



# Coronavirus (COVID-19) Contingency Plan



September 2021

## The St. Bart's Academy Trust

### Coronavirus (COVID-19) Contingency Plan

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## 1. Aim of this plan

The government has advised that it has made it a national priority all schools should continue to operate as normal and minimise any disruption, in a way that best manages the COVID-19 risk as possible and that all pupils should attend face-to face education unless required to self-isolate.

If any of the St Barts Multi Academy Trust schools including reception classes and out-of-school settings or a 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 within the Trust. Measures may also be necessary to help minimise the impact from new coronavirus variants.

This contingency plan, also known as an 'outbreak management plan', outlines what SBMAT schools would do if pupils or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures described in this document to help break chains of transmission or if further restrictions are implemented. Schools will work closely with the PHE health protection teams (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the St Bart's Multi Academy Trust, in conjunction with other key stakeholders, as and when the situation develops.

## 2. Restrictions to attendance

The governments contingency framework is designed to act as a containment measure where:

- There is extremely high prevalence of coronavirus.
- Other measures have already been implemented.
- There is a need to minimise the impact from a new coronavirus variant.
- Help manage a COVID-19 outbreak is required within a school.
- Required to prevent unsustainable pressure on the NHS.

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.

Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis. 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.

As part of their outbreak management responsibilities, local authorities (LAs), Directors of Public Health (DsPH), and PHE health protection teams (HPTs) may advise individual schools or a cluster of closely linked schools to limit attendance in one of the ways described in this section.

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.

School-based nurseries in primary schools will have the discretion to follow the arrangements set for the primary school.

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:

- Vulnerable pupils
- Children of critical workers

The school will only limit attendance if it is directed to do so by the DfE. If attendance is limited, remote learning will be delivered to children who remain at home, in line with SBMAT Pupil Remote Learning Policy.

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

The SBMAT COVID-19 Coronavirus Risk Assessment (as amended) will continue to be made school specific and adhered to – this risk assessment meets the requirements set out in the DfE's system of controls.

COVID-19 Risk Assessments will be updated in the event of:

- Changes to National Guidance
- Updates on COVID-19 Roadmap
- Local Outbreaks
- School Related Outbreaks
- Variants of Concern

All schools should continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keep occupied spaces well ventilated or if not possible consider air cleaning units in classrooms and follow public health advice on testing, managing confirmed and suspected cases of COVID-19 and close contacts.

All schools should continue their strong messaging about signs and symptoms, isolation advice and testing, to support prompt isolation of suspected cases. Schools should also continue to encourage vaccination uptake for eligible staff.

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.

All schools are currently being provided with rapid-result lateral flow device (LFD) testing kits, which include PPE, to identify asymptomatic cases of coronavirus. Staff should test themselves using a LFD twice a week at home until government guidance is reviewed. All early years and wraparound childcare staff should also continue to test twice weekly.

**v3** Those who test positive using a LFD test should isolate for a minimum of 5 days. Before returning to school from the start of day 6, negative lateral flow test results 24 hours apart on days five and six of the isolation period and a normal body temperature or 37.8 degrees Celsius or lower must be achieved. People should only end their self-isolation period before 10 days if both tests are negative and they do

~~not have a high temperature., take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. From the 11<sup>th</sup> of January 2022 confirmatory PCR test will no longer be required but isolation is still required.~~

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.

Any staff members or pupils who have been in close contact with a symptomatic individual at school will not need to self-isolate unless they develop symptoms themselves or test positive during LFD testing. Staff members or pupils who have been in close contact with a symptomatic individual who is a confirmed case of COVID-19 must follow self-isolation rules.

Fully vaccinated adults and pupils 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.

Fully vaccinated staff and pupils who live in the same household as someone with COVID-19 or are confirmed by NHS Test and Trace as a close contact of someone with COVID-19 do not need to self-isolate so long as staff and pupils age 5 or over take a LFD test every day for 7 days and receive negative test results.

Daily testing of close contacts only applies to contacts where one of the following applies

- Fully vaccinated adults (2 jabs)
- Aged 5 to 18 years and 6 months, regardless of their vaccination status.
- Currently part of or have taken part in an approved COVID-19 vaccine trial
- Unable to get vaccinated for medical reasons

Unvaccinated adults and adults who are not fully vaccinated will need to continue to follow the rules on self-isolation if they have been identified as a close contact of a positive case.

Those aged 18 will continue to follow the same rules as under-18s until six months after their 18<sup>th</sup> birthday, when they will begin to follow the self-isolation rules for adults. Government guidance previously said 18 years and four months.

~~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.~~

It is important to think about taking extra actions if the number of positive coronavirus cases in the school substantially increases, as this could indicate that coronavirus transmission is happening in school.

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

Close mixing could include:

- Form group or subject class

- Friendship group mixing at breaktimes
- Sports team
- Group in an after-school activity

When the threshold is reached, the school will review the SBMAT COVID-19 Coronavirus Risk Assessment school specific 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 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 or in line with other local arrangements. The school will also refer to the government's [contingency framework](#) for further information.

The school should seek public health advice if a pupil or staff member is admitted to hospital with COVID-19, either by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Schools may be offered public health support in managing risk assessments and communicating with staff and parents.

The individual's close contacts at school – where they do not fulfil the criteria outlined in this section of the contingency plan – will be contacted by the NHS Test and Trace, and advised to take 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. Staff who do not need to isolate and young people under the age of 18 years and six months who have been identified as a close contact should continue to attend school as normal. Unless they have COVID-19 symptoms or test positive to a LFD or PCR COVID-19 test.

