**Coronavirus (COVID-19) – Staffing Guidance for Schools & FAQs**

**Updated 30 September 2022**

COVID guidance for schools and other educational settings, providing advice for pupils, students, staff and parents around issues relating to Coronavirus, is the same as for other UK workplaces and public places. The latest government COVID guidance is available [here](https://www.gov.uk/coronavirus).

The guidance below is aimed at school leaders and reflects the employment decisions being made by NYCC taking into account both statutory and local pay arrangements and terms and conditions of service.

Academy Trusts and other employers will need to ensure that they consider the impact that any changes to normal working arrangements will have on their own policies and terms and conditions, and undertake any necessary consultation or negotiation in line with local agreements.

Maintained schools outside North Yorkshire should ensure they maintain appropriate links with their Local Authority and follow any employment guidance, which they issue.

National guidance can develop and change at pace and this document will be kept under periodic review as and when necessary, to ensure any changes are reflected and to respond to queries NYES HR is or has received from schools.

Additions and amendments made in the latest version are highlighted in purple for ease of identification.

School employees are advised to contact their line manager or Headteacher regarding any employment concerns or queries they may have as a result of the Coronavirus pandemic. However, there is also a staff guidance document with the answers to many frequently asked questions on the CYPS website and available [here](https://cyps.northyorks.gov.uk/covid-19-human-resources).

**Further information**

School leaders can contact NYES Human Resources on (01609) 798343 or NYHR@northyorks.gov.uk for further information and management advice regarding the employment implications of Coronavirus.

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# Dealing with cases/symptoms of COVID-19

## When should employees self-isolate?

From the 24 Feb 2022, there is no longer a LEGAL requirement to self isolate in England. However, there remains until further notice a strong health message to continue to do so.

Staff should follow public health advice on when to self-isolate. They should not come into school if they have symptoms of COVID-19, have had a positive test, or other reason requiring them to stay at home due to risk of them passing on COVID-19 (for example, they Have been asked to isolate/quarantine).

If an employee develops symptoms in school, they should be sent home and advised to follow public health advice.

## When can an employee return to work after testing positive for COVD-19?

From 30th December 2021 people [vaccinated or unvaccinated] are able to stop their recommended period of self-isolation before the end of the full 10 days. Where employees continue to have access to a supply of tests they should be asked to provide a negative LFD/Antigen test result on day **5 and day 6 of their self-isolation period** **– with tests taken 24 hours apart,** they will no longer have to self-isolate for the full 10 days. The first test must be taken no earlier than day 5 of the self-isolation period. They should only end their self-isolation after they have had 2 consecutive negative LFD tests which should be taken at least 24 hours apart. If the day 5 and 6 tests are carried out first thing in the morning and are negative, an employee may return to work on Day 6.

Those who leave self-isolation on or after day 6 are **strongly advised** to limit close contact with other people in crowded or poorly ventilated spaces, work from home and minimise contact with anyone who is at higher risk of severe illness if infected with COVID- 19

Where tests are no longer available, employees should still be asked to isolate for a minimum of 5 days and the same advice can be given in terms of limiting contact thereafter for a further 5 days.

For more detailed guidance please access : [COVID 19 : - GOV.UK](https://www.gov.uk/coronavirus)

## How should absence be recorded?

Absence resulting from periods of self-isolation should be reported on monthly summary sheets under the following categories:

* Isolation not working
* Isolation working from home

Absence recorded as ‘**Isolation**’ will be with normal pay and is, therefore, not sickness absence.

There are also **Isolation (not working/working) -** **open ended** categories for those staff that are not able to attend work because of their clinical vulnerability.

Any employee who becomes too unwell to attend work, or continue working from home, should report their sickness absence in the usual way. Sickness absence resulting from an initial infection from coronavirus should be recorded as ‘COVID-19’. The NHS and GPs have in place processes to provide electronic medical certificates, including for coronavirus. Employees should request a certificate from their medical advisor to cover them (This is normally from the 8th day of sickness absence) For covid-19 related isolation, an isolation note can be obtained through [NHS111](https://111.nhs.uk/isolation-note/).

