whilst research is ongoing. These employees can attend school so long as the system of controls set out in the school's risk assessment(s) are in place. If people with significant risk factors are concerned about the impact on their health, we strongly recommend head teachers arrange a structured conversation with the employee to fully understand their concerns and for there to be an explanation of the measures the school can put in place to manage and reduce risks. It may be necessary following this discussion and completion of the individual's risk assessment to seek further medical advice. School leaders should try as far as practically possible to accommodate additional measures where appropriate. People who live with those who have a comparatively increased risk from coronavirus can attend the workplace.

The HR Service has issued detailed guidance for schools on the particular groups of staff who may be affected more seriously if they contract coronavirus, available on the [Schools Guidance on Managing Covid staffing Implications](#)

3.2. The Tier 4 restrictions strongly advise clinically extremely vulnerable staff (CEV) to work from home and if they cannot work from home, they should not attend work. What should I do if they ask to continue to come into school? Updated 31.12.20

Public health colleagues have confirmed that clinically extremely vulnerable employees (CEV) are included on a hospital or GP shielded patients list because, based on clinical judgement, they are deemed to be at a higher risk of serious illness if they catch the virus. Their clinician will either have previously sent or be in the process of sending a further letter advising them to shield and not to go into work. This is a medical decision to protect both the employee and the NHS.

All CEV employees, therefore, are required to work from home and **must not attend work** for the period of the Tier 4 restrictions.

We are aware that ongoing research means that medical conditions affecting this category of staff is constantly under review and the school should ask to see a copy of the new shielding letter when it is received by the employee.

3.3. How can I support an employee who is pregnant? Updated 31.12.20

In line with the DfE [guidance for the full opening of schools](#), pregnant women are advised to follow the guidance applicable to them and the government has taken the precautionary measure of classing pregnant women as "clinically vulnerable". The DfE guidance states: 'Clinically vulnerable staff have been able to return to school during the autumn term. Whilst at work they should follow the school-specific measures "to minimise the risks of transmission'.

The Royal College of Obstetricians and Gynaecologists (RCOG) [published guidance](#), updated it on 10 September and then again on 14 October. This includes advice for pregnant women from 28 weeks gestation or with underlying health conditions, such as MBI over 30, high blood pressure and diabetes who may be at greater risk. The RCOG guidance now notes that in terms of pregnancy and work 'a single recommendation is no longer appropriate'. 'The advice remains that pregnant women who can work from home should continue to do so'... however 'if you are unable to work from home,

you can work in a public-facing role provided your employer conducts the risk assessment and is able to make appropriate arrangements to sufficiently minimise your exposure to the virus’.

Schools must keep individual staff risk assessments under regular review. The risk assessment should, of course, consider the potential impact of coronavirus and any other individual characteristics or medical conditions. A review of the risk assessment, control measures and adjustments required will enable the school and the individual to make an informed decision on whether it is safe and appropriate for the employee to remain in the workplace, either in their current role, a suitable alternative role with adjustments or if they should be required to work from home. Schools should diary in subsequent reviews to ensure they are undertaken regularly. It is also important for new individual assessments to be conducted with any women who subsequently inform their employer that they are pregnant.

Social distancing, frequent thorough hand washing, and cleaning of frequently touched areas in their home and workspace is particularly important for all pregnant women who are 28 weeks and beyond, in order to lessen their risk of contracting the virus. **The individual should also seek their own medical advice and update the head teacher as necessary.**

It is also important to point out that the updated [Clinically Extremely Vulnerable guidance](#) states that women who are pregnant with significant heart disease, (congenital or acquired) are classed as clinically extremely vulnerable and, as such, they should not be in the workplace but work from home.

The local authority has been approached by some schools to explore whether there is additional funding available to support schools in the circumstance where staff are unable to attend work but would otherwise be fit to do so. We have raised this matter on several occasions with the DfE and explored whether there are sufficient funds available in the NCC Staff Absence Insurance Scheme that could be used to reimburse schools for any backfill costs. Unfortunately, we have not received a positive response from the DfE as yet. The Staff Absence Scheme does not contain sufficient funds, nor do all Nottinghamshire schools contribute, so allocation of funds in the scheme for this purpose is not feasible. We will continue to raise this matter with the DfE and would urge head teachers to make their own representations to the DfE.

