

Additional Guidance for Vulnerable and Pregnant Staff in Schools

Schools should ensure they have in place an individual risk assessment for pregnant staff and for clinically vulnerable staff. Where medical advice from a Doctor or Midwife suggests that a pregnant or other clinically vulnerable member of staff should not continue with classroom duties or with other roles involving face to face work or working on the school site, a letter to confirm this should be provided by the employee wherever possible. The school should then immediately refer the member of staff to their Occupational Health provider submitting a copy of the medical advice, the overall COVID-19 risk assessment for the school and the risk assessment for the employee for consideration.

Where it is advised by Occupational Health that the member of staff should self-isolate from the school site or that redeployment to another role should be considered, they will continue to receive full pay. Members of staff advised to self-isolate from the school site will be expected to work from home to support the school's strategy on remote learning or any other activities that can be undertaken remotely.

Pregnant staff will not be required to move the start date for their maternity leave in order to self-isolate from the school site. However the usual provisions for commencing maternity leave early will still apply for members of staff who are on sick leave for pregnancy-related illness in the last four weeks before their expected week of confinement.

Schools should seek advice from their HR Advisory and Finance providers for further guidance on these cases and to explore both eligibility and the process for claiming the costs of cover for members of staff who come within the scope of this guidance.