From the **01 April 2022**, the situation regarding any sickness absence arising from an initial COVID-19 infection, which previously was **not included** for sickness absence triggers under the Attendance Management Policy, has been suspended and the management of such situations will return to normal, ie; they can now be included.

Where schools operate the NYES Incremental Progression for support staff process and previously one [1] period of up to two [2] weeks of sickness absence [10 working days] due to COVID-19 should be discounted for the attendance criteria, again has been stopped from the 01 April 2022 and the situation regarding the management of incremental progression returns to normal. Similarly, the two [2] days sickness absence due to a reaction to a COVID vaccination and or ‘booster’ should no longer be be discounted.

A reminder that ‘isolation’ on its own is NOT sickness absence.

## Has there been a change to the requirement for fit notes?

The temporary change made to the self-certification period for sickness absence, up from 7 days self certification to 28 days has ended on the 26 January 2022. The situation has reverted back to normal, ie; for any sickness absences which start on or after 27th January 2022, the 7 day self-certification period applies.

## A member of staff who tested positive is now signed off with ‘Long Covid’

Most of the employees who are off due to COVID-19 recover well and are fit to return to work within 2 weeks or so. However, based on the national picture we are aware that a small minority of people may suffer longer term symptoms. After 7 days of absence due to sickness, a GP fit note is required. Where staff are off for over 4 weeks due to COVID-19, they should be managed according to the schools ‘Managing Attendance Policy’. This will generally mean setting up an ‘attendance consultation meeting’ with them to discuss their health, look at what support they need, and consider whether a referral to Occupational Health may be helpful.

# Working from home guidance

## Does the ‘working at home’ national guidance apply to schools?

Yes, from time to time the government and or the employer may ask office workers who can work from home to do so. For the majority of roles in a school it is not possible to work from home and these staff should continue to go to their place of work. School leaders are best placed to determine the workforce required to meet the needs of their students and need to consider whether it is possible for specific staff undertaking certain roles to work from home without disruption to face-to-face education.

# Staff COVID-19 Testing in Schools

## Do staff need to continue to take regular Covid lateral flow tests?

From the 24 Feb 2022, there is no longer a LEGAL requirement to self isolate in England. However, there remains until further notice a strong health message to continue to do so.

No, as home testing kits are no longer freely available at no cost, it would be unreasonable to expect regular asymptomatic testing to continue. This is not required following 01 April 2022 either.

## I have a member of staff who refuses to be tested weekly – can I insist they comply?

The short answer is no. The tests are not mandatory for staff. You may wish to encourage them to participate for the benefit of all (but cannot insist that they do).

## A member of staff has had a positive LFD test

Staff with a positive lateral flow test should still self-isolate until further notice. The requirement to obtain a confirmatory PCR test has stopped. They should follow the current isolation guidance and if they produce a negative LFD/Antigen test result on day 5 and day 6 of their self-isolation period – with tests taken 24 hours apart – they will no longer have to self-isolate for the full 10 days. The first test must be taken no earlier than day 5 of the self-isolation period. Where free tests are no longer available, staff should still be encouraged to self isolate for a minimum of 5 days, or longer if symptoms persist.

## Should staff still take part in the asymptomatic testing programme if they have recently tested positive for COVID-19? (in the last 90 days)

If they have tested positive by PCR for COVID-19, they will probably have developed some immunity to the disease. However, it cannot be guaranteed that everyone will develop immunity, or how long it will last. It is possible for PCR tests to remain positive for some time after COVID-19 infection.

Anyone who has previously received a positive COVID-19 PCR test result should not be re-tested within 90 days of that test, unless they develop any new symptoms of COVID-19.