3.4. Is there any specific support I should be putting in place for Black, Asian and Minority Ethnic (BAME) staff?

Yes, BAME staff are recognised as being at a greater health risk should they contract coronavirus. As such an individual risk assessment should be completed with BAME employees so risks in the school environment can be assessed and mitigated. Further advice is available from the Health and Safety team either by phone or email Hands@nottsc.gov.uk.

3.5. Is there any detailed guidance regarding Asthma as I have staff members with different medications for their Asthma?

Initially heads should refer to the latest government advice regarding Asthma and the revised guidance regarding the relaxing of shielding with effect from 1 August. The [Asthma Society](#) also has helpful information, including advice on particular types of Asthma and whether [shielding](#) applied. An employee with Asthma, who had not received a shielding letter, should be encouraged to take advice from their GP in relation to how their condition may be affected should they contract coronavirus and should have discussions with their head teacher on how the workplace can be made safe for them to

return as normal or with mitigating factors in place. Occupational Health advice may also be appropriate, and an individual risk assessment is advisable as part of a planned return to work. If the medical advice is that risks cannot be effectively mitigated so that the individual needs to remain at home, then both the school and the employee should engage constructively to ensure that all attempts are made to facilitate effective home working on an agreed temporary basis. The position should be subject to ongoing weekly review.

3.6. What should employees do who live in the same household with, or who have personal caring responsibilities (where social distancing cannot be maintained) for, a person who is vulnerable?

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. As such head teachers are advised to hold structured discussions with these individuals with the aim of supporting their return to work at school normally. The whole school risk assessment should be shared, and it may be appropriate to complete an individual risk assessment if the employee expresses anxiety or concerns about their return to school.

4. SPECIAL CIRCUMSTANCES

4.1. What should head teachers do if an employee is fit and healthy but concerned about the risk of contracting coronavirus and does not want to attend school?

Whilst it is not possible to ensure a totally risk-free working environment, there is no evidence that children transmit the disease more than adults, and no evidence that staff in schools are at any greater risk than any other occupations. Some staff may be worried about coming into school after working from home or following a protracted absence, even if the risks for them are very low. Head teachers know their staff best and should consider how to proceed in individual cases. As part of the planning since September some staff may continue to require more reassurance and discussion than usual. It is always best, if possible, to work out a sensible way forward in individual cases that acknowledges any specific anxieties, but which also enables the school's and employee's job responsibilities to be effectively discharged.

The government have stated that all employees are expected to attend work in September, unless they have medical advice to the contrary. There is no change to that expectation and where necessary head teachers should have further individual discussions with any staff who were previously working at home, self-isolating or otherwise absent to provide support. As part of this discussion, if an employee refuses to attend work or refuses to carry out certain duties, head teachers should sensitively ascertain the employee's concerns and take all reasonable steps to address them. Where there are no grounds for self-isolation and medical advice does not preclude the individual returning to school, the fear of contracting the illness is not in itself an acceptable reason for failing to attend work if and when required.

Schools have already put proportionate measures in place to reduce the risk of transmission in line with government and local authority advice. Head teachers should, therefore, take the employee's circumstances into account, alongside the needs of the school to put in place support so that the employee's concerns are addressed in a reasonable way. A record of the discussions and options considered with individual employees should be kept and this may involve;

