



Overleigh St Mary's CE Primary School

Coronavirus (COVID-19): Contingency Plan

Please note: this plan has been created in line with the advice regarding contingency planning in the DfE's ['Full opening guidance: schools'](#). National guidance has been issued by the DfE for how schools should operate during a local lockdown, and a tier system has been established by the Department of Health and Social Care as part of its ['Contain framework'](#). This operates on the basis of four tiers. Tiers 1-3 do not apply to us, as they are for schools with pupils in Year 7 and above and range from introducing the use of face coverings to creating a rota system for attendance, whereas Tier 4 necessitates that all education settings only remain open to vulnerable children and the children of critical workers. It is important, however, that schools remain aware that every local lockdown may be different depending on the circumstances of the area. If a local lockdown is implemented in our area, we will follow the specific guidance for our area. We will ensure this plan is updated in line with national government guidelines regarding the operation of schools during local lockdowns.

Contents:

- Tiers of restriction
- Infection prevention and control
- Transport
- Safeguarding
- Food provision
- Communication
- Monitoring and review

Signed by:

_____ Headteacher

Date: _____

_____ Chair of governors

Date: _____

The Aim of this Plan

If a 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 – these measures could include the partial closure of schools in the area, and different tiers of restrictions.

This document outlines how the school will operate if a local lockdown or restrictions are implemented. If a local lockdown is implemented in our area, 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.

Tiers of Restriction

The government has advised that it anticipates schools will usually remain fully open to all pupils in local areas where restrictions have been implemented.

There may be exceptional circumstances in which some level of restriction to schools is required in a local area. In these cases, restrictions will be implemented in a phased manner, known as the ‘tiers of restriction’. Under the Coronavirus Act 2020, the decision to order the closure of schools rests with the central government.

This plan sets out how the school would operate at each tier in the event that the restrictions become necessary in our local area. At each tier, the school will maintain communication with pupils and parents to ensure they understand who needs to be in school at any given time.

Tier 1: The school will remain open to all pupils.

Tier 2: The school will remain open to all pupils.

(In secondary schools, Tier 2 results in a rota system being introduced. There are not such plans for primary schools. However, should the government change their advice then at Overleigh we have already used this system in summer 20. Therefore, plans and systems are in place that this could be swiftly adopted if it were necessary to do so.)

Tier 3: The school will remain open to all pupils.

Tier 4: The school will allow full-time on-site provision to vulnerable pupils and the children of critical workers and selected year groups (which have not yet been identified by the DfE). All other pupils will not attend on-site provision – remote education will be provided to these pupils.

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. Tests can be booked online or ordered by telephone via NHS 119. Essential workers, including school staff, have priority access to testing.

If a pupil develops symptoms of coronavirus while on site, they will be taken to the Meeting Room while they wait to be collected. If required, the pupil will be supervised while they await collection. The supervising member of staff 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. 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 to self-isolate and to get a test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

If an individual tests positive, the school will contact the local HPT and DfE coronavirus (COVID-19) helpline. Where advised to do so then, the individual's close contacts at school will be sent home to self-isolate for 14 days and encouraged to get a test if they then go on to develop symptoms. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

Transport

Pupils and staff that have to attend school will be encouraged to walk or cycle wherever possible. If pupils and staff need to use public transport, they will be reminded that those over the age of 11 are required to wear a face covering while travelling. If families or staff cannot avoid car sharing, beyond their immediate household, then they also need to wear face coverings.

Remote education

If a local lockdown is implemented, the school will offer immediate access to remote education for pupils who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate, the school will immediately implement remote learning for that individual / group. (Unless child is too unwell to complete remote learning.)

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

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.

After a period of self-isolation, or the lessening of local lockdown rules, the headteacher will inform parents when their child will return to school.

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 while the school is partially closed is a key priority.

Our Safeguarding Policy was updated during the national lockdown to include provisions for keeping pupils safe during the coronavirus pandemic – 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 accessing our remote learning online.

Food provision

We will ensure measures are in place so that meals can be prepared and served safely for pupils who remain on site.

The school catering team will liaise with families where children, who are self-isolating, and who are entitled to FSM to explore ways of providing food, if this is needed.

Communication

The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, any reviews of the protective measures as part of its risk assessments, or if remote working will be applicable for all. All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown and how it affects the school as they develop.

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

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.