# Covid Vaccination Queries

## Staff going off sick following vaccination

Occasionally people who have received the vaccine may develop some symptoms (e.g. sore arm, feverishness, aches) for up to 48 hours following vaccination. If they feel too unwell to work, they should report in sick in the normal way.

Any absence following a COVID vaccination, including booster, from the 01 April 2022, should now be regarding as ‘normal’ sickness absence. Any previous dispensation does not apply.

## Should I grant paid time off work to go to a vaccination appointment?

Many individuals are being offered the opportunity to make a vaccination appointment via a link and will have a choice of dates and times. Where possible they should secure an appointment outside of their working time or with the minimum possible impact on work. However, it is advised that where they do not have this flexibility, an employee is allowed reasonable time off to attend a vaccination appointment. All employees now have the opportunity to be vaccinated and should be strongly encouraged to do so as soon as possible.

## Can I require staff to declare whether they have been vaccinated?

An employee’s vaccination status is medical information and is therefore considered sensitive personal information. As a result, it is important to ensure you are complying with legal requirements under GDPR about collecting and retaining this information. Under no circumstances should you consider disclosing it to third parties including colleagues, parents etc.

As it currently stands, there is nothing legally to prevent you asking staff to disclose their vaccination status, providing there is a sound rationale to do so based on what you are trying to achieve by collating this data. Whilst it may seem relevant to know vaccine status as part of conducting a risk assessment to ensure health and safety, currently vaccine status does not form part of Government guidance on workplace safety and so it is unlikely that an employer will be able to rely on health and safety arguments to force colleagues to disclose whether or not they have been vaccinated.

This area is subject to change depending on Government advice and any developments on vaccination certification etc.

##

## Can I instruct my staff to take up the vaccine to minimise any risk of infection?

No, vaccination is not mandatory for staff working within schools and you cannot require employees to receive the COVID vaccination. Whilst from November 2021 vaccination will become mandatory for some jobs, there are no plans to do the same for education.

Also, you should proceed with care if you are contemplating making any adjustments to staff deployment or job roles on the basis of vaccination status, as there is the potential for such action to be discriminatory, particularly as there may well be a medical reason why the person is unable to have the vaccination. We would encourage you to contact your HR advisor to discuss any issues of this nature.

# Staff previously considered ‘clinically extremely vulnerable’ (CEV), staff who are pregnant or immunosuppressed and those with other special circumstances

## What is the current advice regarding those previously considered CEV and higher risk staff being in school?

Following clinical advice and the rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable, and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups (for more information and to check who falls within this group please see: [Joint Committee on Vaccination and Immunisation: advice on priority groups for COVID-19 vaccination, 30 December 2020 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/priority-groups-for-coronavirus-covid-19-vaccination-advice-from-the-jcvi-30-december-2020/joint-committee-on-vaccination-and-immunisation-advice-on-priority-groups-for-covid-19-vaccination-30-december-2020#fn:1)), they are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread.

Currently, staff previously identified as higher risk (please access this [link](https://www.gov.uk/government/publications/priority-groups-for-coronavirus-covid-19-vaccination-advice-from-the-jcvi-30-december-2020/joint-committee-on-vaccination-and-immunisation-advice-on-priority-groups-for-covid-19-vaccination-30-december-2020#fn:1) to confirm whether your member of staff is within this group) are advised to follow the same guidance as everyone else but to consider additional precautions, which may involve continuing with the measures that have generally been stood down e.g. social distancing, etc. This means that they can work in school subject to the completion or review of a COVID-19 individual risk assessment, which takes account of:

* The individual’s vaccination status
* Ensuring the working environment is as ‘Covid-safe’ as possible.
* Risk of coming into contact with Covid cases
* Whether some adjustments to duties may be appropriate
* Regular review to take account of the levels of Covid cases in the community

Those who have other risk factors, for example colleagues who are immunosuppressed – (please see the HSE for the most update list via this [link](https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm)). Immunosuppressed colleagues should also refer to the specific government advice which can be accessed using this [link](https://www.gov.uk/government/publications/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk/covid-19-guidance-for-people-whose-immune-system-means-they-are-at-higher-risk).

