

**Askwith PRIMARY SCHOOL**  
**COVID-19 - Contingency Plan**

**September 2021**

## **Introduction**

The key principles set out in the contingency framework are:

- maximise the number of children in face-to-face education and minimise any disruption in a way that best manages the COVID-19 risk
- managing transmission should be weighed against any educational interruptions
- measures should affect the minimum number of children for the shortest time
- attendance restrictions advised as a last resort

We are required to update our contingency plan and describe how we will respond if children, pupils or staff test positive for COVID-19 and how we will operate if we are advised to reintroduce any measures to help break chains of transmission. Such measures should be considered in addition to the day to day control measures being implemented by settings, and will fall in to the following categories:

1. Baseline control measures (green) - we can implement any of these without additional support/approval and prior to an outbreak
2. Additional outbreak control measures - **we should consider these actions when a threshold is met.**
3. Enhanced outbreak control measures - **some, or all of these measures may be recommended following a risk assessment with local authority public health**
4. Exceptional outbreak control measures - **these measures may be recommended in exceptional circumstances following a joint risk assessment (Education and Public Health) via an Outbreak Control Team (OCT) meeting**

The DfE has now defined '**thresholds**' to indicate that transmission may be occurring within a setting and additional control measures may be needed. For Askwith Primary School, it is whichever of these thresholds is reached first:

- 5 children, pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.

There are additional **health protection thresholds** for support:

- there are any admissions to hospital for ARI/COVID-19
- we are having problems implementing the control measures
- we have applied the control measures and are still seeing a significant rise in cases

**Report outbreak for risk assessment if we meet any of the thresholds via the Local Authority/ DfE helpline (0800 046 8687).**

## COVID-19 - Contingency Plan Checklist

Please note the following considerations should attendance be restricted for any reason:

### Remote Learning

High-quality remote learning will be provided for all pupils if:

- they have tested positive for COVID-19 but are well enough to learn from home; or
- attendance at school has been temporarily restricted (**See Remote Learning Policy**)

### Safeguarding measures

- review Child Protection policy to make sure it reflects any local restrictions and remains effective.
- aim to have a trained DSL (**Lisa Longford**) or Deputy DSL (**Elaine Nayler**) on site wherever possible.
- if the DSL or Deputy DSL cannot be on site, the DSL can be contacted remotely by email: [llongford.askwith@ycatschools.co.uk](mailto:llongford.askwith@ycatschools.co.uk) (DSL) [enayler.askwith@ycatschools.co.uk](mailto:enayler.askwith@ycatschools.co.uk) (Deputy DSL)

(See Staff Handbook)

Current Baseline Measures (in place at all times)	Date in place
Follow and promote public health guidance on testing, self-isolation and managing confirmed cases of COVID-19	7/9/21
Setting based contact tracing of staff cases	
Maintain appropriate cleaning regimes	
Keep occupied spaces well ventilated	
Appropriate use of PPE	
Deliver <b>strong messaging</b> about signs and symptoms of Covid-19, isolation advice and testing to support prompt isolation of suspected cases	
Promotion of PCR testing for close contacts identified by NHS Test and Trace	
Additional Baseline Measures (tailored to the school environment) <i>The additional measures will be kept under review</i>	Date in place
Parents not allowed on site during school times (with the exception of pastoral meetings)	7/9/21
No bubbles, but classes kept apart as much as possible using staggered play/lunchtimes.	
Staff meetings in a large well ventilated room.	
Staff and volunteers self-administering LFTs twice a week.	
Non-educational visitors signposted to out of hours visits. Essential visitors advised to wear a mask in classrooms.	