**v3** As the result of an outbreak during step 4 of the coronavirus recovery roadmap, ~~Plan-B~~ temporary requirements have been recommended:

- ~~• Staff to resume wearing face coverings where they are likely to come into contact with others they would not normally meet. This includes face coverings being recommended when moving around school and in communal areas and enclosed spaces but not classrooms.~~
- ~~• Visitors, contractors and parents to resume wearing face coverings inside school buildings.~~
- Parents, visitors and maintenance/service contractors before being given permission to enter the school building to obtain a negative LFD or PCR COVID-19 test result within the 24 hour period prior to their attendance.
- ~~• Office workers to work from home where considered by the Trust.~~
- Pregnant and unvaccinated or not fully vaccinated staff should take a more precautionary approach. Pregnancy risk assessments must consider additional precautions to be taken such as redeployment or home working where possible.
- ~~• Entry to specific events (such as a reception, concert or party) that meets the attendance thresholds must follow guidance on mandatory certification for events through the use the NHS COVID Pass for persons age 18 and over.~~

The school may also be required to reintroduce additional measures to limit the transmission of coronavirus such as the use of face coverings, working from home, NHS COVID-19 Pass use and 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. The school may also consider re-

introducing additional measures where they have a concern with the spread of coronavirus in school once advice has been sought from Public Health.

#### 4. Transport

Pupils and staff attending school will be encouraged to walk or cycle wherever possible and to avoid public transport. The government ~~has reintroduced the legal requirement~~ recommend to the wearing wear of face coverings in enclosed and crowded spaces where you may come into contact with people you don't normally meet – this includes public and dedicated transport to schools. If pupils in year 7 and staff need to use public or dedicated transport, they ~~must~~ are recommended to wear a face covering while travelling, unless exempt in line with government guidance, e.g. due to a disability.

Transport services to and from the school will continue to operate as normal during times of local restriction where pupils are still attending. In the event that such services are not able to operate as normal, the school principal will consider alternative options and communicate these to all parents and pupils in advance.

#### 5. Teaching and learning

On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. School's which have to temporarily stop onsite provision on public health advice, should discuss alternative arrangements for vulnerable children and young people with the local authority. Full detail on remote education expectations and the support available to schools and FE providers is available at <https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html>

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, residential educational visits, open days, transition or taster days, parental attendance in schools and live performances in schools. The school will follow the advice provided by the local HPT. A temporary requirement has been implemented for the avoidance of gatherings of parents in school buildings.

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 including:

- Those who have tested positive for COVID-19 but are well enough to learn from home
- Attendance at their setting has been temporarily restricted

All remote learning will be delivered in line with the SBMAT Pupil Remote Learning Policy.

The school will use a range of remote teaching methods to cater for all different learning styles i.e. online Microsoft Teams meetings, online Zoom meetings, Purplemash.

School specific remote teaching methods include (to be completed):

All children are given an individual login account on 'Google Classroom'. This enables pupils to access online learning. Using this platform, both children and adults can contact the class teacher using the 'chat' facility. Differentiated work is uploaded onto the platform for children to access and then send back to their teacher when complete. The work is then marked and feedback is given. Engagement is monitored and tracked daily.

We continue to offer the whole curriculum and expectations as we would if the children were in school (daily maths, English, reading, spelling and topic).

A weekly live 'celebration' assembly via google meets

A weekly phone call is made to vulnerable children.

Key worker children in school are completing the same work as those working remotely.

Teachers will ensure lessons are suitable to the class group's age and ability, inclusive for all pupils, and will be adapted, where necessary, to account for the needs of disadvantaged pupils and pupils with SEND.

When teaching pupils who are working remotely, teachers will:

- Set work so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and use assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Provide opportunities for interactivity, e.g. questioning and reflective discussion.
- Provide scaffolded practice and opportunities to apply new knowledge.
- Enable pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the school principal will assess this need, keeping pupils' best interests in mind.

Teachers will continue to make use of formative assessments throughout the academic year.

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Teachers will continue to make use of formative assessments throughout the academic year.

## 6. Returning to school

The school principal 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.

In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Shielding can only be reintroduced by national government.

Where advised to do so by a Director of Public Health and/or the local HPT, the school may encourage staff to undertake LFD tests at home prior to their return to school and/or for a period of time following their return. The school will continue to recognise that testing is voluntary. The school principal 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.

After a period of self-isolation, or the relaxation of restrictions, the school principal will inform parents when their child will return to school.

The school principal 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

The school will remain open for any exams and assessments planned in line with current government guidance.

Wherever necessary, the school will implement additional mitigations to ensure the safe delivery of exams and assessments, which may include:

- Wearing face coverings for staff in communal areas, where directed.
- Two-metre spacing between all desks, where directed.
- 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

Ensuring safeguarding arrangements remain effective during periods of restricted attendance is a key priority. The SBMAT 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.

Schools 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.
- A DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

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. In addition, the school principal will take responsibility for coordinating safeguarding on-site during this time.

## 9. Vulnerable children and young people

Where vulnerable children and young people are absent, the school should:

- 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 school, working with the local authority and social worker (where applicable), particularly where the social worker and the school principal agrees that the child or young person's attendance would be appropriate.
- Focus the discussions on the welfare of the child and ensuring that the child is able to access appropriate education and support while they are at home.
- Have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so.

Should the school have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.

## 10. Wraparound care

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.

## 11. Food provision

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

Schools 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.

## 12. Educational visits

Any attendance restrictions should be reflected in the visits risk assessment and school principals should consider carefully if the educational visit is still appropriate and safe. Only pupils and staff who are attending the school should go on an educational visit. Schools should consult the health and safety guidance on educational visits when considering visits.

## 13. 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.

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 school principal

## 14. Monitoring and review

This plan will be reviewed continually, by the Trust, in line with guidance from the government and Public Health England (PHE).

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



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