

**Dorothy Barley Junior Academy**

Coronavirus (COVID-19): Contingency Plan

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| Date policy last reviewed | Devised 16.07.21 |
| Approved by | REAch2 Academy Trust |
| Next review date | ~~22~~~~nd~~ ~~October 2021 (or sooner if local/national guidance changes)~~National guidance changed week of 29th November and from 14th December 2021Changes in **Green** reflect any national changes pre 14.12.21Changes in **Blue** reflect Amber & Enhanced Measures changes Dec 21Changes in **Purple** reflect changes to Government Guidance as of 14.12.21 Changes in Brown reflect PHE, LRCR, RSC agreed measures for Spring 2 form 21st February 2022Please see Risk Management Plan for any school specific changes due to amber measures. |

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**Please note:** this plan has been created in line with the latest government advice regarding contingency planning as set out in the DfE’s ‘[Contingency framework: education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings?utm_source=14%20May%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)’ and ‘[Schools COVID-19 operational guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)’ documents. The government has made it a national priority that education and childcare settings should continue to stay open as much as possible during the coronavirus (COVID-19) pandemic. Any restrictions on education would only be as a last resort and should only be initiated following a ministerial decision on a case-by-case basis.

The aim of this plan

If our school or 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 and childcare settings in our area. 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 how the school will operate if further restrictions are implemented. The school will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the headteacher, in conjunction with other key stakeholders, as and when the situation develops.

Restrictions to attendance

The government has advised that all schools should continue to operate as normal and that all pupils should attend school unless required to self-isolate.

The 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.

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.

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, LAs, Directors of Public Health, and HPTs may advise individual settings or a cluster of closely linked settings 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.

Where advised by the DfE, in line with the available evidence, the setting will only allow the on-site attendance of vulnerable children and the children of critical workers. The setting 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 the Pupil Remote Learning Policy.

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
* Pupils in Year 6, where advised by the DfE

High-quality remote education will be provided for all pupils not in attendance, in line with the Contingency Plan for Remote Education DBJA.

The school will lift restrictions as soon as it is advised by the government that it is appropriate to do so.

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Infection prevention and control

The school’s Covid-19 Risk Assessment will continue to be adhered to – this document meets the requirements set out in the DfE’s system of controls.

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. Critical workers, including school staff, have priority access to testing.

All schools are currently being provided with rapid-result lateral flow device (LFD) testing kits, which include PPE, to identify asymptomatic cases of coronavirus. Full arrangements for delivering rapid-result testing can be found in our Risk Assessment for Asymptomatic Covid-19 Testing document.

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.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection. If the supervising member of staff is unable to socially distance, e.g. due to the pupil’s age or needs, they will wear PPE.

After the pupil has left the premises, any areas they were in will be cleaned. The pupil’s parents will be encouraged to get their child tested with a confirmatory PCR test as soon as possible. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.

If a staff member develops symptoms while on site, they will be directed to go home immediately to self-isolate and to get a PCR test. Cover arrangements will be put in place.

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. From 16 August, 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.

Adults who receive their second dose of the vaccine close to 16 August will need to continue to follow the same rules as unvaccinated adults until two weeks after their second dose. Unvaccinated adults and adults who have only had one dose of the vaccine 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 four months after their 18th birthday, when they will begin to follow the self-isolation rules for adults.

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.

The individual’s close contacts at school – where they do not fulfil the criteria outlined in this section of the contingency plan from 16 August – will be sent home to self-isolate for 10 days and encouraged to get 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.

As the result of an outbreak during step 4 of the coronavirus recovery roadmap, a temporary requirement could be implemented for staff to resume wearing face coverings. This may include face coverings being reintroduced in communal areas and classrooms for members of staff. The school may also be required to reintroduce 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 setting will notify Ofsted of any confirmed cases, within 14 days, be that a child or staff member, in the setting through the usual notification channels. We will also make Ofsted aware if the setting is advised to close as a result.

If, after 31 August, the setting is subject to any government-imposed restrictions or requirements relating to coronavirus, the ‘[Early years foundation stage: coronavirus disapplications](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications)’ can no longer be applied as the necessary conditions will not be met. The disapplications can be applied until 31 August, where deemed appropriate and necessary by the headteacher.

Changes to national guidance for schools week of 29th November 2021 in response to Omicron B variant:

Primary Schools

* In primary schools it is recommended that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.
* ~~10-day isolation for Omicron close contacts~~

~~The current guidance on contact tracing and isolation remains unchanged.~~

~~However, in addition, any “suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age”. They will also be asked to book a PCR test.~~

~~\* Please note since wb 18~~~~th~~ ~~October the school has been in amber measures are recommend by the London Coronavirus Response Cell and Public Health England. For details of these measures please see our Risk Management Plan.~~

Changes to school protocol as advised by PHE, LCRC and LBBD (IMT meeting 07.12.21) with effect from January 2022 until further notice

* Reduce mixing, including a return to using “bubbles” to reduce transmission between classes/year groups, as appropriate, staggered starts and ends, bubble lunches and playtimes
* Stop ALL co-curricular activities across the whole school, no face-to-face meetings, separate PPA
* Minimise visitors
* Postpone any large-scale school events
* Consistent testing
* Monitor face covering usage at all times when staff are not formally socially distanced (e.g. sitting at their desk), we will return to forward facing paired seating for Jan so prepare for this at the end of this term.
* Encourage vaccination for eligible staff and students
* Parents wearing face masks if they expect to enter the school to collect/drop off from January, otherwise they cannot come onto the school site
* Staff who work across bubbles taking daily LFD tests
* Cross Year Group interventions to stop (e.g. Y3&4 phonics)
* Mixed age clubs to ensure strict control measures in place (hand hygiene, ventilation, football club outside if possible, mixed age groups to be sat separately, if practical)
* Swimming to continue as it is a statutory requirement, ensure strict controls in place
* All other trips to be postponed for at least the first two weeks of January 2022