- Sharing the whole school risk assessment and explain it is based on a PHE and local authority – endorsed system of controls. It should be discussed in more detail with the individual, if applicable;
- Reassuring staff that the school has responded to a change in Covid Alert level in line with national and local restrictions so that all staff can continue to work safely, and education can continue;
- That the school has monitoring arrangements in place so that the risk assessment is effective and updated as PHE guidance changes;
- The current measures in place create a safe environment for staff and children where the risk of transmission of infection is substantially reduced;
- Updating the whole school stress risk assessment and discussing the control measures in more detail with the individual, if applicable;
- Undertaking an individual risk assessment, if appropriate e.g. if the employee is vulnerable or if there is a medical condition;
- Detailing all the measures and operational plans that have been put in place to minimise the risks in school for all staff and pupils;
- Offering additional welfare support via the [Welfare Support](#) pages on the Schools Portal;
- Advising the employee of the 24-hour Care First counselling service helpline. The freephone telephone number to access this service is **0800 174319**;
- Advising the employee to seek advice from their GP and obtaining a fit for work note if required;
- Consideration of a referral to Occupational Health, particularly in relation to specific health conditions;
- Seek an individual's agreement to arrange support from Access to Work if the employee meets the eligibility criteria. Access to Work is a publicly funded employment support programme that aims to help disabled people start or stay in work. The [Access to Work Fact Sheet provides further information](#);
- Possible considerations of a phased return to full hours over an agreed specified period, temporary part-time/reduced hours return, buddying support from colleagues who have already been in school or an alternate role in school where social distancing can be more easily accomplished; or
- As a last resort, and if all reasonable steps have been taken to mitigate the risks, heads may consider if it is appropriate to advise the employee takes a period of unpaid leave which is regularly reviewed.

All these factors need consideration as to feasibility in line with the needs of the school and the expectations on staff. Please note that if it is agreed that staff continue to work flexibly at home there should be no detriment to pay as a result of these changes, even on a temporary basis, unless an employee, and the governing body agree a temporary increase or decrease in working hours.

Head teachers and individual employees will want to avoid situations where an employee refusing to come to work may be subject to disciplinary action for unauthorised absence. In law, an employer may stop paying an employee who refuses to attend work on the basis that the employee is failing to perform their part of the contract, but every effort should be made to avoid this if possible and this is the position of last resort. All reasonable efforts should be made by head teachers to find an appropriate way forward with their staff.

Where all options for a return to work have been exhausted, head teachers should explain the individual's contractual obligations and the consequences of refusing to work. If there is still no change in the position, immediate advice should be sought from the HR Service so that head teachers can take decisions to find an appropriate way forward, including in some cases withholding pay. The employee should be advised to speak with their trade union representative.

4.2. Given the latest government advice about the use of public transport, what if an employee doesn't want to get on a bus to work in case other passengers have coronavirus. Can they stay off work?

No. If someone is fit and well, they are expected to be available for work and, if they are required to be in school, attend work as normal. It is an individual's responsibility to make their way to work. Staff should follow government advice and if they do not wish to travel by public transport, they will need to make alternative travel arrangements at their own expense.

4.3. I want to support the wellbeing of my staff and myself as best as I can, how can I go about this?

Our schools have undertaken a lot of work, some recently, to develop and embed wellbeing support for all staff. Head teachers are ever mindful of the wellbeing of their staff and should be conscious of their own wellbeing and raise concerns with their chair of governors as all employees continue to manage in challenging roles and new and flexible working practices are introduced. Workloads and new working arrangements should, as always, be carefully managed, and schools should assess whether staff who are having to continue to work from home due to health conditions are able to support remote education, while others focus on face-to-face provision.

The HR Service has an updated [Employee Wellbeing Support](#) section on the Schools Portal. This contains resources that may be of use to all school leaders and staff. The government has also issued guidance and resources for the public regarding their [mental health and wellbeing](#), this will also be useful to share with leaders and staff. Heads may also want to consider reviewing their whole school stress risk assessment to help identify if any further actions that need to be undertaken to support employee wellbeing.

Counselling support - additionally, staff may continue to access the counselling service provided by Care First confidentially by telephone 24 hours a day, seven days a week at no additional cost, for those schools who buy the annual OHU Service. The freephone telephone number to access this service is **0800 174319**.

5. ENSURING STAFFING CAPACITY WITHIN SCHOOL

5.1. I am concerned about capacity to provide adequate staffing levels due to staff absences.

Head teachers should continue to have individual conversations with staff, where required and take all practical steps to ensure educational provision is maintained in line with government advice. Where additional staff are needed schools should continue to engage supply or agency staff to cover staff absences.

