Contingency Framework / Outbreak Management Plan
September 2021

Overview

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.

This document outlines the school's response in the event that additional measures are imposed by Public Health on the school or local region in accordance with the latest government guidance:
https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings

This plan will be reviewed regularly by the Headteacher (Helen Johnson) and Compliance Officer (Lyndsey Weekes) and should be read in conjunction with the whole-school risk assessment.

Measures that settings should plan for

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)

All education and childcare settings should have outbreak management plans outlining how they would operate if any of the measures described below were recommended for their setting or area. This includes how they would ensure every student receives the quantity and quality of education and care to which they are normally entitled.

Measure	Contingency framework guidelines	School Response	Implemented by:
Testing	*Possibility that school is directed to re-introduce ATS* *Possibility that school is advised to increase the use of home testing by staff and students* These measures may be advised: • for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or • for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate	School will implement a plan to cover the possible reintroduction of asymptomatic testing sites. This includes: • reinstating previous school test site arrangements, including communication with parents • rapidly sourcing/redeploying additional staffing • ensuring adequate capacity within the test site • implementing a testing timetable to minimise impact on lessons • distributing home test kits as required and encouraging parents to engage in testing and sharing results	SLT/Trust
Face Coverings	*Possibility that school is advised that face coverings should temporarily be worn more widely.* *This may include face coverings in communal areas (for students) and/or classrooms (for both students and staff).* These measures may be advised:	School will put in place measures to respond to the possible re-introduction of face coverings in school. These include: • reinstating previous plans when face coverings were recommended in school, including communication with students and parents	SLT

	• for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or • for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate	• ensuring adequate supplies of disposable face coverings in school	
Shielding	***Possibility that shielding is reintroduced by government in the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL).***	School will put in place measures to respond to the possible re-introduction of shielding for CEV staff. These include: • Maintaining accurate, up to date records of all CEV staff • Providing ongoing HR support for CEV staff • Ensuring CEV staff have the necessary IT skills and kit to quickly switch to remote teaching from home • Identifying in-school staff who are trained to facilitate remote lessons	SLT/HR
Other measures	***Possibility that school is advised to limit:*** • ***residential educational visits*** • ***open days*** • ***transition or taster days*** • ***parental attendance in settings*** • ***performances in settings***	School will put in place measures to respond to the possible limiting of trips, visits, events and visitors on site. These include: • Clear communication with parents to limit attendance on site • Reinstate previous plans on limiting visitors to the school site	SLT

		Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) may recommend these precautions in one setting, a cluster of settings, or across an entire area	• Liaison with other Wirral schools and the LA around open days, transition events etc. • No-notice cancellation of planned events in school, trips etc. if necessary • Ongoing communication with staff	
Attendance restrictions	**Secondary school priority groups**	***Possibility that school is advised to limit attendance.*** If attendance restrictions are advised across an area, the government will publish detailed operational guidance for settings. High-quality remote education should be provided for all pupils or students not attending. In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables. In **secondary schools**: If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10 and 11 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.	School will put in place measures to respond to the possible limiting of attendance. These include: • Updating whole-school risk assessment to ensure appropriate measures are re-introduced • Clear communication with staff, students and parents • Auditing all year groups to ensure up to date information on students' access at home to digital device/internet • Provision of digital devices and/or internet dongles to families as required • Ensuring all new staff are upskilled to teach remotely through MS Teams • Inviting all VKW students to continue attending school – attendance at normal timetabled lessons • On-site teaching to continue for Years 10 and 11	SLT

	Remote education	Full detail on remote education expectations and the support available to schools, colleges and FE providers is available at Get help with remote education.	• Remote learning for Years 7-9 not identified as VKW – normal timetabled lessons	
			• All staff continuing to work on site unless CEV and/or attendance limited to VKW cohort only	
	Education workforce	If restrictions on student attendance are needed, leaders will be best placed to determine the workforce required onsite and if it is appropriate for some staff to work remotely. Employers should have regard to the guidance on clinically extremely vulnerable people.	• Planning for rota of support staff on site if VKW cohort only in attendance • Ensuring DSL or a deputy is always on site • Scheduling regular safeguarding check-ins with any VKW students not attending school and encouraging attendance on site or via remote lessons	
	Safeguarding and designated safeguarding leads	If attendance restrictions are needed, we would expect all local safeguarding partners to be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely. All settings must continue to have regard to any statutory safeguarding guidance that applies to them, including: • Keeping children safe in education • Working together to safeguard children • Early Years Foundation Stage (EYFS) framework - read alongside Early years foundation stage: coronavirus disapplications	• Maintaining regular contact with SWs, LA and other professionals, as involved, to encourage attendance • Escalating any cases to relevant agencies where there is cause for concern • Normal catering arrangements operating in school for those students attending on site • FSM vouchers being distributed to all eligible students not attending school • Cancelling any scheduled educational trips or visits during periods of restricted attendance	

		Schools (ideally led by the designated safeguarding lead (DSL) or a deputy) should review their child protection policy so that it reflects the local restrictions and remains effective. It is expected that schools will have a trained DSL (or deputy) available on site.		
	Vulnerable children and young people	Where vulnerable children and young people are absent, education settings 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 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 • 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		

	Transport and school meals	Transport services to education settings should continue to be provided as normal where children are attending education settings. The transport to school and other places of education: 2020 to 2021 academic year guidance remains in place. Schools should provide meal options for all pupils who are in school. Schools should also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they: • are self-isolating • have had symptoms or a positive test result themselves Further information is available in the guidance on providing school meals during the COVID-19 pandemic.		
	Educational visits	Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only children who are attending the setting should go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits.		