The recommended COVID-19 individual risk assessment form and guidance is available from the Health and Safety Service.

## What if an employee lives with someone who was previously categorised as extremely clinically vulnerable or high risk?

Household members of someone who was considered extremely clinically vulnerable or higher risk should attend work as normal.

## My member of staff has a letter from a medical professional stating that they should not attend the workplace because the risk of COVID-19 is too high. What is the advice from the Local Authority in this situation?

Where a certified medical professional advises that a higher risk person should not attend the workplace on account of their specific condition and the risk of COVID-19 we suggest that this should be given significant weight in undertaking an Individual Risk Assessment. In this situation, the Local Authority encourages schools to facilitate a means of ensuring that individual is not required to attend the workplace and can work from home wherever possible.

## What do I need to consider for pregnant members of staff?

All pregnant women [regardless of vaccine status] should have a COVID-19 Individual Risk Assessment in place as well as ensuring the usual “New & Expectant Mother Risk Assessment” is completed.

Pregnant women who are unvaccinated or not fully vaccinated, ie; without 2 vaccinations, plus a ‘booster’, should be encouraged as far as possible to begin or lift their vaccination status to the ‘norm’, ie; double vaccinations plus a ‘booster’. Medical studies have shown that there is NO increased risk from receiving a COVID-19 vaccination compared to the non-pregnant adult population.

In circumstances where pregnant women remain unvaccinated or not fully vaccinated a more cautionary approach should be taken. This includes in addition to the Risk Assessments mentioned already; wearing a mask in crowded or enclosed spaces and or coming into contact with people they wouldn’t normally meet.

For ALL those pregnant at and beyond 26 weeks schools should also take into account whether additional measures are possible; adequate or improved ventilation, continuing to deliver good hygiene and cleaning regimes and the encouragement of regular LFD testing before coming into work and school for pregnant staff.

## An employee needs time off because their child has tested positive and has to isolate

It is important to recognise that the employee is not absent from work on account of having to self-isolate but to undertake childcare, assuming they are not recommended to self isolate and they themselves have not tested positive.

From the 24 Feb 2022, there is no longer a LEGAL requirement to self isolate in England. However, there remains until further notice a strong health message to continue to do so. Therefore, where an employee requires time off to look after a child who has tested positive for COVID-19 and the child is asked to self-isolate, a discussion should take place with the Headteacher to explore how much of the child’s isolation period [refer to specific isolation advice at the time] the employee requires off work due to childcare, taking into consideration if there is someone else who can share the childcare responsibilities.

Depending upon the role the individual undertakes in school, it may be possible for School to accommodate some or all the time working from home. Where this is not possible, the leave policy adopted by the school will have provision for compassionate leave, which can be used in a ‘challenging life event’ such as this, which affords up to 5 days paid leave. For the remainder of the period of self-isolation of the child, if additional time is necessary and if the employee is unable to work due to childcare, this would usually be unpaid. Therefore, the time away from school site is likely to be a combination of working from home, paid and unpaid leave.

# Employee support

## How do I engage with my staff to understand their personal situations and anxieties and provide suitable support?

If staff are expressing particular concerns and anxieties over being in work, you may find the following sheet of tips helpful : [Constructive conversations to support staff attendance and wellbeing](#Constructive).

If employees have personal health issues or risk factors such as age, ethnicity, which they are concerned about, an individual COVID-19 risk assessment should be undertaken in discussion with the employee. This will help identify any measures required to minimise the risk to the individual. It will also reassure the employee about the actions the school will be taking – please contact Health and Safety Services for the individual risk assessment and accompanying guidance. Appropriate support will vary depending on an individual’s circumstances but it is important to remember that in most schools, staff will have access to an employee assistance programme and they should be directed to make contact with that service. For example, many schools will use Health Assured, who can be contacted on 0800 030 5182; this is free at the point of use, providing confidential life management and personal support services to the employee and their immediate family who live with them.

