

# Tweeddale Primary School Contingency Plan

## What is a Contingency Plan?

The Contingency Plan describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in Tweeddale Primary School. This is based on a Contingency Framework published by the Department for Education. The Contingency Framework outlines the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in all education and childcare settings, covering:

- the types of measures that settings should be prepared for;
- who can recommend these measures and where;
- when measures should be lifted;
- how decisions are made;

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described here in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. This Contingency Plan will enable Tweeddale Primary School to follow those directions swiftly and safely should they be required.

## Introduction

The government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic. However, measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting;
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission;
- as part of a package of measures responding to a Variant of Concern (VoC);

Tweeddale Primary School's Contingency Plan (outbreak management plan) outlines how we will operate if any of the measures described in this document were recommended for our setting or area. This includes how we would ensure every child and pupil receives the quantity and quality of education and care to which they are normally entitled.

Measures detailed in this plan include:

- Testing: the introduction of asymptomatic 'surge' testing for staff;
- Face Coverings: the possibility that it is advised that face coverings should temporarily be worn more widely in settings in our area;

- Shielding: the possibility that staff and pupil on-site attendance could be affected by the reintroduction of shielding for the shielded patient list (SPL);
- Limitations to wider extra-curricular school life: the possibility that we are advised to limit some activities;
- Attendance Restrictions: the possibility that we are advised to limit attendance;
- Reintroduction of social distancing and other measures limiting mixing;

## Testing

Tweeddale Primary School's Contingency Plan covers the possibility that staff will be asked to take part in asymptomatic 'surge' testing or to continue to self-test using home LFD kits after the end of September.

This could include advice to take part in 'surge' tests or to increase regular home testing by staff. These measures may be advised:

- for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or
- for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate

Surge testing kits (PCR) would be distributed and collected by the Local Authority on behalf of the DsPH. The school maintains a good supply of asymptomatic (LFD) test kits and has systems in place to re-order and / or to increase the stock held.

## Face Coverings

Tweeddale Primary School's Contingency Plan covers the possibility that it is advised that face coverings should temporarily be worn more widely in settings in our area.

This may include face coverings in communal areas and / or classrooms for staff and visitors. Although previous government advice was for primary aged children not to wear face coverings, this may change.

These measures may be advised:

- for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or
- for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate

Tweeddale Primary School has well established routines regarding the use of face coverings. Staff and visitors will be made aware of expectations for face coverings by posters at entrances and via e-mail.

Tweeddale Primary School guidance will allow for reasonable exemptions for their use.

## **Shielding**

Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding can only be reintroduced by national government. Tweeddale Primary School's Contingency Plan covers this possibility.

Shielding for staff: All staff members who have an underlying medical requirement can access an individual Risk Assessment completed alongside the Headteacher and School Business Manager (SBM). Through these meetings those staff members on the SPL will be identified. Should shielding be reintroduced, adaptations will be made to enable those staff members to fulfil duties from home. On the most part adaptations can enable their duties to remain closely aligned to their full job description, for example remote teaching. If required adjustments to the scope of their work can be made, for example taking on additional administrative or planning tasks that are better suited to home working.

Shielding for pupils: Pupils identified on the SPL will be able to access the curriculum from home through our remote education platforms – Google Classroom. Designated members of staff, those working closely with those pupils with additional needs, will make daily contact via phone and/or online.

## **Limitations to wider extra-curricular school life**

Tweeddale Primary School's Contingency Plan covers the possibility we may be advised to limit:

- residential educational visits;
- open days;
- transition or taster days;
- parental attendance in settings;
- performances in settings;

Should this be required many activities can be completed remotely. Tweeddale Primary School has well established routines using interactive online systems of Google classroom, Microsoft Teams, YouTube etc to allow meetings and share performances.

Tweeddale Primary School ensures comprehensive use of insurance policies for residential educational visits to limit financial implications of any required cancellations. Decisions regarding cancellations or rearrangements will be made swiftly and communication through the usual home-school contact means will be made to ensure all those affected are well informed of changes to plans.

Performances dates and formats can be changed if required. We will consider the use of remote recordings and/or reduced capacity, socially distant audiences to enable key performances to go ahead in a safe limited way.

### Attendance Restrictions

Attendance restrictions should only ever be considered as a last resort. Tweeddale Primary School's Contingency Plan covers the possibility that we are advised to limit attendance. High-quality remote education will be provided for all pupils or students not attending. In all circumstances, priority will continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.

If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in Nursery, Reception, Years 2 and 6 will still be allowed to attend.

