

Bluebell Primary School

Coronavirus (COVID-19): Contingency Plan

Updated - Jan 4th 2021

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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](#)' and '[Schools COVID-19 operational guidance](#)' documents. The government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the coronavirus (COVID-19) pandemic, but measures affecting education may be necessary in some circumstances.

We have confirmed with the DfE that the 'outbreak management plan' that schools should have in place, according to DfE guidance, is the same as the contingency plan. We have used the phrase 'contingency plan' throughout

[Updated] The aim of this plan+

[Updated] The main objective of this plan is to ensure the number of pupils in face-to-face education is maximised and, where unavoidable and in a way that best manages the risk of coronavirus (COVID-19), any disruption to education is minimised.

[Updated] If our school experiences an outbreak of coronavirus, or the local area has a variant of concern (VoC) present or an extremely high prevalence of coronavirus, or there is a risk of unsustainable pressure on the NHS, 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 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.

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

- **[Updated] 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.

[Updated] This contingency plan is designed to explain how the school will operate if it is advised to introduce any measures to help break chains of transmission of coronavirus.

[Updated] Restrictive attendance measures will only be in place for as short a time as possible and could apply to just the school or across the local area.

Restricting attendance in any form will only be used as a last resort. Where restrictions to attendance are implemented following advice from the appropriate authorities, 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, the LA, Director of Public Health (DPH), and HPT may advise the school or a cluster of closely linked settings to limit attendance in one of the ways described in this section.

Where the LA judges 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.

[Early years settings as part of a primary school] School-based nurseries in primary schools will have the discretion to follow the arrangements set for the primary school.

[Updated] Unless advised otherwise, the school will allow all pupils to attend. If the contingency framework is implemented, the school will follow any requirements on restricting attendance, which includes prioritising the attendance of vulnerable pupils, the children of critical workers, and other groups as advised by the DfE. Staff, pupils and parents will be informed immediately following any changes to pupil attendance.

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

[Updated] Infection prevention and control

The school's Infection Control Policy will continue to be adhered to – this policy meets the requirements set out in the DfE's system of controls.

[New] The government has stated that individuals previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again. Where additional measures are required in line with this plan, individuals previously considered as CEV will be asked by the school to consider advice from their health professional on whether additional precautions are suitable for them.

Testing

Staff will be encouraged to keep testing, at least twice a week and report their results. If they are close contacts of a positive case, they will be encouraged to test every day for seven days. Pupils will be encouraged to do the same.

[Updated] Where appropriate, the school will contact the NHS Self-Isolation Service Hub on 020 3743 6715 after it is informed that any member of staff has tested positive for coronavirus, including in the following circumstances:

- A staff member who was in close contact with the person testing positive has indicated they are not exempt from self-isolation, but the person testing positive was unable to provide that person's details to NHS Test and Trace
- It is particularly difficult for the person testing positive to identify or provide details of some members of staff they were in contact with, for example, temporary workers such as supply staff, peripatetic teachers, contractors or ancillary staff

If a variant of coronavirus classed as a variant of concern (VoC) is identified within the school's geographical area, the school will follow any measures required by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases, which may include targeted testing.

[Early year settings and primary schools] The school will encourage staff to increase their use of home testing if advised accordingly by the relevant authorities, e.g. the DPH.

Self-isolation

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.

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 up to ten days (if they test negative on a lateral flow test on day 5 and 6, they can leave isolation). 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 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.

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.

Those aged 18 will continue to follow the same rules as under-18s until six months after their 18th birthday, when they will begin to follow the self-isolation rules for adults.

Additional measures

If a pupil or staff member is admitted to hospital with coronavirus, the school will contact the DfE helpline on 0800 046 8687 and select option 1. The school may be offered public health support in managing risk assessments and communicating with staff and parents.

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 children, pupils, students or staff who are likely to have mixed closely, test positive for coronavirus within a 10-day period
- 10 percent of children, pupils, students or staff who are likely to have mixed closely test positive for coronavirus within a 10-day period

For the SRB:

The following threshold will be used as an indication of when to seek public health advice:

- Two children, pupils, students and staff who are likely to have mixed closely test positive for coronavirus within a 10-day period

When a threshold is reached, the school will review 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.

The DPH 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 and selecting option 1 or in line with other local arrangements. The school will also refer to the government's [contingency framework](#) for further information.

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 lateral flow tests. 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.

The school will use CO₂ monitors to quickly identify and improve any areas with poor ventilation. The monitors will be rotated around the whole school, starting with areas that have the poorest ventilation. The monitors will be used alongside the enhanced ventilation

measures the school already has in place, e.g, opening external windows where it is safe and appropriate to do so.

Restrictions to meet outbreak management requirements

[Updated] **[Early years settings and primary schools]** As part of the school's responsibilities in outbreak management, a temporary national requirement has been introduced requiring that staff and visitors wear face coverings in communal areas and corridors, unless they are exempt or have a reasonable excuse. Transparent face coverings can be worn. Individuals, excluding pupils, who are exempt can wear face visors or shields provided a risk assessment is conducted for the situation. Individuals who rely on visual signals for communication, and those who provide support to them, are exempt from wearing face coverings.

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.

[New] The school is aware face coverings could temporarily be advised in the classroom by the DPH – the school will adhere to any such advice and provide parents and pupils with immediate notice.

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.

Transport

Pupils and staff attending school will be encouraged to walk or cycle wherever possible and to avoid public transport. The government has removed the legal requirement to wear face coverings but expects and recommends that they are worn 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 and staff need to use public or dedicated transport, they may be asked 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 Headteacher/Principal 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 Remote Learning Policy.

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:

- Live teaching
- Drop in sessions for support and feedback
- Materials for learning posted on Google Classroom and Class Dojo
- Online storytimes
- Small group, online interventions
- Use of Read Write Inc teaching videos
- Recorded input
- Learning that matches the planned curriculum
- A programme of learning that is equivalent to the school day

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/Principal will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

The school will utilise the support available through the DfE's ['Get help with technology 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 13
- Pupils in all year groups whilst attending school on a hospital site

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 Loaning School Equipment Policy.

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.

For specific information and protocols on remote learning please see the [Remote learning Contingency Plan](#).

Returning to school

The Headteacher/Principal will work with the appropriate authorities 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.

The Headteacher/Principal will inform staff, pupils and parents, prior to the return to school, whether any further restrictions, e.g. face coverings, have been resumed.

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

The Headteacher/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.

[Updated] 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 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.

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 during work hours to answer any concerns..
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are supported to be kept safe 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/Principal 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 packed lunches 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.

[Updated] 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.

[Updated] For each control measure that the school implements as part of the plan, the Headteacher/Principal will ensure appropriate measures are in place to communicate the changes to staff, pupils and parents.

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 Headteacher/Principal

Monitoring and review

This plan will be reviewed continually, by the Headteacher/Principal, in line with guidance from the government and UK Health Security Agency.

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