



## September 2021

# Operational plan and Contingency plan

These are the control measures we have in place with our priority to deliver face-to-face, high quality education to all children in the safest environment for children, staff and families. Attendance at school is mandatory, we continue to request that everyone remains vigilant and honest about the health of their family to keep everyone safe.

All stakeholders agree that a child with [symptoms of COVID-19](#) should not attend school unless they receive a negative PCR test result, given the potential risk to others, school can take the decision to refuse the child if in their reasonable judgement it is necessary to protect the pupils and staff from possible infection with coronavirus (COVID-19).

Any such decision would be carefully considered in light of all the circumstances.

We thank everyone for their co-operation and understanding.

| Protection                                                                                          | Action                                                                                                                                                                                                                                                                                                                                                               |
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| 1. Good hygiene for everyone                                                                        | <p>Hand Hygiene</p> <ul style="list-style-type: none"> <li>➤ Frequent and thorough hand cleaning is now regular practice.</li> <li>➤ This can be done with soap and water or hand sanitiser.</li> </ul> <p>Respiratory Hygiene</p> <ul style="list-style-type: none"> <li>➤ The use of tissues to catch sneezes placed in bins and then washing of hands.</li> </ul> |
| 2. Regular cleaning                                                                                 | Regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.                                                                                                                                                                                                                                                                      |
| 3. Good ventilation                                                                                 | <p>We will ensure occupied rooms will be well ventilated.</p> <ul style="list-style-type: none"> <li>➤ Windows/external doors open</li> <li>➤ Internal classroom door open</li> </ul> <p>This will be balanced with the need for comfortable room temperature.</p> <p>DFE will be providing carbon dioxide monitors in the autumn term.</p>                          |
| 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. | <ul style="list-style-type: none"> <li>➤ We will follow advice given for testing and self-isolation at the time of the case.</li> <li>➤ We will follow contingency plans for cases.</li> </ul>                                                                                                                                                                       |
| 5. Staff will be completing twice weekly lateral flow tests.                                        | This is currently advised until the end of September when it will be reviewed.                                                                                                                                                                                                                                                                                       |
| <b>Everyone have a responsibility to implement these control measures.</b>                          |                                                                                                                                                                                                                                                                                                                                                                      |

## Self-Isolation and positive cases

| Risk                                                                                   | Action                                                                                                                                                                                                                  | When                            | Who                                          | Outcome                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pupil or staff presents with symptoms at school.                                       | They are isolated and asked to return home and take a PCR test.<br><a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a>                                                        | Immediately                     | All children, families and staff             | Negative result- return to school.<br>Positive result isolate at home for 10 days, seek medical attention if needed.                                                                                                                       |
| Pupil or staff presents with symptoms at home.                                         | Ring school to inform of non-attendance.<br>Book a PCR test<br><a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a>                                                            | At first sign of symptoms       | All children and staff                       | Isolate at home and await test result.<br>Negative result- return to school when fully recovered.<br>Positive result isolate at home for 10 days, seek medical attention if needed.                                                        |
| Household member tests positive                                                        | Person testing positive isolates for 10 days.                                                                                                                                                                           | Immediately                     | Person testing positive                      | Person with positive result isolates.<br>Household members <b>do not</b> need to isolate if they are under 18 or double vaccinated.<br>Household members should take a PCR test but <b>do not</b> need to isolate whilst awaiting results. |
| If informed of close contact with a positive COVID-19 case in school or out of school. | The person in contact should take a PCR test<br><a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a>                                                                           | Immediately or ASAP             | Those in close contact with a positive case. | Close contacts should take a PCR test but <b>do not need to isolate</b> whilst awaiting results unless they have symptoms.                                                                                                                 |
| Travelling abroad                                                                      | Follow all guidelines for travel<br><a href="https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19">https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19</a> | Before, during and after travel | Pupils, families and staff                   | Quarantine at home or in hotel if required.                                                                                                                                                                                                |

### In event of Confirmed and Increased cases of COVID-19

| Risk                                                                                                                               | Action                                                                                                                                                                                                                                                                                     | When                                               | Who              | Outcome                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If a pupil, or staff member test positive for COVID-19.                                                                            | Inform those who have mixed closely with the positive case. Families will be communicated with by telephone/email.<br>A PCR Test should be taken by close contact<br><a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a>                         | Immediately or ASAP                                | Pupils and staff | The school will review and reinforce the testing, hygiene and ventilation measures they already have in place. They may also return to bubbles to limit contacts.                                                                |
| If 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; | Seek additional public health advice if concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. A director of public health or an HPT may give settings advice reflecting the local situation. | When 5 close contacts within 10 days are confirmed | Headteacher      | School will act upon advice given. They may also return to bubbles to limit contacts.<br>School will implement contingency plan for remote education if it is advised to. Families will be communicated with by telephone/email. |
| We will seek public health advice if a pupil, or staff member is admitted to hospital with COVID-19.                               | We do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements.                                                                                                                                                                                | Immediately                                        | Headteacher      | Follow advice given, which may involve the contingency plan for temporary school closure and use of remote education. Families will be communicated with by telephone/email.                                                     |

### Remote Education

| Risk                                                  | Action                                                    | When                                                  | Who           | Outcome                                                                                             |
|-------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------|
| In the event of a child testing positive for COVID-19 | High-quality remote learning will be provided for pupils. | Once they are well enough to complete learning tasks. | Class Teacher | Child will continue the class learning as soon as they are able and return to school after 10 days. |
| Attendance at the setting is temporarily restricted.  | High-quality remote learning will be provided for pupils. | Within 24 hours of closure.                           | Class Teacher | Pupils maintain access to the planned curriculum.                                                   |

## Attendance Restrictions

High quality face-to-face education remains a government and school priority. Attendance restrictions will only ever be considered as a short-term measure and as a last resort:

- for individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission; or
- across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS.

| Risk                                                                                                                      | Action                                                                                                                                                                                                                                                                                                                                                                 | When                                         | Who                                               | Outcome                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vulnerable children and those of critical workers in event of school closure                                              | Priority will continue to be given to vulnerable children and young people and children of critical workers to attend their normal timetables.                                                                                                                                                                                                                         | Within 24 hours of closure.                  | Headteacher will communicate via email/ telephone | Pupils are provided with onsite education or advice sought if this is not possible e.g. Staffing issues                                                          |
| Pupils who qualify under the Free school meals criteria during school closure or absence due to positive COVID-19 result. | To contact families to discuss collection of daily meal or food parcel.                                                                                                                                                                                                                                                                                                | Upon school closure or positive test result. | Admin staff or Headteacher                        | Families receive food to support them during self-isolation or in event of school closure.                                                                       |
| Vulnerable pupils are able to attend school and are not attending.                                                        | 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 <ul style="list-style-type: none"> <li>• Encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable)</li> </ul> | On first day of non-attendance               | DSL/ Headteacher, class teacher                   | If pupil still remains at home maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so. |

Useful websites:

[A government guide for parents](#)

[Government Operational guidance for schools September 2021](#)