

Great Hockham Primary School & Nursery



Coronavirus (COVID-19): Contingency Plan

Author/Edited by	Natasha Hall Based upon SchoolBus Template policy
Date	8 th January 2022
Executive summary	This policy has been reviewed by staff
Review body	H & S SET lead: Chris Lloyd Safeguarding Governor
Endorsed by	Governing body
Review frequency & next review date	Live policy
Comments	This policy is available on our school website and is available on request from the school office. This policy will be reviewed in full by the Governing Body

Amendments made to the policy

Date	Change	Reason

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1. The aim of this plan

- 1.1. If our school or local area sees an extremely high prevalence of coronavirus (COVID-19) infection rates and existing measures in our community have failed to reduce this, the appropriate authorities will decide which additional measures to implement to help contain the spread. These measures may involve implementing a number of restrictions, which could include the partial closure of schools and childcare settings in our area. Measures may also be necessary to help minimise the impact from new coronavirus variants.
- 1.2. This contingency plan, also known as an 'outbreak management plan', outlines how the school will operate if further restrictions are implemented. The school will work closely with the local health protection team (HPT) and implement provisions as advised by the team.
- 1.3. This is a live document that will be reviewed by the headteacher, in conjunction with other key stakeholders, as and when the situation develops.

2. Restrictions to attendance

- 2.1. The government has advised that all schools should continue to operate as normal and that all pupils should attend school unless required to self-isolate.
- 2.2. The contingency framework is designed to act as a containment measure where:
 - 2.2.1. There is an extremely high prevalence of coronavirus.

- 2.2.2. Other measures have already been implemented.
- 2.2.3. There is a need to minimise the impact from a new coronavirus variant.
- 2.3. Restrictive attendance measures, of the kind set out in the contingency framework, must not be implemented by schools without the explicit agreement of the DfE.
- 2.4. Restricting attendance in any form will only be used as a last resort, initiated following a ministerial decision. Where restrictions to attendance are implemented following government advice, they will be kept to a minimum, allowing for the maximum number of pupils to attend education; however, in all circumstances, priority will be given to vulnerable pupils and the children of critical workers to attend full time.
- 2.5. As part of their outbreak management responsibilities, LAs, Directors of Public Health, and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.
- 2.6. Where LAs judge that wider containment action is needed and wish to limit attendance within an area, they will work with their Regional Partnership Team to escalate a proposal to the central Local Action Committee command structure.
- 2.7. Unless advised otherwise, the school will allow all pupils to attend. If the contingency framework is implemented, the school will only allow the following pupils to attend on-site provision:
 - 2.7.1. Vulnerable pupils
 - 2.7.2. Children of critical workers
 - 2.7.3. Pupils in Reception and Years 1 and 2, where advised by the DfE
- 2.8. High-quality remote education will be provided for all pupils not in attendance, in line with the Pupil Remote Learning Policy.
- 2.9. The school will lift restrictions as soon as it is advised by the government that it is appropriate to do so.

3. Infection prevention and control

- 3.1. **Any member of the school community who displays symptoms of coronavirus will be required to self-isolate and encouraged to get a confirmatory polymerase chain reaction (PCR) test.** Tests can be booked online or ordered by telephone via NHS 119.
- 3.2. All schools are currently being provided with rapid-result lateral flow device (LFD) testing kits, which include PPE, to identify asymptomatic cases of coronavirus. Where a member of staff test positive they should follow current government advice regarding further testing and self-isolation.
- 3.3. If a variant of coronavirus classed as a variant of concern (VoC) is identified within the school's geographical area, the school will partake in targeted testing by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases. The school will also adhere to advice from Directors of Public Health in relation to the temporary reintroduction of face coverings.
- 3.4. If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection. If the supervising member of staff is unable to socially distance, e.g. due to the pupil's age or needs, they will wear PPE.
- 3.5. After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested with a confirmatory PCR

test as soon as possible. The pupil will be required to self-isolate in line with current government guidance – remote education will be arranged for them immediately.