5.2. Can I continue to engage supply teachers and other temporary or peripatetic teachers?

Yes, schools can continue to engage supply teachers, peripatetic teachers (including staff from music education hubs) and other temporary workers as government guidance allows them to move between schools. In line with the whole school risk assessment school leaders should minimise the number of visitors to the school as far as possible. Supply staff and visitors to the school such as peripatetic teachers, will be expected to comply with the school's risk assessment and arrangements for managing and minimising risk.

To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This advice for supply teachers also applies to other temporary staff working in schools such as support staff working on a supply basis, peripatetic teachers such as sports coaches, and those engaged to deliver before and after school clubs.

5.3. Are there any additional precautions / welfare considerations if the school engages a supply/agency worker, peripatetic teachers or self-employed staff, such as sports coaches? Updated 21/09/2020

Teachers and other peripatetic employees who move between schools must not attend your school if they are unwell or have coronavirus symptoms and must comply with arrangements for managing and minimising risk. In addition to government guidance, the usual conditions of employment and safer working requirements, head teachers should ensure the following;

Supply Staff – Before a supply worker starts at your school, they must agree to notifying the head teacher immediately, if after working in your school, they develop symptoms or if they are contacted via the track and trace service, so that the head teacher can undertake the immediate actions required.

Directly employed supply staff should be inducted in line with the school's policy, which will include sharing the whole school risk assessment, outlining the control measures already put in place and, where appropriate, the completion of an individual risk assessment. They should minimise contact and maintain as much distance as possible from other staff.

Agency Staff – Before an agency worker starts at your school the agency, and individual must;

- Agree to notifying the school immediately, if after working in your school the worker develops symptoms or if they are contacted via the track and trace service, so that any immediate actions can be undertaken.
- Confirm to the school if there is an individual risk assessment in place for the agency worker, where required.

This will enable the school to determine whether any additional precautionary measures, over and above the school's own risk assessment can be accommodated and put in place to protect the agency worker. Agency staff must be inducted in the same way as directly employed supply staff. This process should highlight any specific needs.

Under H&S law, the school remains responsible for the safety of all agency staff whilst working at the school from an employer/landlord's point of view. Overall, the health and safety requirements for individual agency staff lies with the agency, as their employer. This includes the completion of an individual risk assessment where appropriate. The Agency is then responsible for sharing any relevant information with the school, prior to the commencement of employment.

This advice is also applicable to self-employed individuals, such as sports coaches, and peripatetic staff employed by an external organisation.

5.4. I have an employee or supply teacher who has roles in two schools, are they able to come into both schools?

Directly employed staff, supply teachers, peripatetic teachers and/or other temporary staff can move between schools. If they do so then they must ensure they minimise contact and maintain as much distance as possible from other staff.

5.5. Can staff work across classes?

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. 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, ideally two metres from other adults.

5.6. Can staff still use the staff room or other shared spaces during break time?

Schools should plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.

5.7. Given the change in category for Nottinghamshire to Tier 4 from 31.12.20, can I use volunteers in school? Updated 31.12.20

There has been no change to the DfE's view that volunteers may be used to support the work of the school. However, given the move to Tier 4: Stay at Home restrictions, Nottinghamshire schools should stop using volunteers to limit the spread of the virus and minimise visitors to the school, unless there are exceptional circumstances. The only sure way to reduce the spread of the virus is to limit interaction between individuals.

Where there are exceptional circumstances requiring the use of volunteers, schools should make sure they are properly inducted and supported; given appropriate roles; do not mix across groups; informed of the school specific Covid-secure procedures and maintain 2 metres distance from pupils and staff where possible. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity. Schools must always follow the checking and risk assessment process as set out in the volunteer section in Part 3 of Keeping Children Safe in Education.