Additional Outbreak Control Measures		
Additional measures for consideration where a threshold applies	When to consider:	In place
Provide information to identified group (e.g. class, year group, common activities group)	As standard	Yes/No Date:
Consider moving activities outdoors, including PE, assemblies and classes.	As standard when feasible (e.g. weather) with priority given to activities where large groups gather, there is contact between those who would not usually mix or where singing, shouting or PE may be taking place	Yes/No Date:
Further improvement of ventilation indoors (where this would not significantly impact thermal comfort)	As standard, with particular focus on improving ventilation during activities where singing, shouting or PE may be taking place	Yes/No Date:
Enhanced cleaning focusing on touch points and any shared equipment	As standard	Yes/No Date:
Review and reinforcement of hygiene measures	As standard, with particular support for those where maintaining hygiene standards may be difficult (for example younger cohorts)	Yes/No Date:

Enhanced Outbreak Control Measures		
<p><i>Some, or all of these measures may be recommended following a risk assessment with Local Authority Public Health. These are likely to be considered when:</i></p> <ul style="list-style-type: none"> <li><i>there is evidence of transmission within the setting, and additional measures will add value in reducing the risk of ongoing transmission; and/or</i></li> <li><i>there are multiple groups within the setting who meet the threshold for considering additional action (as this may indicate increased risk of transmission within the setting)</i></li> </ul>		
Measures	Actions	Additional planning:
Increased frequency of LFD testing	If evidence of significant spread within school. This may include increasing the frequency of home testing to daily for a well-defined cohort.	Identify the daily testing cohort Advise on local processes for accessing test kits if necessary Provide clear communication to parents / carers and put on website

Promoting social distancing and reducing crowding	<p>When evidence, or high risk of transmission between groups or where there is evidence of significant transmission within school.</p> <p>This may include reducing the number of children gathering together and minimising pinch points in the school day.</p> <p>Limit:</p> <ul style="list-style-type: none"> <li>• whole school activities e.g. assemblies</li> </ul>	
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	<p>Reintroduce:</p> <ul style="list-style-type: none"> <li>• individual class staggered parent drop off /pick up times</li> </ul>	Use previous Risk Assessment regarding implementation of any of these measure to adjust school organisation
Introduce methods to reduce intergroup mixing (e.g. after school club/breakfast club)	<p>Evidence of/ high risk of inter-group spread <b>within</b> school (e.g. not via siblings or out of school activities).</p> <p>Create:</p> <ul style="list-style-type: none"> <li>• smaller groups / bubbles</li> </ul> <p>Limit:</p> <ul style="list-style-type: none"> <li>• staff crossing between groups</li> </ul>	<p>Provide clear communication to parents / carers and put on website</p> <p>Explain how we will ensure that:</p> <ul style="list-style-type: none"> <li>• there is equal access to teaching and learning for all</li> <li>• EHCP requirements will be met</li> <li>• provision for Safeguarding will be met</li> <li>• sufficient staffing capacity will ensure effective curriculum delivery</li> </ul>
Reducing mixing of staff (e.g. remote staff meetings)	<p>Evidence of/ high risk of transmission between staff and/or low vaccination rates amongst staff.</p> <p>Limit/review necessity for:</p> <ul style="list-style-type: none"> <li>• staff face to face meetings</li> <li>• onsite CPD</li> <li>• Governor etc. monitoring visits</li> </ul>	
Temporarily reinstate face coverings in communal areas and/or classrooms for staff ( <b>pupils should not be advised to wear masks</b> )	<p>Where there is high community transmission and/or high risk of transmission within school if other ventilation measures are hard to apply, this may be recommended as an addition.</p> <p>Give clear communication to parent/carers and on website re: the following:</p> <ul style="list-style-type: none"> <li>• who and when the wearing of face coverings will apply and <b>for how long</b></li> <li>• how face coverings are made available to those who may not have their own</li> <li>• a system for the wider community to</li> </ul>	

	understand and facilitate exemption rules	
Limitation of residential education visits, transition/taster days, parental attendance, live performances	<p>Where there is evidence of ongoing transmission within cohort where visits/etc. planned.</p> <p>Limit / review necessity for:</p> <ul style="list-style-type: none"> <li>• residential trips</li> <li>• sporting events</li> <li>• transition or taster days</li> <li>• parental attendance in settings and at performances</li> <li>• staff face to face meetings</li> <li>• onsite CPD</li> <li>• Governor etc. monitoring visits</li> </ul>	