If an employee is a member of a union, school leaders may also wish to encourage them to contact their union representative to discuss their concerns and access additional support.

## What is the advice where a member of staff is refusing to work in school?

It is natural that some staff will be worried about coming into school even if the risks for them are very low. You will know your staff best and so will be in the best position to work out how to proceed in individual cases. We are working in an unprecedented context, and more reassurance and discussion than usual may be required. It is always best, if at all possible, to work out a sensible way forward in individual cases that acknowledges any specific anxieties but which also enables the school’s responsibilities to be effectively discharged.

Circumstances for this refusal will vary, so consider these matters sensitively on a case by case basis.

For further detail see [Guidance for Staff with Special Circumstances](#_Guidance_on_Staff)

## Are there any resources we can access to support staff wellbeing?

All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the [extra mental health support for pupils and teachers](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers) is available.

NEOST have developed a wellbeing guide for staff working in schools and trusts which cover psychological wellbeing tips, building resilience and also the importance of self-care. You can access this [here](#NEOST).

MindEd have also developed a [coronavirus (COVID-19) staff resilience hub](https://covid.minded.org.uk/) with advice and tips for frontline staff.

Updated 08.03.22

## Where else can staff go to access help and advice?

A number of resources are available for staff [here](https://cyps.northyorks.gov.uk/covid-19-human-resources).  These continue to be updated and added to on a regular basis.

## Where can staff access specialist bereavement support?

It is never easy to talk about death but this is a subject that many people have had to deal with over the past months. Whether this is in relation to their own family and friends, supporting others who have suffered a bereavement, the possibility of the death of a work colleague or just thinking about their own mortality, everyone is likely to be affected.

The [HR COVID-19 section](https://cyps.northyorks.gov.uk/covid-19-human-resources) of the CYPS website has links to a range of information about the support available for individuals, advice on supporting others and information about dealing with the practical arrangements associated with a bereavement.

For most NYCC school employees or MATs who purchase the NY Health and Wellbeing Service, the *Health Assured* Employee Assistance Programme is also available by accessing the [Health Assured](https://healthassuredeap.co.uk/home/) website or by phone on **0800 030 5182. The user name is Northyorkshire and the password is Council.**

#

# Other Staffing Queries: Recruitment, Terms and Conditions etc

**What are the HR and employment implications of employing ‘Academic Mentors’ and ‘School led Tutors’?**

There are schemes available to help schools support pupils education lost due to the COVID-19 pandemic – School Led Tutoring and Academic Mentors. Both of these schemes generate some questions for schools about how to employ staff into these roles as neither fit neatly into typical school staffing arrangements.

**School led Tutors:**

A number of schools are deploying existing staff into these roles or recruiting new staff. If you are using this scheme and employing Tutors directly, there is more information available from HYES HR, see the CYPS.info website for more information - [School Led Tutoring guidance.](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcyps.northyorks.gov.uk%2Fsites%2Fdefault%2Ffiles%2FHuman%2520resources%2FAttendance%2FSchool-led%2520tutoring%252018.2.21.docx&wdOrigin=BROWSELINK)

**Academic Mentors:**

Academic mentors are school staff, usually graduates or teachers [but must at least be qualified with 3 A levels at grade C or higher PLUS English and Maths GCSE’s grade 4 or C or higher, equivalents are acceptable] who undergo intensive training before being placed in a school. They are salaried employees that will work alongside existing school staff to provide subject-specific work, revision lessons and additional support. Again, there are qualifying criteria that apply in terms of the government scheme and schools will need to be aware of these. If you wish to or are utilising this scheme or recruiting to this role directly, see the guidance on the options and for the HR implications, again available from CYPS.info here - [Academic Mentors guidance](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fcyps.northyorks.gov.uk%2Fsites%2Fdefault%2Ffiles%2FHuman%2520resources%2FAcademic%2520Mentors%2520in%2520schools%2520UPDATED%252028.09.22.docx&wdOrigin=BROWSELINK)