5.8. Can Teaching Assistants cover classes?

The Government has confirmed that Teaching Assistants can be used to support catch-up provision; targeted interventions; be deployed to lead groups or cover lessons under the direction and supervision of a qualified teacher. This is set out in the Education (Specified Work) (England) Regulations 2012.

In Nottinghamshire schools, where capacity is available, grade 4 and 5 TAs are able to cover where lessons have been pre-planned by the classroom teacher. Schools should assess what activities the groups of children will be undertaking and be satisfied that the person has the appropriate skills and competencies to carry out the work. The Education Endowment Foundation (EEF) has published guidance on [making the best use of teaching assistants](#) to help primary and secondary schools.

The head teacher should discuss and agree any proposed changes in role or responsibility with the member of staff. This includes ensuring that safe ratios are met, and specific training undertaken, for any interventions or care for pupils with complex needs where specific training or specific ratios are required. Any redeployments should not be at the expense of supporting pupils with SEND.

When deploying support staff flexibly it is important that headteachers consider regulated activity and ensure only those who have the appropriate checks are allowed to engage in regulated activity. Full guidance is provided in part 3 of [keeping children safe in education](#).

5.9. Can we temporarily adjust working times for staff to meet school needs?

Yes. Where necessary and reasonable working times should be temporarily adjusted to contribute to the safe operation of the school. This has been an important part of the planning and head teachers should discuss and agree with staff to enable provision to be delivered safely and in line with the school risk assessment. For example, schools will be required to adjust/stagger class start and finish times for pupils, requiring changes to staff hours of work.

Schools will have to take individual circumstances into account (NB consider any variations to their own childrens' school attendance times) and ensure staff get appropriate breaks, and it is reasonable through discussion to expect that staff will co-operate with these temporary adjustments in the current circumstances.

5.10. How do I explore flexible working options with staff to help with staffing issues and educational provision?

In order to facilitate and manage changing circumstances head teachers may need to alter the way in which they deploy their staff and use existing staff more flexibly. Working arrangements since September have inevitably included staggering employee's start times, lunch times and finish times, alongside the possibility of some staff continuing to work from home for part or all the time, where this is feasible, on medical grounds. Head teachers should continue to consult as soon as possible with their employees on any changes to their work patterns, if required, and encourage flexibility in order to enable the school to continue to operate both safely and effectively. Head teachers will need to ensure a work life balance for themselves and others and that normal weekly working hours are not exceeded without agreement. Information and training to support any proposed changes should be provided if necessary.

The DfE has published a range of resources, including [case studies to support remote education](#) and help address staff workload, this includes case studies on managing wellbeing.

5.11 What about wraparound provision and extra-curricular activity provided by the school?

The DfE has provided detailed [advice and guidance on the organisation of these activities](#). Where schools have responded flexibly to build their provision up over time, staff should be consulted on

changes to duties and responsibilities, other terms of employment, including changes to hours of work.

From the 5 November, the government has stated that parents will still be able to access some registered childcare and other childcare activities (including wraparound care) where reasonably necessary to enable parents to work, or for the purposes of respite care.

5.12 Contractors

The school risk assessment will set out clearly how to manage contractors and other visitors to the school site so that requirements for physical distancing and hygiene are fully understood. Where possible visits should take place outside of school hours.

6. IMPACT UPON NORMAL HR PROCESSES

6.1. Can the school continue to progress general HR casework issues?

Although much of the routine HR casework was put on hold earlier in the year, all casework issues since September have been progressed using video conferencing. This should continue now that schools are fully open. The HR Service has agreed a HR Meetings protocol with all of the recognised trade unions, which supports the management of all casework issues and is available on the [Schools Portal](#).

As we further embed this way of working, head teachers should continue to keep in touch with named HR Business Partner so that casework issues can be discussed, planned and progressed according to existing procedures and timescales.

6.2. What is the latest advice about appraisal and performance management for teachers and support staff?

Teachers

The advice provided by the DfE in April 2020 has not changed and maintained schools must continue to adhere to the School Teachers' Pay and Conditions Document statutory guidance. This includes the requirement to ensure that all pay progression for teachers must continue to be linked to performance management.

