

Contingency Framework Template for Educational settings

The key principles set out in the contingency framework are:

- maximise the number of children in face-to-face education or childcare and minimise any disruption in a way that best manages the COVID-19 risk
- managing transmission should be weighed against any educational drawbacks
- measures should affect the minimum number of children for the shortest time
- attendance restrictions should be considered as a last resort where all other risk mitigations have not broken chains of in-school transmission

Settings are required to update their outbreak management / contingency plan and describe how they will respond if children, pupils, students or staff test positive for COVID-19, how they will operate if they are advised to reintroduce any measures to help break chains of transmission. This template will help guide you in what measures you may need to consider in order to reduce the spread of Covid-19.

Local Process (Wiltshire Council Public Health)

In accordance with changes in government guidance the service will be different to the response prior to the end of the summer term 2021.

Please familiarise yourselves with the most up to date Covid Action card on Right Choices Covid Page.

In order that we can support you we ask that you keep us informed of your case numbers of PCR confirmed Covid-19 using the daily snap survey link located on the Right Choices Covid page so we can prioritise those settings most in need.

Please be aware that due to the number of settings who may be requiring our additional support during this term you may not get a call back the same day.

The local authority is well placed to give local public health support alongside the education/early years team. Whilst schools can still choose to contact the DfE helpline (0800 046 8687) we ask that settings seek support through one route only.

Thresholds for considering additional measures

The DfE has defined 'thresholds' to indicate that transmission may be occurring within a setting and additional control measures may be needed.

- 5 cases / 10% of pupils/staff, who are likely to have mixed closely, test positive within a 10-day period (mainstream schools);
- 2 cases who are likely to have mixed closely* test positive within a 10-day period (SEND/residential schools or settings with <20);
- There are any admissions to hospital for COVID-19.

The template below will need to be adapted according to your own individual circumstances and settings. The Director of public health and/or SWHPT may recommend other measures as appropriate and proportionate to the outbreak.

Outbreak Management Plan

The measures settings choose to use will need to change according to the levels of cases in their setting or circulating in the community. This includes introducing more measures as cases rise or reducing measures as cases fall. We advocate caution when reducing measures because of the time it takes for Covid levels to respond to any intervention.

Measures	Baseline	Covid Cases within the setting but not at threshold level	Covid Cases at threshold level	Unmitigated spread of Covid	Additional Planning considerations
Cleaning regimes	<p>1. Cleaning operative in a daily basis. Normal pre COVID cleaning regime followed.</p> <p>2. Enhanced cleaning where required such as frequent touch areas.</p> <p>3. Equipment that may be shared between classes is either cleaned in a sterilisation solution or is quarantined for 48 - 72 hrs before another class can use.</p> <p>3. Pupils wash hands at set points within the day and when sharing equipment with others within the class.</p>	<p>Enhanced cleaning focusing on additional touch points such as door handles.</p> <p>Children return to limited sharing of equipment within each class.</p> <p>Reducing sharing of resources across classes wherever possible.</p> <p>Surfaces are cleaned between use by different children.</p> <p>Cleaning of surfaces increased the day.</p> <p>Increased hand – washing of pupils and staff.</p>	<p>The younger the children, the more difficult it may be to maintain hygiene standards so increased staff supervision will be required such as hand – washing correctly and sneezing correctly.</p> <p>Consider additional contract cleaning hours for more formal cleaning of washrooms within the school day.</p>	Deep clean of school premises	
Ventilation	Windows and internal doors will be kept open as much as possible (weather permitting).	When the cold weather inhibits this, windows must be opened at times when the children and staff are	Continue as per previous levels In addition, Improvement of ventilation indoors will	Continue as per previous levels	

		not in the rooms. A minimum of 1 window to remain open at all times.	require external doors being open through the school to ensure a through draft as much as possible. Staff to make use of LOTC activities as much as possible.		
Contact tracing of staff cases	Staff cases to be reported via the Wiltshire Public Health Daily Snap COVID Survey. Contact tracing to be carried out by NHS Track & Trace as per government guidance.	Continue as per previous levels	Continue as per previous levels	Continue as per previous levels	
Testing, self-isolation and managing confirmed cases of Covid-19	Follow and promote public health guidance Staff to continue twice weekly Lateral Flow Tests.	Continue as per previous levels	Continue as per previous levels Consider obtaining additional LFT kits to distribute if required. Staff to consider daily testing if wished	Continue as per previous levels	
Messaging about signs and symptoms of Covid 19	Schools will deliver regular messages about signs and symptoms of COVID	School will deliver strong messaging about signs and symptoms of Covid-19, isolation advice and testing. Poster placed on school's social media and noticeboard.	Continue as per previous levels In addition, work alongside parents to ensure that all children that are ill for any reason remain at home (ie not dosed with CALPOL and sent into school).	Continue as per previous levels	

