

AddMore Federation

Coronavirus (COVID-19): Contingency Plan

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Signed by:

Mrs S. Henney Headteacher 25.2.22

Mrs J. Nixon Chair of Governors

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Please note: this plan has been created in line with the latest government advice regarding contingency planning as set out in the DfE's '[Contingency framework: education and childcare settings](#)' and '[Schools COVID-19 operational guidance](#)' documents. The government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the coronavirus (COVID-19) pandemic, but measures affecting education may be necessary in some circumstances.

We have confirmed with the DfE that the 'outbreak management plan' that schools should have in place, according to DfE guidance, is the same as the contingency plan. We have used the phrase 'contingency plan' throughout.

The aim of this plan

The main objective of this plan is to ensure any local outbreaks of coronavirus (COVID-19) can be managed by the school and that disruption caused to education by coronavirus is minimised.

If our school experiences an outbreak of coronavirus, the local area has a variant of concern (VoC) present or an extremely high prevalence of coronavirus, or there is a risk of unsustainable pressure on the NHS, 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.

This contingency 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.

This is a live document that will be reviewed by the headteacher, in conjunction with other key stakeholders, as and when the situation develops.

Thresholds for additional measures

The following thresholds will be used as an indication of when to seek public health advice, whichever is reached first:

- Five pupils or staff who are likely to have mixed closely, test positive for coronavirus within a 10-day period
- 10 percent of pupils or staff who are likely to have mixed closely test positive for coronavirus within a 10-day period

When a threshold is reached, the school will review and reinforce the testing, hygiene and ventilation measures already in place. The school will also consider:

- Whether any activities can take place outdoors, e.g. exercise, assemblies, or classes.
- Ways to improve ventilation indoors that will not significantly impact thermal comfort.
- One-off enhanced cleaning, focussing on touch points and any shared equipment.

A director of public health (DPH) may provide the school with advice that reflects the local situation. In areas where rates of positive cases are high, this could mean that the thresholds for extra actions are higher than the threshold set out above.

The school will seek additional public health advice if there is concern regarding transmission in the school, either by phoning the DfE helpline on 0800 046 8687 and selecting option 1 or in line with other local arrangements. The school will also refer to the government's [contingency framework](#) for further information.

Restrictions to attendance

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.

Restricting attendance in any form will only be used as a last resort. Where restrictions to attendance are implemented following advice from the appropriate authorities, 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.

If the school is advised to restrict attendance, the DfE may advise on any other groups of pupils that should be prioritised in relation to receiving face-to-face education.

Unless advised otherwise, the school will allow all pupils to attend. If attendance restrictions are advised, the school will follow any requirements on restricting attendance, which includes prioritising the attendance of vulnerable pupils, the children of critical workers, and other groups as advised by the DfE. Staff, pupils and parents will be informed immediately following any changes to pupil attendance.

If attendance restrictions are implemented, pupils who are not eligible to attend face-to-face provision will be provided with remote education in line with the Pupil Remote Learning Policy.

Where attendance restrictions are implemented, the headteacher will determine the workforce required on-site to deliver face-to-face education and will decide whether some staff can work from home. The school's Coronavirus (COVID-19): Risk Assessment for Schools sets out the measures the school has in place to keep staff safe at school.

The school will lift restrictions as soon as it is advised by the appropriate authority that it is appropriate to do so.

Remote learning

Remote learning will be provided to pupils if:

- Their attendance at school has been temporarily restricted.
- They are required to self-isolate due to coronavirus, e.g. they have tested positive, and they are well enough to learn from home.

All remote learning will be delivered in line with the school's Pupil Remote Learning Policy.

Infection prevention and control

The school will continue to adhere to those measures outlined in the school's Coronavirus (COVID-19): Risk Assessment for Schools.

If the school is advised to implement additional measures, it will ensure the relevant documentation is updated to reflect these measures.

Testing and self-isolation

The school will encourage staff to increase their use of home testing if advised accordingly by the relevant authorities, e.g. the DsPH.

Face coverings

Staff and adult visitors may be advised to wear face coverings in communal areas as a temporary measure.

Exempt individuals will not be required to wear face coverings if this measure is introduced.

If the school has to temporarily advise the wearing of face coverings, transparent face coverings can be worn. Individuals who are exempt can wear face visors or shields provided a risk assessment is conducted for the situation. Individuals who rely on visual signals for communication, and those who provide support to them, are exempt from wearing face coverings.

If face covering advice is reintroduced, this will be kept under regular review by the headteacher and lifted as soon as possible.

Shielding

The government has stated that individuals previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again. Where additional measures are required in line with this plan, individuals previously considered as CEV will be asked by the school to consider advice from their health professional on whether additional precautions are suitable for them.

Transport

Transport services to and from the school will continue to operate as normal. In the event that such services are not able to operate as normal, the headteacher will consider alternative options and communicate these to all parents and pupils in advance.

Safeguarding

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.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- The DSL (Executive Headteacher) or deputy DSLs (Mrs K. Archer, Mrs V. Baillie and Miss Sarah McLaughlin) are always available during work hours to answer any concerns.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are supported to be kept safe when they are online.

A trained DSL or deputy will remain on-site during school hours 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. In addition, the headteacher will take responsibility for coordinating safeguarding on-site during this time.

Vulnerable pupils

Where vulnerable pupils are absent from school, the school will:

- Follow up with the pupil's parent or carer about the reason for their absence and discuss any concerns.
- Encourage the pupil to attend school, particularly where the pupil's social worker or virtual school head agrees that they should attend.
- Focus discussions on the welfare of the pupil and ensure they can access appropriate education and support while they are at home.
- Put procedures in place to maintain contact with the pupil.

The school will work with the LA or pupils' social workers where appropriate.

Wraparound care

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

Food provision

The school will provide meal options for all pupils who are attending school.

We will provide FSM or food parcels to eligible pupils who are not attending school, where they:

- Are self-isolating.
- Have had symptoms or have tested positive.
- Are not attending due to the implementation of local restrictions advised by the government.

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.

School trips

If attendance restrictions are in place at the school, this will be reflected in any school trip risk assessments. The headteacher will determine whether it is appropriate and safe to conduct a school trip if attendance restrictions are in place and only pupils attending face-to-face provision would be able to attend the trip.

Communication

The school will communicate its plan for addressing any imposed restrictions with parents, including in relation to:

- Opening arrangements.
- Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.
- Any reviews of the school's protective measures as part of our risk assessments.

- The arrangements for remote working.

For each control measure that the school implements as part of the plan, the headteacher will ensure appropriate measures are in place to communicate the changes to staff, pupils and parents.

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.

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 following as appropriate:

- Staff – their line manager
- Pupils – their class teacher or member of pastoral staff
- Parents – the headteacher

Monitoring and review

This plan will be reviewed continually, by the headteacher, in line with guidance from the government and UK Health Security Agency.

Any changes to the plan will be communicated to all relevant stakeholders as soon as possible.