## Is there a deployment situation/issue where teachers may be asked to cover other subjects etc.?

Headteachers will need to juggle timetables and staff availability to get the best fit of subject coverage. If staff are being approached to cover duties, including subjects, that are not part of their normal job role, then this needs to be agreed with them on a voluntary basis.

## Can I ask Teaching Assistants to lead a group of children?

Any ‘group leading’ under a teacher’s direction should be agreed in advance with the teaching assistant. Be mindful that the Professional Associations including UNISON maintain a position that general and advanced teaching assistants should not cover for teacher shortages, and normal supply or SLT cover should be used.

Note that HLTAs can already be required to take the whole class in the short-term (one week / single days) absence of the regular teacher.

## What checks do we need to complete for staff who are loaned from another school?

Where schools collaborate and children and/or staff from multiple settings are clustered in one place, the principles in [Keeping Children Safe in Education (KCSIE)](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) and the guidance [Coronavirus (COVID-19): safeguarding in schools, college and other providers](https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers), apply.

Regarding members of the school workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school to support the care of children. The type of setting on the DBS check, for example a specific category of school, is not a barrier. The receiving institution should risk assess as they would for a volunteer.

It is advised that during this period, schools consider accepting portability in line with the above, as long as the current employer confirms in writing that:

• the individual has been subject to an enhanced DBS and children’s barred list check

• there are no known concerns about the individual’s suitability to work with children

• there is no ongoing disciplinary investigation relating to that individual

Whilst the onus remains on school to satisfy themselves that someone in their setting has had the required checks, including as required those set out in part 3 of KCSIE, in the above scenario this can be achieved, if the receiving institution chooses to, via seeking assurance from the current employer rather than requiring new checks.

Where schools are utilising volunteers, they should continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

## If staff from another school are temporarily working in school, what are the implications for the Single Central Record (SCR) during this period?

During this difficult period, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, the DfE's guidance states that schools must continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 of KCSIE.

Schools should ensure there is a record of which staff are onsite daily either on the SCR or separately.

##

## In terms of safeguarding, what induction needs to be completed for staff who have been loaned from another school?

The existing school's workforce may move between schools on a temporary basis in response to COVID-19. The receiving school should judge, on a case-by-case basis, the level of safeguarding induction required. In most cases, the existing workforce will already have received appropriate safeguarding training and all they will require is a copy of the receiving setting’s child protection policy, confirmation of local processes and confirmation of DSL arrangements. All staff working in school must know who to report concerns about a child or about a member of staff or volunteer who may pose a safeguarding risk to children.

##

## What kind of work could I ask staff to do from home?

Employees can be asked to undertake any of their normal duties whilst at home, including but not limited to:

* Plan and prepare lessons from home
* Produce learning resources
* Prepare online resources for pupils to access so learning can continue from home
* Undertake mandatory training updates
* Produce pupil reports
* Undertake marking for work which could be emailed to them.
* Project work
* Deal with pupil queries either by phone or email
* Help with management workload where possible. (i.e. collecting info for Head/SLT, writing reports etc . . .

Depending on the circumstances, it may be appropriate for managers and employees to discuss and agree any appropriate flexibility which can be accommodated to ‘normal work times’ where necessary, for example where an employee is looking after an isolating child during the day or where there are any peak time local broadband issues.