However, the DfE has stated that it expects schools to use their discretion and take pragmatic steps, to adapt performance management and appraisal arrangements to take account of the current circumstances. The current Nottinghamshire Appraisal Policy and Guidance Documents provide information on how to manage the appraisal cycle where adjustments are required. The DfE guidance states that arrangements for the year ending 31 August 2020 could include basing performance on the period schools were open, adjusting, if necessary, for expected trajectory had there been no closures. With the full reopening of schools from 1 September 2020, appraisal arrangements for the current year 2020/21 should progress as normal. Schools will continue to use their discretion as described above to take account of any changing circumstances. Schools must ensure that teachers are not penalised during the appraisal process or in respect of any subsequent pay progression decisions as a result of the decision to restrict pupil attendance at schools, such as where this has had an impact on the ability of the teacher to meet fully their objectives.

The HR Service provided updated advice and this is available on the Schools Portal [here](#).

Support staff

There are no national criteria for appraisal relating to school support staff and schools should continue to carry out the normal arrangements in school for support staff.

6.3. Can I recruit new staff and undertake pre-employment checks?

Recruitment should continue as required. The DfE guidance advice on limiting visitors means that it may be appropriate to continue to apply a flexible approach to interviews, with alternative options to face to face interviews offered where possible. Interviewing remotely may be a new experience for many schools and the DfE teaching blog provides some information on the [experience of implementing interviews remotely](#). There is also advice that can be sent to candidates on [how to prepare for remote interviews](#).

Where face to face interviews and meetings are arranged, schools should ensure candidates understand the need to adhere to the school's risk assessment and that visitors may be required to wear a face covering where social distancing cannot be managed safely.

When recruiting, schools must continue to adhere to the legal requirements regarding pre-appointment checks as set out in Part 3 of the statutory guidance [Keeping Children Safe in Education](#). In March 2020 the DBS confirmed that safeguarding checks can be carried out remotely for the summer term as set out in [coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#).

The DBS confirmed on 22 October 2020, in a letter to the authority, that recent temporary amendments to our ID validation guidance will remain in place until further notice as these measures have been recognised as hugely valuable. The DBS is prepared to retain this level of flexibility if physical documents are examined in person, as soon as is practically possible.

Please note, the change should only be implemented for cases where it is not possible to follow the normal identity checking guidelines. The applicant must present the original versions of these documents when they first attend their employment or volunteering role, and these should be checked again in accordance with DBS ID guidance at this stage. For the avoidance of doubt, the amendments that will continue are as follows;

- Scanned images or video link may be used to view original versions of the identity documents in advance of the DBS check being submitted;
- Expired passports that are within 6 months of their expiry date to be accepted as if they were current.

We are aware that the DVLA have announced that Photocard licences or entitlement to drive that expire between 1 February and 31 December 2020 have been extended for 11 months from the date of expiry. The DBS identity guidance requires the driving the licence to be 'current' and therefore as long as the driving licence expiry date is within extension given by DVLA, it can be used for DBS identity checking purposes.

Further information can be found here: <https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines>

Advice on conducting recruitment processes remotely for headteachers is available from NCC Governor Services.

6.4. Can we have staff meetings?

Schools should take a pragmatic view, bearing in mind the general advice that interactions between adults in school should be kept to a minimum. It would, therefore, be most appropriate to hold larger staff meetings virtually, so as to avoid mixing of bubble groups. Where meetings are necessary, these should be in smallest possible groups, ensuring social distancing of 2 metres is maintained between adults and the duration of any such gatherings should be as short as possible.

6.5. Can we have one to one face to face meetings with staff?

Schools should take a pragmatic view, bearing in mind the general advice is that contact should be kept to a minimum. It is recognised that face to face dialogues will be necessary for many reasons, in which case social distancing measures should be observed, rooms well ventilated etc.

6.6. Given the cancellation of many training events – what training is available for my staff and governors?

Details about training events for school staff are available on the [County Council's](#) website and the [East Midlands Education Support Service](#) website. Governor training events are [available here](#).