- 3.6. If a staff member develops symptoms while on site, they will be directed to go home immediately to self-isolate and to get a PCR test. Cover arrangements will be put in place.
- **. If you live with or have been in contact with someone with COVID-19, you will not need to self-isolate if any of the following apply:** you're fully vaccinated – this means 14 days have passed since your final dose of an approved COVID-19 vaccine
 - you're under 18 years and 6 months old
 - you're taking part or have taken part in an approved COVID-19 vaccine trial
 - you're not able to get vaccinated for medical reasons

Even if you do not have symptoms, you're strongly advised to:

- do daily rapid lateral flow tests (1 a day for 7 days), if you're fully vaccinated, to protect yourself and others from COVID-19

- 3.7. Adults who have received their second dose of the vaccine will need to continue to follow the same rules as unvaccinated adults until two weeks after their second dose. Unvaccinated adults and adults who have only had one dose of the vaccine will need to continue to follow the rules on self-isolation if they have been identified as a close contact of a positive case.
- 3.8. Those aged 18 will continue to follow the same rules as under-18s until six months after their 18th birthday, when they will begin to follow the self-isolation rules for adults.
- 3.9. **If an individual tests positive, the school will contact the DfE Helpline on 0800 046 8687 and select Option 1, where a team of NHS advisers will decide what action is needed based on the latest public health advice. The school will follow the expert advice, which could include working with the local HPT if the situation is escalated by the advisers.**
- 3.10. The individual's close contacts at school – where they do not fulfil the criteria outlined in this section of the contingency plan– will be sent home to self-isolate for 10 days and encouraged to get a PCR test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate. In some circumstances it may be possible to reduce the isolation period for the positive case only to 7 days. See <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/> for more information.
- 3.11. As the result of an outbreak during step 4 of the coronavirus recovery roadmap, a temporary requirement could be implemented for staff to resume wearing face coverings in areas other than crowded spaces where they are likely to come into contact with others they would not normally meet. This may include face coverings being reintroduced in communal areas and classrooms for members of staff. The school may also be required to reintroduce the use of bubbles in order to resume social distancing and limit the transmission of coronavirus. The school will adhere to any conditions set out by the local HPT.

4. Transport

- 4.1. Pupils and staff attending school will be encouraged to walk or cycle wherever possible and to avoid public transport. If pupils and staff need to use public transport, they may be required to wear a face covering while travelling, unless exempt.
- 4.2. If directed, pupils and staff may also need to resume mandatory wearing of face coverings on dedicated school transport unless they are exempt in line with government guidance, e.g. due to a disability.

5. Teaching and learning

- 5.1. If restrictions to on-site education are required, the school will offer immediate access to high-quality remote education for all pupils who are required to remain at home. All remote learning will be delivered in line with the school's Remote Learning Policy.
- 5.2. Where advised during a local outbreak, further restrictions may be enforced with regards to certain musical and drama activities, e.g. singing, for pupils attending on-site provision, to help reduce the risk of transmitting coronavirus via aerosols. Restrictions may also be reintroduced to contact and indoor sports. The school will follow the advice provided by the local HPT.

6. Returning to school

- 6.1. The headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.
- 6.2. The headteacher will inform staff, pupils and parents, prior to the return to school, whether any further restrictions, such as the use of bubbles and face coverings, have been resumed.
- 6.3. After a period of self-isolation, or the relaxation of restrictions, the headteacher will inform parents when their child will return to school.
- 6.4. The headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.
- 6.5. Any positive case returning to school under the 7 day isolation period concession (See 3.11 above) shall confirm in writing they have met the LFT testing requirements e.g. two negative lateral flow tests on day 6 and 7 of the isolation period.