		<p>Send parents a warn and inform letter using the template from Wiltshire Public Health.</p> <p>Increased vigilance within school and children sent home if displaying any COVID symptoms. Parents informed of this.</p>			
Vaccinations	Encourage vaccination uptake for eligible staff	<p>Continue as per previous levels</p> <p>Ensure known vulnerable staff are risk assessed.</p>	<p>Continue as per previous levels</p> <p>Risk Assess all staff.</p>	Continue as per previous levels	
Promotion of PCR testing for close contacts for over 5-year-olds	Promotion of PCR testing for close contacts identified by NHS Test and Trace	Continue as per previous levels	<p>Continue as per previous levels</p> <p>Resend parental communication regarding government guidance on close contact testing.</p>	Continue as per previous levels	
Moving activities outdoors	<p>Current building work restrictions on site mean any large gathering of 2 classes or more will take outside.</p> <p>PE to take place outside as much as possible. Any indoor PE to be risk assessed and additional</p>	<p>No singing indoors unless in groups of 6 or less. Outdoor singing can still take place in mixed groups.</p> <p>Consider reducing the size/ hybrid of on-line and rotated classes.</p>	<p>Continue as per previous levels</p> <p>No singing allowed indoors or outside.</p> <p>No external Collective Worship provision allowed in school.</p>	<p>Continue as per previous levels</p> <p>Staggered lunchtimes and breaktimes re-introduced. Classes eat lunches in individual classrooms.</p> <p>Return to recorded Collective Worship.</p>	

	<p>measure implemented where required ie greater ventilation.</p> <p>Classes eat lunches in classrooms.</p> <p>Staggered lunchtimes</p> <p>Staggered break-times - only two classes mix at break-times.</p> <p>Encourage the use of the outdoors for learning activities – weather permitting.</p> <p>Singing can take place with additional risk assessment and measure in accordance with the latest guidance</p>		<p>Consider limiting where children from different classes might meet ie corridors – consider different times for use of the toilets etc.</p> <p>Consider restrictions on type of indoor PE activities and number of pupils participating.</p>	<p>All PE after-school clubs to cease unless class specific.</p>	
<p>Social distancing and reducing crowding and mixing</p>	<p>Staff reminded to socially distance in confined areas whenever possible.</p> <p>Staff reminded to socially distance themselves when meeting visitors and parents.</p>	<p>Affected class staff to asked to ensure social distancing from pupils and other staff and consider re-introduction of face coverings where this is not possible.</p> <p>Communicate relevant changes to parents.</p>	<p>All staff to wear face coverings when in areas around the school where social distancing cannot be maintained.</p> <p>Staff in effected classes to wear face coverings in class.</p> <p>On –site staff meetings can continue as long as social distancing can be maintained.</p>	<p>Continue as per previous levels</p> <p>Staff meetings to revert to TEAMS.</p> <p>No mixed class interventions or clubs.</p> <p>Staggered start and finish times of the day.</p>	

			<p>Re-introduce a limit of 4 staff members meeting in a social capacity ie lunch – time. Consider introducing virtual lunchtime for staff.</p> <p>Reduced crossing of staff between classes.</p>		
<p>Limitations of residential education visits, open days, parents’ evenings, live performances</p>	<p>Full range of activities to take place as long as risk assessments are in place.</p> <p>Parents, volunteers, external providers and staff reminded of school’s expectations regarding non-attendance if showing symptoms.</p> <p>Close contact to be risk assessed.</p> <p>Virtual Parent Evenings only.</p>	<p>Activities continue to take place but with additional safety measures and authority from the Head Teacher.</p>	<p>If cases reach threshold levels, then the school will limit visits to the school.</p> <p>Educational visits from affected classes will be postponed until a safer level is returned to.</p> <p>No open days to take place, parental visits to be conducted out of doors.</p> <p>All pupil transition sessions to take place on line</p> <p>Consider postponing live performances where possible. If not possible, live performances can only proceed if held in accordance with latest live performance guidance.</p> <p>School would take advise from the LA’s Evolve co-</p>	<p>Continue as per previous levels</p> <p>Essential visitors only.</p> <p>No educational visits.</p> <p>No open days or parental visits.</p> <p>No live performances.</p>	

