



# Overleigh St Mary's CE Primary School

## Coronavirus (COVID-19): Contingency Plan

**Please note:** this plan has been created in line with the advice from DFE and PHE regarding contingency planning and is reviewed as this advice is up dated even if it does not require adjusting.

Approved by:

Name: Emma Drew

Date: 02.03.22

**This Policy should be read in conjunction with our school Covid-19 Risk Assessment and Recovery Plan. The RA notes specific Stepping Up and Stepping down measures depending on in school, local and national circumstance and advice.**

**Contents:**

- Infection prevention and control
- Step Up Measures
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- Transport
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## **The Aim of this Plan**

If our school or local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. This is likely to occur on a small group, individual class or year group basis.

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

## **Infection prevention and control**

The school's Risk Assessment will continue to be adhered to – this 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 encouraged to get a test although they will not be obligated to do so.

If a pupil develops suspected symptoms of coronavirus while on site, they will be taken to the Meeting Room while they wait to be collected.

If a staff member develops symptoms while on site, they will be directed to go home and follow current PHE / DFE / Government advice. Cover arrangements will be put in place.

We will record all cases of either those who have tested positive or who have typical Covid-19 symptoms in our inner school community. If rates increase on a notable basis or there is severity of illness in individuals or groups e.g. requiring hospitalisation then further control measures will be considered and advice sought from Local PHE.

## **Step Up Measures**

Our Risk Assessment sets out the agreed ways of working, systems and controls that are in place in school. These will be reviewed and amended according to the local / national position and guidance.

In the event of an outbreak we have a range of Step Up Measures that will be considered to further reduce transmission rates. This may apply to individual classes or groups of classes or phase, depending on PHE/DFE advice and extent and severity of cases. In the RA these can be seen noted in red against each topic, but include:

- Restricted mixing for children and staff. Further reduction of number of groups staff work across. Where at all possible, staff working from home in e.g. admin teams on a rota to ensure provision of staff.
- During an outbreak of Covid-19 CEV staff and children / pregnant staff work from home / complete remote learning.
- Inside PE to be suspended for classes where there is an outbreak.
- On line worship / year group events and cancelling of visits to other schools unless contingency measures can also be met in the other setting.
- All educational visits ceased for classes with outbreak.

## **Step Down Measures**

- Face to face staff meetings and training meetings resume where this supports the purpose.
- Year groups mix with each other freely for learning / worship and lunch.

## **Remote education**

Remote education will be immediately put in place for children or groups of children who have to self-isolate due to being positive for Covid or because of an outbreak and on the advice of NHS / PHE / DFE have to isolate.

All remote learning will be delivered in line with the school's Pupil Remote Learning Policy.

## **Ill / affected pupils / staff returning to school**

The Headteacher will ensure staff / pupils only return to school once they have followed the advised period of isolation and are well enough to do so. Risk assessments will be reviewed following an outbreak to introduce further control measures as advised by PHE.

The Headteacher 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.

## **Safeguarding**

Ensuring safeguarding arrangements remain effective whilst children are at home isolating.

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.
- Pupils who remain at home are protected when they are accessing our remote learning online.
- Vulnerable pupils are spoken to at least weekly, depending on individual RA and home visits made if assessed to be appropriate if they are isolating with COVID-19.

## **Food provision**

The school catering team will liaise with families where children, who are self-isolating with COVID-19, and who are entitled to FSM to explore ways of providing food parcels and other wellbeing support.

## **Communication**

The school will continue to communicate with children and staff that are affected by COVID-19.

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 via the school office

## **Monitoring and review**

This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE).

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