**STAFFING IN SCHOOLS – MAY 2020 – ABSENCE AND ATTENDANCE**

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|  | CATEGORY | GUIDANCE | COMMENTS |
|  | STAFF WHO ARE SYMPTOMATIC WITH COVID SYMPTONS | If you have these symptoms, however mild, stay at home (self-isolate) and do not leave your house for 7 days from when your symptoms started.  This guidance provides links to a number of Gov UK guidance documents including a link for educational settings  <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>  As essential workers, testing for staff in this category is available <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>  **These staff should not be at school** | Enter details of absence on ITrent system or your own HR system  When or if the member of staff feels well during this period then they can work from home.  With regards returning to work we have replicated some advice provided by PH  ***website*** [*https://self-referral.test-for-coronavirus.service.gov.uk/*](https://self-referral.test-for-coronavirus.service.gov.uk/)  *If you're an essential worker who is self-isolating (not able to leave home), you can now apply for you and your household to get tested for coronavirus (COVID-19).*  *If your test result turns out to be negative, you can safely return to work, as long as:*   * *you are well enough* * *you have not had a high temperature for 48 hours* * *anyone you live with also tests negative* |
|  | STAFF WHO HAVE A MEMBER OF THEIR HOUSEHOLD WHO IS SYMPTOMATIC WITH COVID SYMPTONS | If a member of your household has symptoms you should stay at home (self-isolate) for 14 days from the date when the household member first had symptoms.  Please refer to the link in the box above for Gov UK guidance.  As essential workers, testing for staff in this category is available <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>  In addition please see the diagram below to help understanding of the self-isolating process    **These staff should not be at school.** | Enter details of absence on ITrent system or your own HR system  These staff can be asked to work from home.  With regards returning to work we have replicated some advice provided by PH  ***website*** [*https://self-referral.test-for-coronavirus.service.gov.uk/*](https://self-referral.test-for-coronavirus.service.gov.uk/)  *If you're an essential worker who is self-isolating (not able to leave home), you can now apply for you and your household to get tested for coronavirus (COVID-19).*  *If your test result turns out to be negative, you can safely return to work, as long as:*   * *you are well enough* * *you have not had a high temperature for 48 hours*   *anyone you live with also tests negative* |
|  | STAFF WHO HAVE BEEN DIAGNOSED WITH COVID 19 | Follow Medical Advice and refer to the guidance below  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  **These staff should not be at school** | Enter details of absence on ITrent system or your own HR system  If a member of staff has been diagnosed with Covid 19 and has recently been in school and potentially been in contact with other staff members and pupils, please read the relevant section of the guidance document in this link. The guidance also provides information about measures to take when a member of staff has had close contact with a child who has been diagnosed with Covid 19.  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> |
|  | STAFF WHO HAVE MEMBERS OF THEIR HOUSEHOLD WHO HAS BEEN DIAGNOSED WITH COVID 19 | Follow guidance below on self-isolation  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>  As essential workers, testing for staff in this category is available <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>  **These staff should not be at school** | Enter details of absence on ITrent system or your own HR system  These staff can be asked to work from home  In addition please see the diagram below to help understanding of the self-isolating process |
|  | STAFF WHO ARE IDENTIFIED AS BEING IN THE CLINICALLY EXTREMELY VULNERABLE & SHIELDED GROUP | Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work. The DfE guidance that supports this approach is on this link  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults>  **These staff should not be at school** | Please ask staff to consider the following advice if they have received a letter to confirm that they are clinically extremely vulnerable and need to shield  The guidance in the link below provides a list of those who would be classified as clinically extremely vulnerable. If you have a member of staff who feels they are in this category but have not received a letter they should be encouraged to contact their GP or other medical adviser/specialist urgently.  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  These staff can be asked, if they are well, to work from home. |
|  | STAFF WHO HAVE A MEMBER OF THEIR HOUSEHOLD WHO ARE IDENTIFIED AS BEING ON THE CLINICALLY EXTREMELY VULNERABLE & SHIELDED GROUP | If a staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to.  The DfE guidance that supports this approach is on this link  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults> | Those classified as clinically extremely vulnerable are listed on the link in the box above.  These staff can be asked, if they are well, to work from home.  These staff can only attend work if an individual risk assessment is undertaken that clearly demonstrates that it is considered safe for them to return as stringent social distancing measures can be observed. |