It is possible we will have to prioritise year groups either for attendance or return to school. If this happens, we will use the following order unless otherwise directed by the government:

<b>Vulnerable Children</b>	Defined by the government as children with an EHCP and / or those who have a named social worker. Schools also have the flexibility to invite others (who do not meet the above criteria) to attend.
<b>Children of Critical Workers</b>	Based on the list of eligible jobs / industries and other guidance published by the government.
<b>Nursery</b>	These children find it the most difficult to access remote education.
<b>Reception</b>	
<b>Year 6</b>	These children will be completing the KS2 programme of study and undertaking statutory assessments in the Summer Term 2022.
<b>Year 2</b>	These children will be completing the KS1 programme of study and undertaking statutory assessments in the Summer Term 2022.
<b>Year 1</b>	These children find it more difficult to access remote education.
<b>Year 5</b>	The remaining order will depend on the timing and likely length of attendance restrictions.
<b>Year 4</b>	
<b>Year 3</b>	

If attendance is restricted further, vulnerable children and young people and children of critical workers will still be allowed to attend.

### Remote Education

Tweeddale Primary School has a fully resourced Remote Learning curriculum provided through Google Classroom. Should Remote Learning be required this curriculum alongside live remote teaching and regular feedback will be in place.

Information about Remote Learning will be posted via the school website and sent home via ParentMail.

Tweeddale Primary School has well-rehearsed processes for maintaining daily contact with pupils through on-line roll calls and / or phone calls.

Tweeddale Primary School has and will continue to ensure access to ICT and internet connection for all pupils. This includes loaning equipment where necessary.

### **Education Workforce**

Leaders at Tweeddale Primary School will, if required, determine an “on-site rota” to ensure the education workforce is able to effectively meet all requirements. Where possible, staff will be able to work from home. Leaders at Tweeddale Primary School have regard to the guidance on clinically extremely vulnerable people and will use this, alongside individual Risk Assessment, to determine whether working “on-site” is appropriate for those individuals affected.

Tweeddale Primary School will continue to implement the system of controls set out in the COVID-19 coronavirus operational guidance. Measures that are put in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment will be shared with all staff to ensure risks have been thoroughly mitigated for those working “on- site” during this phase.

### **Safeguarding**

If attendance restrictions are needed Tweeddale Primary School’s safeguarding team, led by the Designated Safeguarding Leads (DSL / DDSL), alongside all local safeguarding partners, will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.

Tweeddale Primary School will continue to have regard to any statutory safeguarding guidance that applies to us, including:

- Keeping children safe in education;
- Working together to safeguard children;

A review of our Child Protection and Safeguarding Policy will be made to ensure it reflects any specific local restrictions and remains effective.

A trained DSL will be on-site as part of the on-site rota throughout. This is likely to be the DSL, but could also be one of the 5 trained Deputy DSL Tweeddale Primary School has in our wider safeguarding team.

Tweeddale Primary School will ensure a higher frequency of contact for any student deemed to have a safeguarding or wellbeing risk as part of our remote pastoral support.

Higher frequency and/or more specialised remote contact will be made via the safeguarding, pastoral and/or Nurture team. Provisions for pastoral, nurture and SEN support will remain in

there are attendance restrictions, however these provisions may be organised via live remote sessions, phone calls, home visits or, where possible, socially distant on-site in person sessions.

### **Vulnerable children and young people**

Where vulnerable children and young people are absent, Tweeddale Primary School will:

- 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;
- encourage the child to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child's attendance would be appropriate;
- ensure the child is able to access appropriate education and support while they are at home and have in place procedures to maintain contact;

If Tweeddale Primary School has to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the local authority.

### **School Meals**

Tweeddale Primary School will provide meal options for all pupils who are in school via our school canteen. Meals are available free of charge to all pupils who meet the benefits-related free school meals eligibility criteria.

We will also continue to provide free school meals support in the form of packed lunches for pupils who are eligible for benefits related free school meals and who are not attending school because they:

- are self-isolating;
- have symptoms or a positive test result themselves;

Provision of free school meals and FSM vouchers is organised by our SBM.

### **Reintroduction of Certain Protective Measures**

In the case of a school or local outbreak or on the advice of the DsPH, Tweeddale Primary School may reintroduce certain protective measures to supplement those already in place.

Measures currently include:

- Promoting good respiratory and hand hygiene;
- Keeping rooms well ventilated;
- Regularly cleaning frequently touched surfaces;
- Reduce mixing by continuing to stagger break and lunchtimes.

The measures we may re-introduce are:

- Re-introduction of social distancing, reduction of mixing and promoting the wearing of masks at drop-off and pick-up times;
- Staff wearing face coverings in communal areas and at classroom doors etc;
- Moving to virtual assemblies and suspension of face-to-face meetings;
- Moving to virtual performances, parent consultations etc;
- Reducing the number of visitors in school;
- Further reducing mixing (i.e. within year groups);

Information about the protective measures in place at the school will be posted via the school website and sent home via ParentMail.

### **Review**

This policy will be updated in-line with changes to government guidance and / or alongside the monthly review of the school's risk assessment. **The next review is due on 30th September 2021.**

Terrie Jerrom  
Headteacher  
31.8.21