

OFFICIAL SENSITIVE

CORONAVIRUS – COVID-19

SCHOOL GUIDANCE BRIEFING 6th July 2020

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| 1 Urgent Reminder: Vulnerable Children Spreadsheet | 2 GCC Update: Completing a CV-19 individual vulnerability risk assessment |
| 3 GCC Update: Update from Caterlink | 4 GCC Update: Occupational Health Support |
| 5 GCC Guidance: Parent Pay | |

1. Urgent Reminder: Vulnerable Children Spreadsheet

An urgent reminder that the spreadsheet through which you identified the attendance status of vulnerable children in your school needs to be updated and resubmitted to the [education data hub](#) when there are any changes to attendance. It is essential that we have oversight of the attendance of vulnerable children in the county. This is an Ofsted and DfE expectation, but more importantly enables us to see where children have been out of education for a long period of time and target support.

2. GCC Update: Completing a CV-19 individual vulnerability risk assessment

Attached with this briefing you will find an updated flowchart that outlines the process for completing CV-19 individual vulnerability risk assessment. This process should be followed **after** completion of the [SHE CV-19 risk assessment](#) and only if you have identified an employee who may be classed as vulnerable.

Please refer to the [managers checklist flowchart for individual vulnerability risk assessments](#) and guidance. You must complete the risk assessment flowchart and share with the individual.

Call the OH Helpline on 01452 425073, selecting Option 2, who will advise if you need to refer to [Occupational Health online](#) if you are unable to minimise risk through existing control measures.

3. GCC Update: Update from Caterlink

Please find attached with this email the school meals menu for September from Caterlink.

To ensure the health and safety of your children, school staff and the kitchen staff this menu has been designed to ensure compliance with the current Covid 19 government guidelines. The menu meets the school food standards and includes locally sourced quality produce.

It is a 2 choice menu with a meat and non meat option offered daily. Bread, salad and other self serve items will not be offered. Fruit will be available as a pudding option.

Because of the social distancing requirements within kitchens it will not be possible to make changes to this menu.

Please be assured that special diets will still be catered for. All special diets must be registered with Caterlink before a child can be offered a school meal and the form for parents to complete can be found on [the Caterlink website](#).

The menu will be reviewed at October half term and if the government guidelines have changed to make it possible we will revert to the usual 3 choice menu.

4. GCC Update: Occupational Health Support

Are you are members of your team feeling emotionally exhausted? Are you coping with or supporting someone through bereavement and grief? Have a look at our new resources for school staff.

Occupational Health have produced some resources to help school **staff** cope with the pressures of the current Coronavirus outbreak. These are available on Schoolsnet by following the links below, please make staff aware of the support that is available to them.

Emotional Support Package

Our mental health is influenced by the situations we face every day. It is understandable and perfectly normal if we find the lockdown and the challenges we face at home or at work are having an effect on our own mental wellbeing. The [Emotional Support Package](#) pages give details of the support available from Occupational Health. If you have any queries contact us on ohu@gloucestershire.gov.uk

Mental Health Factsheets

We have also produced a series of **Mental Health Factsheets for staff**.

They each contain details on

- Signs and symptoms
- Self care tips and advice
- Where to turn for support

The first three fact sheets are entitled **Bereavement and Grief, Emotional Burnout** and **End of the Working Day 'Checking Out'**

Please click and follow the link to view the first three factsheets.

[Further Support - Mental Health factsheets](#)

- [Bereavement and grief](#), for any of us affected by the loss of a colleague or loved one
- [Emotional burnout](#), for any of us feeling fatigued by recent events or for colleagues working in front line roles

- End of the working day 'checking out', self care tips for a healthy work life balance, whether working from home or in a front line role during Covid-19

5. GCC Guidance: Parent Pay

Attached with this briefing is an update regarding the Parent Pay system. This is important as it outlines actions that schools need to take to ensure that there are adequate funds available.