

### Introduction

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic. There is emphasis on the serious impacts of having missed education during the pandemic for young people. The Government's guiding principle is that 'In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.'

The DfE's published COVID Contingency Framework states that schools should have an "outbreak management plan", outlining how they would operate if any of the measures described in the guidance were recommended for their setting or area. Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

In these cases, the Guidance also states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings. If there is a need to address more widespread issues across an area, "ministers will take decisions on an area-by-area basis". This plan should be read alongside the latest guidance for education settings operating during COVID (this is not an exhaustive list and these documents change frequently so the reader should check they have the most up to date guidance).

- contingency framework: education and childcare settings  
<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>
- Schools Covid-19 operational guidance  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
- actions for schools during the COVID-19 outbreak  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- Statutory obligations and expectations for remote learning  
<https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html>
- protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 pandemic  
<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>
- Additional Guidance for SEND and specialist settings  
<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4>
- Summer schools programme guidance  
<https://www.gov.uk/government/publications/summer-schools-programme/summer-schools-guidance>



## Scenario 1 – Single Confirmed COVID Case

If there is one case identified in school the following steps will be taken in line with the latest guidance:

- Students will be advised to maintain the regimen of hand cleaning and the 'catch it, bin it, kill it' protocol.
- The School will be regularly cleaned especially high contact areas.
- Occupied spaces will be kept well-ventilated whilst balancing this with a comfortable temperature for teachers and students.
- Students are advised not to come into school if they have had a positive test result or if there are other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

**If a case is confirmed via on-site asymptomatic testing**, the School will enter the result on the NHS Test and Trace website and log the result in their own records. They will then telephone parents and discreetly advise the student of the result.

- The confirmed case will remain isolated until they can be collected by a parent or guardian; if this is not possible, the confirmed case (16 or older) will be sent home via taxi or public transport with a face covering and advice to remain socially distanced.
- Close contacts will now be identified via NHS Test and Trace. Schools will no longer be expected to undertake contact tracing.

**If the case is confirmed via a home test**, the result will be recorded on the NHS Test and Trace site.

- The individual will isolate immediately and should order a confirmatory PCR test as soon as possible
- The child / family will be contacted by NHS with the test result. If it is positive, the individual must continue to self-isolate.
- The child / family should inform the School of the positive PCR result.
- NHS T&T contact tracers will then contact those who test positive – or their parent or legal guardian if they are under 18 years – to identify close contacts. NHS T&T will ask a series of questions to help identify any close contacts

**From 16th August**, close contacts who are fully vaccinated or those under 18 will not need to self-isolate.

- Instead, the School will encourage anyone identified as a close contact to book a PCR test.
- Individuals identified as close contacts will not need to self-isolate while they are awaiting the results of their test.
- If the PCR result is positive, the individual must isolate and NHS Test and Trace will work with them to identify their own close contacts.

High quality remote learning will be implemented for those with a positive PCR test and feel well enough to participate. This may be online lessons or blended learning.

- Vulnerable students will be supported with regular mental health checks and liaison with parents/guardians.
- The School's Covid Risk Assessment will be evaluated in light of any learning from the new case.



## Scenario 2 – Outbreak Within Setting

The definition of an outbreak in a non-residential setting: Two or more test-confirmed cases of COVID-19 amongst individuals associated with a specific non-residential setting with illness onset dates within 14 days, and one of the following:

- identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases.
- when there is no sustained local community transmission - absence of an alternative source of infection outside the setting for the initially identified cases.

An outbreak is deemed to last 28 days from the last positive diagnosis. The best way to avoid an outbreak is to ensure preventative measures are in place. Within the School the following are in place:

- A risk assessment that reflects the current Government Guidance
- Hand sanitizer and soap is freely available
- Lateral Flow tests are available for staff (home testing 3-5 days apart) and secondary students (initially two tests in school and then home testing 3-5 days apart).

The School may be contacted in exceptional cases to help with identifying close contacts where there is a local outbreak, as currently happens in managing other infectious diseases. If the School is contacted or if the School notes that we seem to have met the threshold for an outbreak within a setting:

- The School will liaise with, or contact the Local Health Protection team if we have not been contacted, and pass on the relevant information.
- In collaboration with Public Health, a decision will be made as to whether school can remain open.
- The School will risk-assess the workforce required onsite and assess whether it is appropriate for some staff to work remotely and will prioritise clinically vulnerable employees.
- The School will be ready to limit, transfer online or cease:
  - residential educational visits
  - open days
  - transition or taster days
  - parental attendance in settings
  - performances

- DfE and LA will be informed if the school is to close.
- At the request of Public Health, on site testing will be reinstated.

High quality remote learning will be implemented for those with a positive PCR test and feel well enough to participate. This may be online lessons or blended learning.