**Exceptional Outbreak Control Measures -These measures may be recommended in exceptional circumstances following a joint risk assessment (Education and Public Health) via an Outbreak Control Team (OCT) meeting**

Measures:	Actions:	Additional planning:
Daily LFD testing.	Where asymptomatic uptake is sub optimal and there is evidence of significant asymptomatic spread within the setting. This measure may include daily testing for a defined group of staff.	Provide clear communication to parents / carers and put on website
Attendance restrictions (see below for types of restrictions)	<p><b>Note:</b> Any restrictions to the attendance of pupils may only be considered:</p> <ul style="list-style-type: none"> <li>• in extreme cases '<b>as a short-term measure and as a last resort</b>'</li> <li>• where other measures have been implemented and have not broken chains of transmission</li> </ul> <p>In all circumstances, priority should continue to be given to vulnerable pupils and children of critical workers to attend.</p> <p>Where measures include attendance restrictions, the <b>DfE may advise on any other groups that should be prioritised.</b></p>	
a. Partial closure	<p>Previously, schools could contact trace and ask individuals who were close contacts to self-isolate and/or move classes to remote learning as necessary.</p> <p>Contact tracing <b>in an outbreak situation</b>, is now termed as '<b>partial closure</b>', as legally, only over 18s, who have not had both vaccine doses, or those with symptoms / those who have tested positive, can be asked to isolate by NHS Test and Trace and those exempt do not need to isolate.</p>	<p>List what will be put in place should a large number of children (and/or staff) need to go home to break a chain of infection re: high quality remote learning:</p> <ul style="list-style-type: none"> <li>• Remote Learning Policy provided to parents/carers and on website</li> <li>• lunch parcels to be prioritised for pupils</li> </ul>

<p>b. Full closure</p>	<p>When transmission reaches the point that partial closures and/or staffing capacity can no longer maintain safe teaching and learning within the setting, the outbreak control process may recommend a move to remote learning for the whole school for a short period of time.</p>	<p>eligible for benefits-related free school meals while they are not attending because of COVID- 19 isolation guidelines (clear details given to parents/carers re: collection)</p> <p>Provide clear communication to parents / carers and put on website.</p> <p>Explain how we will ensure that:</p> <ul style="list-style-type: none"> <li>• there is equal access to teaching and learning for all</li> <li>• EHCP requirements will be met</li> <li>• provision for Safeguarding will be met</li> <li>• there is sufficient staffing capacity to ensure an effective curriculum delivery</li> </ul> <p>Outline:</p> <ul style="list-style-type: none"> <li>• travel plans to get pupils home, where appropriate</li> <li>• provision of appropriate IT and technical support for remote learning</li> </ul>
<p>c. Wrap around care</p>	<p>Limit access to before and after-school activities and wraparound care during term time to those that need it most.</p>	<p>Communicate who will be eligible to attend once the restrictions are confirmed.</p>

When should my child self-isolate or miss school?



NO

- All children **MUST** attend school unless they are ill.
- From 16<sup>th</sup> August 2021, children under 18 (or double vaccinated adults) do not need to self-isolate, or miss school if a member of their household or a contact, has COVID.
- Instead, they need to book a PCR test but can continue coming to school so long as they have no symptoms and they have received a negative PCR test result.



YES

- If your child develops COVID symptoms at home, they should stay at home and should book a PCR test, (NOT a Lateral Flow test).
- If your child develops COVID symptoms at school, they will be sent home and you should book them a PCR test.
- If your child tests positive for COVID, they will need to self-isolate. The rest of the household does not need to self-isolate if they are under 18 or fully vaccinated – but instead should book a PCR test.