7. Exams and assessments

- 7.1. The school will remain open for any exams and assessments planned in line with current government guidance.
- 7.2. Wherever necessary, the school will implement additional mitigations to ensure the safe delivery of exams and assessments, which may include:

- 7.2.1. Wearing face coverings in communal areas, where directed.
- 7.2.2. Two-metre spacing between all desks, where directed.
- 7.2.3. Additional controls for candidates who are classed as clinically extremely vulnerable. This may include measures such as seating them in a separate room to other candidates or, in exceptional circumstances, at the candidate's home.

8. Safeguarding

- 8.1. Ensuring safeguarding arrangements remain effective during periods of restricted attendance is a key priority. Our Child Protection and Safeguarding Policy has been updated to include provisions for keeping pupils safe during the coronavirus pandemic, both at home and in school – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.
- 8.2. We will continue to ensure that:
 - 8.2.1. The best interests of pupils always come first.
 - 8.2.2. If anyone in the school has a safeguarding concern about a pupil, they act immediately.
 - 8.2.3. A DSL or deputy DSL is always available.
 - 8.2.4. Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
 - 8.2.5. Pupils who remain at home are protected when they are online.
 - 8.2.6. A trained DSL or deputy will remain on-site where possible. Where this is not possible, e.g. they are required to self-isolate, the school will ensure that the DSL or deputy, or a DSL or deputy from another school, are available to contact at all times.

9. Wraparound care

- 9.1. The school's wraparound care (both indoor and outdoor provision) will be provided to all pupils; however, where restrictions are required, wraparound care will only be provided on-site to pupils who are eligible to attend school full time.

10. Food provision

- 10.1. We will provide meal options for all pupils who are attending school.
- 10.2. We will provide FSM vouchers to parents of eligible pupils who are not attending school, where they:
 - 10.2.1. Are self-isolating.
 - 10.2.2. Have had symptoms or have tested positive.
 - 10.2.3. Are not attending due to the implementation of local restrictions advised by the government.
- 10.3. The school catering team will work with our food providers to prepare meals or food parcels, for collection or delivery, to eligible children during their time at home.

11. Visitors to school

- 11.1. Depending on the local situation and advice from PHE and / or the LA, school leaders may decide that it is appropriate to limit the access to the premises for periods of time. This may occur at short notice and will be kept under review. In these circumstances, the headteacher will make the final decision.
- 11.2. Agencies involved with safeguarding will always be given priority and it is unlikely that restrictions on access to school would be put in place for such organisations.
- 11.3. Agencies involved in pupil or staff development such as social care, CAHMS, SIT & staff mentors will also be given high priority.
- 11.4. Effective communication with parents and carers is essential to the wellbeing of our pupils. For individual issues, face to face meetings may be the most effective way of dealing with situations but phone calls or online meetings may be the appropriate vehicle. However group meetings, such as parent workshops, could be limited. There may be times when access to the school ground will be restricted to parents & carers. The school recognises the importance of school visits for prospective parents and will endeavour to make arrangements.
- 11.5. Governors and other significant stakeholders play an important role in the running of the school and visits are an essential part of this. Local situations may make it appropriate for the school to limit visits.
- 11.6. Access to school for suppliers of goods and services (such as IT support, after school club provision) will be reviewed regularly and will reflect the local situation.
- 11.7. Non-essential visitors may be limited.

12. Communication

- 12.1. The school will communicate its plan for addressing any imposed restrictions with parents, including in relation to:
 - 12.1.1. Opening arrangements.
 - 12.1.2. Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.
 - 12.1.3. Any reviews of the school's protective measures as part of our risk assessments.
 - 12.1.4. The arrangements for remote working.
- 12.2. All relevant stakeholders will be kept up-to-date with the circumstances of any imposed restrictions and how these affect the school as the situation develops.
- 12.3. If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the headteacher.

13. Monitoring and review

- 13.1. This plan will be reviewed continually, by the headteacher, in line with guidance from the government and Public Health England (PHE).
- 13.2. Any changes to the plan will be communicated to all relevant stakeholders as soon as possible.