			ordinator and PH team on whether a residential visit should go ahead.		
Attendance restrictions	No-one should attend setting if displaying COVID symptoms or tested positive for COVID.		<p>In addition, work alongside parents to ensure that all children that are ill for any reason remain at home (ie not dosed with CALPOL and sent into school).</p> <p>Consider re-introducing remote learning if staffing is reduced to unsafe levels.</p> <p>Staff to continue working on-site unless symptomatic or tested positive.</p>	<p>Consider reintroducing remote learning for affected classes following meeting between Incident Management team and Wilshire Public Health.</p> <p>Staff to continue working on-site unless symptomatic or tested positive.</p>	Discussions to be held with Public Health vulnerable children continued attendance where chains of transmission are not broken.
Partial closure	<p>All children to be provided with Google Classroom Lock-ins.</p> <p>Teachers using Google Classroom as main teaching basis with work mirroring classroom activities as much as possible.</p> <p>Staff are required that 2 – weeks of work are uploaded for their class.</p>		<p>Staff to continue working on-site unless symptomatic or tested positive.</p> <p>Consider re-introducing remote learning if staffing is reduced to unsafe levels.</p> <p>Individual lunch arrangements to be agreed with parents as required for Free School Meal children – this could be on-site meal provision, food boxes or vouchers.</p>	<p>Staff to continue working on-site unless symptomatic or tested positive.</p> <p>Consider re-introducing remote learning if staffing is reduced to unsafe levels.</p> <p>If threshold is reached, then school to re-introduce remote learning as detailed in the school's Remote Learning Policy.</p> <p>FSM vouchers to be provided to relevant families</p>	

			<ul style="list-style-type: none"> Regular contact to be maintained with pupils not in school <p>Where low number of children at home, daily contact to be made with pupils including telephone call</p>	<p>In implementing this partial closure, we will ensure:</p> <ul style="list-style-type: none"> Equal access to teaching and learning for all – this may require some families and children requiring the use of a device from school to access the Google Classroom. School will contact families to ensure that devices are available to all families. If not, the school will put in measures and agreements to ensure that families can borrow devices. EHCP requirements will be met and school will complete the relevant risk assessment. SENCO will contact the family involved to liaise on expectation whilst at home. Provision for CIN, CYP on CP Plan, and LAC will be met – school does not have any child at the level currently. <p>Daily calls from class teacher to be prioritised to those considered vulnerable or at risk</p>	
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<p>Full Closure</p>	<p>As above</p>	<p>As above</p>	<p>As above</p> <p>Staff expected to be on – site unless symptomatic or tested positive for COVID.</p>	<p>As above</p> <p>Head Teacher to communicate learning expectations of pupils during full closure.</p> <p>In addition, daily Google Meets to be held for each class by the class teacher together with weekly Google Meets offered to parents by the Head Teacher.</p> <p>Safeguarding contingency plans implemented for relevant children if contact and/or engagement with remote learning not maintained.</p> <p>Parents informed of attendance expectations and consequences of non-attendance as per normal school operations.</p> <p>Staff expected to be on – site unless symptomatic or tested positive for COVID.</p>	<p>When transmission reaches the point that partial closures and/or staffing capacity can no longer maintain safe teaching and learning within the setting, the outbreak control process may recommend a move to remote learning for the whole school for a short period of time</p>
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Additional Considerations

Please note the following considerations, should attendance be restricted for any reason:

Remote Learning:

High-quality remote learning in schools, further education and higher education settings should be provided for all pupils and students if:

- They have tested positive for COVID-19 but are well enough to learn from home; or
- Attendance at their setting has been temporarily restricted

Safeguarding measures:

- Review child protection policy to make sure it reflects any local restrictions and remains effective. – Consider adopting the COVID-19 addendum that was used during the lockdown from January – March
- Aim to have a trained DSL or deputy DSL on site wherever possible. – The DSL is Mrs Carol Talbot (Head Teacher) and the DDSs are Mrs Rachael Atkins (School Bursar) & Mrs Fiona Underwood (Assistant Head Teacher). There will be very limited times when all three members of staff are not on site as meetings/training off-site is very limited at this time.

Adapt as necessary according to the arrangements you have in place

- If the DSL (or deputy) can't be on site, they can be contacted remotely using mobile numbers which are known by all staff
- If the DSL (or deputy) is unavailable, we will share a DSL with St Barnabas CE VC Primary School. Their DSL - Mrs Lindsay Clough at St Barnabas 01380_813436 (Monday, Tuesday and Wednesday am) or Five Lanes CE Primary School 01380 723565 (Wednesday pm, Thursday and Friday). can be contacted by telephoning (insert contact details).