|  | STAFF WHO ARE IDENTIFIED AS BEING IN THE CLINICALLY VULNERABLE GROUP | Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the [Staying at home and away from others (social distancing) guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people) have been advised to take extra care in observing social distancing and should work from home where possible.  Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. | These staff can be asked, if they are well, to work from home.  At this time and mindful of current advice these staff should work from home. The current DfE guidance (see link below) does say that if they cannot work from home they can be offered the safest available on-site roles and this should involve an individual risk assessment that clearly demonstrates that it is considered safe for them to return.  <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> |
|  | STAFF WHO HAVE A MEMBER OF THEIR HOUSEHOLD WHO ARE IDENTIFIED AS BEING IN THE CLINICALLY VULNERABLE GROUP | If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.  The DfE guidance that supports this approach is on this link <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults> |  |
|  | STAFF WHO ARE SICK WITH A NON COVID RELATED ILLNESS OR ABSENCE | Follow Standard sickness absence procedures | Enter details of absence on ITrent system or your own HR system  Follow processes including referral to OH if appropriate.  Continue to talk to HR about the management of these absences during these exceptional times.  Understand that there may be a delay in obtaining medical certificates at this time |
|  | STAFF WHO ARE RELUCTANT TO ATTEND WORK DUE TO ANXIETY FOR THEIR OWN SAFETY RELATED TO COVID 19 | Supportive approach to be taken to understand the concerns of the employee.  Reassure, support and identify how/if you can relieve anxiety or provide reassurance.  Consult HR on a case by case basis.  Consider advising that they seek medical advice if anxiety severe.  Before reaching a point where consideration of any formal action including reference to a breach of contractual obligation discuss with HR. | Wellbeing resources to provide support and help can be found on this link  <https://www.egfl.org.uk/sites/default/files/Main/Staff%20Wellbeing.pdf>  This could include staff from a BAME background who may have concerns and in these circumstances we would ask that headteachers/managers have a conversation (framed within a confidential and sensitive approach) with the member of staff to understand their concerns. |
|  | STAFF WHO WILL NOT ATTEND WORK DUE TO ANXIETY ABOUT TRANSMITTING THE VIRUS TO CLINICALLY VULNERABLE AND CLINICALLY EXTREMELY VULNERABLE HOUSEHOLD MEMBERS | See 6 above for staff living with clinically extremely vulnerable household member  Supportive approach to be taken to understand concerns of employee.  Reassure, support and identify how/if you can relieve anxiety.  Consult HR on a case by case basis.  Consider advising that they seek medical advice if anxiety severe.  Before reaching a point where consideration of any formal action including reference to a breach of contractual obligation discuss with HR. | Wellbeing resources to provide support and help can be found on this link  <https://www.egfl.org.uk/sites/default/files/Main/Staff%20Wellbeing.pdf> |
|  | STAFF WHO CANNOT ATTEND WORK DUE TO CHILDCARE RESPONSIBILITIES | Check and understand background to childcare concerns. Do they have a breakdown in childcare provision?  Can they use key worker provision (even in own school)?  Do you need to be more flexible (eg with working hours) to support them being able to work? | Can they work from home  Consult with HR on a case by case basis |
|  | STAFF WHO DO NOT ATTEND WORK DUE TO CONCERNS OVER USING PUBLIC TRANSPORT | Can they use another form of transport to get to work, cycle, walk, car?  Govt advice currently is to avoid using Public transport if possible, if not observe social distancing rules and wear a face mask.  To what extent is it possible to review hours to support travel outside peak times. This may be possible for some staff but not others. | Check any parking dispensations that still apply for key workers  Is it possible to consider Work from home?  Consider Govt advice - <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> |
|  | STAFF WHO HAVE CARING RESPONSIBILITIES FOR (a) CLINICALLY EXTREMELY VULNERABLE OR (b) CLINICALLY VULNERABLE HOUSEHOLD MEMBERS  ‘ | Consider the different approaches in 6 and 8 above for staff in these categories.  Please discuss these on a case by case basis with HR.  Need to ascertain if the caring responsibilities arise as a result of the current pandemic.  May need to consider some form of special leave, which may be a mixture of paid and unpaid. | See advice for member of staff on this link <https://www.gov.uk/government/publications/coronavirus-covid-19-providing-unpaid-care> |
|  | STAFF WHO HAVE EXPERIENCED A BEREAVEMENT LINKED TO COVID 19 | Bereavement Leave Provisions to be applied.  Discuss with HR | Please refer to guidance on this link  <https://www.london.gov.uk/coronavirus/how-cope-bereavement-and-grief-during-coronavirus-outbreak> |
|  | Staff who have other paid employment as ‘Carers’ and work with CLINICALLY EXTREMELY VULNERABLE & SHIELDED GROUP & CLINICALLY VULNERABLE people | These staff may ask not to attend work due to their other paid employment.  In these circumstances a period of unpaid leave can be granted at the school’s discretion and subject to a timescale for review being in place. |  |

Schools are able to request evidence from an employee to support their absence from school, much the same as they would receive a medical certificate to cover sickness absence, subject to the following:

1. A consistent approach must be maintained, please do not ask some staff for evidence but not others
2. Any information received must be treated in strictest confidence and not shared with other staff
3. In some instances, staff may not be able to provide evidence (e.g. someone who is symptomatic and self-isolating) and those reporting in these circumstances should be accepted on face value