## What should staff be mindful of if being asked to work from home?

There is useful, detailed guidance on most union websites that will inform some of the considerations when staff are working from home. Some of the key themes to bear in mind are:

* Ensuring you are comfortable (posture, back support, adequate lighting, and suitable IT kit).
* Working hours, especially if you have young children at home for whom you are caring requiring consideration.
* Ensure you take regular breaks, ideally 5-10 minutes every hour, and a proper break for lunch. Include getting some fresh air and exercise during the day.
* Still socialise with colleagues. Working at home shouldn’t mean you feel like you are isolated.
* Know when to stop, e.g. observe any email protocols the school has agreed. It is important to rest and relax outside of your set hours.
* Agree what can and cannot be achieved through remote education and blended learning (it is not appropriate to expect the same outcomes as for face-to face teaching)
* Ensure that lesson resources cannot be misused or misinterpreted (pay particular attention to the fact that online resources might be viewed by younger children).
* Schools must ensure that staff receive training and development to help them plan for and deliver remote education effectively.
* Due consideration of privacy and data protection if/when ‘live teaching’ to pupils. Observe any school protocols setting out how live lessons will be conducted.
* Ensure ongoing consideration of the physical and mental health and wellbeing of staff who are working from home.

The homeworking risk assessment is available at <https://cyps.northyorks.gov.uk/covid-19-human-resources>.

## Will supply staff, who are off sick or self-isolating, be paid sick pay?

This will depend on the contractual arrangements of the worker and how long and how frequently they have worked for the employer. For maintained schools the employer will be the Local Authority and not the individual school, so, whilst an individual may have only worked in a school once, they may work in other LA schools which could affect their eligibility for sick pay if they fall ill with the virus

Where a casual/supply worker who is due to work notifies the school that they are sick or required to self-isolate, the school is advised to contact ESS to determine if SSP is payable. ESS will be able to view the individuals work pattern at other local schools and advise if the earnings threshold has been met.

## Are there any changes to how we conduct pre-employment checks?

When recruiting, schools must continue to adhere to the legal requirements regarding pre-appointment checks.

## What are the implications for safer recruitment, including DBS checks?

It remains essential that people who are unsuitable are not allowed to enter the children’s workforce or gain access to children. If schools are recruiting new staff, they should continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of KCSIE. In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its [guidance on standard and enhanced DBS ID checking](https://www.gov.uk/government/news/covid-19-changes-to-standard-and-enhanced-id-checking-guidelines) to minimise the need for face-to-face contact.

## What is the impact of the quarantine rules on booking foreign holidays?

The rules on foreign travel have been subject to regular change and this appears likely to continue for the foreseeable future. Please check the Government guidance via this [link](https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19)

From the 18 March 2022 onwards, there is now NO requirement on RETURN to UK to undergo any COVID-19 test OR to complete a Passenger Locator Form OR to perform any kind of isolation. This is relevant to BOTH fully, part and unvaccinated travellers.

In essence, there are now NO restrictions on travel INTO the UK.

However, travellers should still note that there may well continue to be COVID-19 restrictions in place at DESTINATIONS going out FROM the UK.

The Government has said it will retain and implement contingency plans and measures for foreign travel should this prove necessary, ie; a new COVID-19 variant appears. More information can be accessed [here](https://cyps.northyorks.gov.uk/covid-19-human-resources)

Employees working in schools are required to take their holidays during school closure periods and this includes any required quarantine period before or following a foreign holiday, where applicable.  Schools are under no obligation to agree leave to cover quarantine time if it runs over into term time. The employee will not be entitled to sick pay or any other pay for the period.

Headteachers should use their discretion to agree individual arrangements with employees if, for example, the foreign travel is to attend the funeral of a close relative or if it will be possible for the employee to work from home during any required quarantine period. With any discussion about an employee’s travel plans, *agreement must be reached around how any quarantine period will be covered* ***before*** *the leave takes place.*

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# Linked Documents

## Guidance on Staff with Special Circumstances

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## Guidance on Self-Isolation and Quarantine due to COVID-19

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## NYHR Constructive Conversations to Support



## NEOST Staff Wellbeing Guide for Schools & Trusts