Guidance from 21st February 2022

* No staggered starts and ends but bubbling by year group within the school day will remain and be reviewed each week based on caseloads
* Recommended continued use of face coverings in communal areas, crowded areas and in classrooms, when cases are high in a particular year group or class. Masks in classrooms generally are not advised
* Trips can recommence, follow good hygiene measures throughout
* Limiting visitors to the site
* Conduct any parent/visitor meetings remotely and where not possible, wear a mask and ensure rooms are ventilated
* Assemblies will continue remotely
* Keep up the good hygiene and ventilation measures
* Twice weekly LFD testing to continue for all staff including those who have recently tested positive, there is no 90-day rule for FLD testing
* Limit unnecessary contact with each other and wear masks in the playground at drop off and collection, when in corridors and if staff have to meet with someone who is not normally in their class/office space.
* Unvaccinated staff continue to wear face coverings and of course, get vaccinated for the sake of themselves, their loved ones and their colleagues.

**Daily testing for contacts of COVID-19 changes as of 14.12.21**

From Tuesday 14 December, a new national approach to daily testing for contacts of COVID-19 is being introduced (including until the end of this term). All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating. Daily testing by close contacts will help to slow the spread of COVID-19.

Daily testing for contacts of COVID-19 will help protect education settings by reducing transmission and will also help keep pupils in face-to-face education.

Once notified by NHS Test and Trace as a close contact, all eligible staff, pupils and students should take an LFD each day for 7 days and report the results through the Online Reporting System and to their setting. If they test negative, they can continue to attend their education setting. Outside of the education setting, they should continue to follow the advice set out in the Sunday 12 December press release. This approach should also be adopted over the winter break and on return in January.

If they test positive, they should self-isolate and order a PCR test to confirm the result. If the PCR is positive, they must self-isolate for 10 days. If the PCR test is negative, they no longer need to self-isolate but should continue to carry out the remainder of the daily tests, and only need to isolate if it is positive.

All staff and secondary aged pupils and students should have access to a box of 7 LFD tests from their education setting. If your setting requires additional test kits sooner than they would be available through the standard ordering process, or will run out of test kits imminently, you can contact 119 to request an emergency replenishment. For primary aged children LFD test kits are available through the usual routes (community test sites, local pharmacies or online).

Children under five years old do not need to take part in daily testing for contacts of COVID-19 and do not need to isolate.

Anyone over the age of 18 years and 6 months who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case.

For students with SEND who struggle to or are unable to self-swab daily for 7 days, settings should work with students and their families to agree an appropriate testing route, such as assisted swabbing. Information on further support measures will be provided.

Finally, it is important to continue regular twice weekly, at-home testing for all education and childcare workforce and all students of secondary age and above.

Transport

Pupils and staff attending school will be encouraged to walk or cycle wherever possible and to avoid public transport. If pupils and staff need to use public transport, they will not be required to wear a face covering while travelling unless enforced locally by a Director of Public Health.

If directed, pupils and staff may also need to resume wearing face coverings on dedicated school transport unless they are 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 restrictions where pupils are still attending. In the event that such services are not able to operate as normal, the headteacher will consider alternative options and communicate these to all parents and pupils in advance.

Teaching and learning

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. All remote learning will be delivered in line with the school’s Contingency Plan for Remote Education DBJA.

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. The school will follow the advice provided by the local HPT.

The school will use a range of remote teaching methods to cater for all different learning styles. This includes:

- Google Classroom and Google Meets

- Individual Pupil Work Packs (includes 5 x comprehension, 5 x maths, 5 x SPAG, spelling overview, timestables practice, Maths, Literacy and Oak National Academy links)

- Statutory Word Lists

- Class Dojo activities

- Purple Mash (ARP/Learning Centre children)

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 assignments 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.
* Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils’ best interests in mind, and will not take the decision lightly.

The school will utilise the support available through the DfE’s ‘[Get help with technology during coronavirus (COVID-19)](https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19)’ scheme. Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

* Pupils in Years 3 to 6
* Clinically extremely vulnerable pupils across all year groups who are not attending school in line with government and/or clinical advice
* Pupils in all year groups whilst attending school on a hospital site
* Pupils in any year group who have been advised to shield because they, or somebody they live with, are clinically extremely vulnerable

Before distributing devices, the school will ensure:

* The devices are set up to access remote education.
* Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.
* Arrangements follow the procedures outlined in the school's Device Loan Agreements

Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils’ homes, ensuring infection control measures are adhered to as part of this process.

The school will distribute laptops to children and children can access all online learning through their Google Classroom/Purple Mash/Class Dojo log-ins which will be redistributed along with the laptops.

Returning to school

The headteacher 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.

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 headteacher 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 headteacher will inform parents when their child will return to school.

School leaders 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.

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 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.

Safeguarding

Ensuring safeguarding arrangements remain effective during periods of restricted attendance is a key priority. Our Trust wide Safeguarding & Child Protection 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.

We 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 headteacher will take responsibility for coordinating safeguarding on-site during this time.

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.

Food provision

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

We will provide FSM, vouchers 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.

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 or senior leadership team
* Pupils – their class teacher or member of pastoral staff
* Parents – the senior leadership team

Monitoring and review

This plan will be reviewed continually, by the headteacher, 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.