- Vulnerable students will be supported with regular mental health checks and liaison with parents/ carers.
- All students have been trained in the use of:
  - Microsoft Office 365 and its primary appsAll staff are trained in the use of Microsoft Office 365
- All staff, students and parents have access step-by-step instruction guides in the use of Microsoft Office 365



- All classrooms are equipped with webcams and projectors, through which students can access live lessons and other school activities, during lockdown or in instances of required self-isolation.
- External visits to the school will be limited or cease until it is deemed safe to resume normal activity.
- The School's COVID Risk Assessment will be evaluated in light of any learning from new cases.

### **Scenario 3 – The setting is affected by a package of Local or National measures**

The COVID situation is ever changing as are the directed responses. The School will ensure that it implements any Local or National restrictions and guidance. The School will work in collaboration with all stakeholders to limit the impact on educational delivery as well as mental health and wellbeing. This will include working with the following:

- Parents/carers
- Students
- Public Health
- Local Authority
- Social Care
- DfE

The following plans are in place to support the continued delivery of education under local or National measures:

- All students have been trained in the use of: Microsoft Office 365 and its primary apps. All staff are trained in the use of Microsoft Office 365
- All staff, students and parents have access step-by-step instruction guides in the use of Microsoft Office 365
- All classrooms are equipped with webcams and projectors, through which students can access live lessons and other school activities, during lockdown or in instances of required self-isolation.

**Staff:** The School will risk assess the workforce required onsite and assess if it is appropriate for some staff to work remotely; clinically vulnerable employees will be prioritised.

**LFTS:** The school ensures that it remains well stocked with LFDs and PPE in case there is a requirement to increase home or on-site testing.

- **Face Coverings:** Should face coverings be recommended, schools will amend their RA in line with the cohort of students they have.
- **Shielding:** Should shielding be reintroduced, those on the shielded patient list will be supported to follow guidance. If this is a pupil, then the remote learning plan would be implemented. Shielding staff will be supported to work from home and measures put in place to support their wellbeing.
- **Attendance Restrictions:** If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, students in years 10, 11, 12 and 13, and other students who were due to take external exams this academic year should still be allowed to attend. If attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.
- **SEND:** In exceptional circumstances, should the School encounter circumstances in which we cannot provide our usual interventions and provision at adequate staffing ratios, or with staff with vital specialist training, we will seek to resume as close as possible to the specified provision for the child or young person as soon as possible.



- **EHCPs:** Where students have EHCPs and cannot attend school a risk assessment will be undertaken to assess if they are safer at home or in school.
- **IT Access:**
  - All students in the School have a Chromebook.
  - All students are trained to use their Chromebook and have access to a training video to support.

### **Safeguarding:**

- We will aim to have either the DSL, or Deputy DSLs, on site during a general school closure; if this is not possible a senior leader will take on the responsibility for coordinating safeguarding.
- Scheduled weekly video calls to groups of students with the Principal during which they are asked about their wellbeing, worries etc.
- Wellbeing video calls, phone calls and emails will be made regularly (in line with individual pupil risk assessments) to ensure that students are safe and well at home. Part of the wellbeing calls will be to monitor access to the remote learning so that support can be given as required.
- Students who are causing concern have 1:1 video calls arranged with the DSL so they can talk about issues.
- Cause for concern students is a heading in the weekly video call staff meeting agenda; staff are asked to note down students, and they are discussed in the meeting.
- All students are briefed on the remote learning protocols such as wearing appropriate clothing in an appropriate setting, not taking or recording images, keeping cameras on and engaging with online lessons, and parents not being on screen/earshot of video calls.

Any virtual lesson, meeting must be recorded from the start. If only one student is present and the teacher finds themselves in a 1:1 situation then then the meeting or lesson must be terminated after 5 minutes. (these are automatically saved on Microsoft stream in case there should be any query about content or breaches of codes later on).

- All students are taught through, Values Lessons and KS3 Computer Science lessons about the dangers of online activity including excessive use of IT, cyberbullying, sharing inappropriate words or images.
- All students are guided on how to maintain good mental health and wellbeing through exercise, healthy social and familial interactions, good sleep routines, healthy eating and more. This is delivered through virtual Values Assemblies once a week.
- Students and families have all been reminded of the DSL's email and encouraged to contact should they need to; support phone numbers/websites are shared with all students.
- All students have school Chromebooks which means we can monitor their usage remotely should the need arise. Chromebooks are also remotely filtered and real time alerts are sent to the DSLs via email.
- Questionnaires about remote teaching & learning are sent to students, staff and parents. Within these questionnaires are opportunities to spot potential safeguarding concerns (questions around: mental health, difficulties, anxieties, concerns etc) which are then followed up.
- Form tutors hold morning and afternoon video calls to register students. Anyone absent is logged on a Google sheet that is shared with teaching staff so they can identify if they have arrived at their lesson. If they do not arrive by the end of lesson one, an email/phone call home is made. Parents are made aware that they need to call in as usual



if their child is sick, has an appointment, is late etc. This is managed by the reception team.

- Where vulnerable children and young people are absent, we will:
  - follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
  - encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate
  - focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home.