



Coronavirus (COVID-19): Contingency Plan (Outbreak Management Plan)

Date policy adopted:	Comes into effect 1st September and to be presented to FGB 7.10.21	Planned review date:	Live policy
Headteacher:	Jane Galbraith	Chair of Governors:	Diane Murray
Principal authors:	Jane Galbraith	H&S Governor Safeguarding Governor	Dr Paul Holmes Diane Murray

Amendments made to the policy

Date	Change	Reason
	•	•

Contents

The aim of this plan	2
Restrictions to attendance	2
Infection prevention and control	2
Transport	3
Teaching and learning	3
Returning to school	4
Exams and assessments	4
Safeguarding	4
Wraparound care	4
Food provision	5
Visitors to school	5
Communication	5
Monitoring and review	5

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 Core SLT, in conjunction with other key stakeholders and Covid-19 Risk Assessment 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 students 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 students to attend education; however, in all circumstances, priority will be given to vulnerable students and the children of critical workers to attend full time
- 2.5. As part of their outbreak management responsibilities, LAs and Directors of Public Health 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 students to attend. If the contingency framework is implemented, the school will only allow the following students to attend on-site provision:
 - 2.7.1. Vulnerable students
 - 2.7.2. Students of critical workers
- 2.8. High-quality remote education will be provided for all students not in attendance, in line with the 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.

- 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 in all areas of school
- 3.4. If a student develops symptoms of coronavirus while on site, they will be taken to the Covid19 medical room while they wait to be collected
- 3.5. After the student has left the premises, any areas they were in will be cleaned. The student's parents will be encouraged to get their child tested with a confirmatory PCR test as soon as possible. The student will be required to self-isolate for at least 10 days (in all cases even where a PCR test has not been done) – 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.
- 3.7. **Any staff members or students who have been in close contact with a symptomatic individual at school will not need to self-isolate unless they develop symptoms themselves.** From 16 August, fully vaccinated adults, and students under the age of 18 who have been identified as close contacts of a positive case via the NHS Test and Trace service will not need to self-isolate unless advised by a healthcare professional. School will audit staff to hold accurate up to date information regarding vaccination status and CEV concerns, including staff who are pregnant.
- 3.8. Adults who receive their second dose of the vaccine close to 16 August 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
- 3.9. Those aged 18 will continue to follow the same rules as under-18s until four months after their 18th birthday, when they will begin to follow the self-isolation rules for adults
- 3.10. **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 authority if the situation is escalated by the advisers**
- 3.11. The individual's close contacts at school – where they do not fulfil the criteria outlined in this section of the contingency plan from 16 August – 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 health team, which may include requiring more people to self-isolate
- 3.12. As the result of an outbreak during step 4 of the coronavirus recovery roadmap, a temporary measure could be implemented for everyone. E.g The school may 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 health protection team.

4. Transport

- 4.1. Students and staff attending school will be encouraged to walk or cycle wherever possible and to avoid public transport. Anyone using the school buses will be required to wear a face covering while travelling, unless exempt. All staff acting as chaperones on the school bus service will be required to wear a face covering
- 4.2. If directed, students 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 students 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 students 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 health team.

6. Returning to school

- 6.1. The headteacher will work with the LA to ensure students only return to school when it is safe for them to do so. Prior to the return of more students and staff, all relevant risk assessments will be reviewed
- 6.2. Core SLT will inform staff, students 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, Core SLT will inform parents when their child will return to school
- 6.4. Core SLT 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

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 students safe during the coronavirus pandemic, both at home and in school – we will continue to follow these procedures for students who remain at home, where appropriate, until all students are able to return to school
- 8.2. We will continue to ensure that:
 - 8.2.1. The best interests of students always come first
 - 8.2.2. If anyone in the school has a safeguarding concern about a student, 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 students or come into contact with students whilst on site
 - 8.2.5. Students 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 a deputy are available to contact at all times

9. Extra-curricular programme, breakfast and after school club

- 9.1. The school's wraparound care and extracurricular programme (both indoor and outdoor provision) will be available to all students; however, where restrictions are required, wraparound care provision will be reviewed.

10. Food provision

- 10.1. We will provide meal options for all students who are attending school including free toast for all at break time
- 10.2. We will provide FSM vouchers to parents of eligible students 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

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 decisions
- 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 student or staff development such as social care and CAHMS will also be given high priority
- 11.4. Effective communication with parents and carers is essential to the wellbeing of our students. 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 arrangements for Open Evening will be kept under review
- 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 students 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, Deputy Headteacher or Business Manager via familysupport@lathom.lancs.sch.uk

All staff have out of hours contact numbers for the Headteacher, Deputy Headteacher and Business Manager

13. Monitoring and review

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