



PensMeadowSchool

Living, Growing, Learning

Covid-19 Contingency Plan

SEPTEMBER 2021

Staff Responsible: Michal Pawlowicz

1. Introduction

This Covid-19 Contingency Plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, provided by the Department for Education (DfE), adapted from the template provided by The Key Support Services Ltd. It will be used alongside the latest Government Guidance.

The DfE's COVID Contingency Framework states that settings should have an outbreak management plan, which describes how they would operate if there was an outbreak in school and when it may be necessary to implement additional measures to help manage a COVID-19 outbreak within the setting.

The purpose of this plan is to prepare for moving forwards within the government agenda. It is a national priority for education and childcare settings to continue to operate as normal during the Covid-19 pandemic.

The measures contained in this plan state the actions we will consider implementing in response to the situations outlined below arising, with support and recommendations provided by the local authority (LA), Director of Public Health (DPH), Public Health England (PHE), health protection team or the national government.

It is the role of the Deputy Headteacher to oversee the coordination of this plan.

1.1 Thresholds

- For most education and childcare settings, whichever of these thresholds is reached first:
 - 5 children, pupils, students or staff, who are likely to have mixed closely*, test positive for COVID-19 within a 10-day period; or
 - 10% of children, pupils, students or staff who are likely to have mixed closely* test positive for COVID-19 within a 10-day period
- Evidence of severe illness e.g. students or staff members admitted to hospital or a death as a result of a COVID-19 infection
- In response to a new Variant of Concern (VoC)
- Extremely high prevalence of Covid-19 in the local community / area

1.2 Mixing

It is recognised that identifying a group that is likely to have mixed closely will be different for each setting, but a group will rarely mean a whole setting or year group. We will identify groups using the following:

- ✓ a form group or a class
- ✓ staff and children taking part in the same activity session together
- ✓ a friendship group mixing at breaktimes
- ✓ a group in an after-school activity

1.3 Contact Tracing

Education and childcare settings (i.e. schools, colleges and nurseries) are no longer required to carry out routine contact tracing, this will now be carried out by NHS Test and Trace.

- ✓ As it does for other settings, NHS Test and Trace will speak with the individual who has tested positive – or, depending on their age, their parent or legal guardian – to identify close contacts.
- ✓ For all cases relating to staff, see the guidance for workplaces: NHS Test and Trace in the workplace. Settings as employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their staff have tested positive. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.
- ✓ In line with the changing guidance from the 16 August, fully vaccinated adults, children aged under 18 and 6 months, those taking part in or are currently part of an approved Covid19 vaccine trial and those who are unable to be vaccinated for medical reasons, who are identified as close contacts will not need to self-isolate and instead will be advised to take a PCR test.
- ✓ Children aged 4 and under will not be advised to take a PCR test unless the positive case was someone in their own household. Individuals awaiting test results are not required to isolate unless they are displaying Covid-19 symptoms. Staff who are not fully vaccinated will need to self-isolate if they are identified as a close contact of a positive case.
- ✓ Individuals should only be asked to stay home for Covid-related reasons if they are symptomatic or have tested positive with a PCR or LFD (they may return to the setting if a positive LFD result is followed by a subsequent negative confirmatory PCR, tested within 2 days)
- ✓ In exceptional circumstances (for example when dealing with a large outbreak) schools, colleges and nurseries may need to help with identifying close contacts. (see definitions of close contact, section 14)

1.4 Actions to consider:

When the thresholds outlined above are reached we will review and reinforce the testing, hygiene and ventilation measures we already have in place. Further detail on these can be found in school's Covid-19 Risk Assessment as well as in the guidance for each sector located at [cleaning of non-healthcare settings](#).

Dudley Council Public Health will work closely with our setting and provide us with advice and support on a case by case basis, taking into account the local situation. For example; if local rates are extremely high, a response is required to a 'variant of concern' (VOC) and other measures have failed to reduce transmission, then the thresholds for extra action may be higher than set out above.

Where action is necessary to help reduce transmission within our setting, these are the measures which may need to be temporarily introduced include:

- ✓ Additional/increased testing.
- ✓ Face coverings for staff (who are not exempt) when arriving at setting and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas
- ✓ Reintroducing students/children into consistent groups

- ✓ Short term attendance restrictions, such as sending home a class or year group – this would only be advised in extreme cases, and as a last resort where all other risk mitigations have not broken chains of transmission within the setting
- ✓ Shielding for vulnerable individuals (shielding can only be introduced by national government)
- ✓ If an outbreak occurs, we will work with Dudley health protection team to help identify individuals who may have been in contact with known infectious individuals

2. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield to risk assess the need for any additional protective measures in school or arrangements for home working or learning.

3. Other measures

If recommended, we will limit:

- ✓ Educational visits
- ✓ Open days
- ✓ Transition or taster days
- ✓ Parents coming into setting
- ✓ Visitors coming into setting
- ✓ Live performances

We will communicate all actions we take with parents and stakeholders via email. Should immediate action be necessary we will also use text and/or telephone communication methods.

4. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

4.1 Eligibility to remain in setting

In the first instance, we will stay open for:

- ✓ Vulnerable pupils (identified based on internal risk assessment)
- ✓ Children of critical workers
- ✓ Reception, Year 1 and Year 2 pupils

If further restrictions are recommended, we will stay open only for:

- ✓ Vulnerable pupils (identified based on internal risk assessment)
- ✓ Children of critical workers

4.2 Education and support for pupils at home

For pupils required to stay at home, we will provide remote education that meets the same quality and quantity of education that pupils would receive in the setting, as outlined in our Remote Learning Policy.

The school will continue to provide meal vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

School's Business Manager will organise this as soon as it is practicable and parents/carers will be informed about this via email.

We will contact parents/carers of our pupils twice a week if they are not able to attend school due to Covid-19 related issues.

4.3 Wraparound care

We will limit access to after-school activities during term time to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

4.4 Safeguarding

We will review our Safeguarding Policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL, Mr Michal Pawlowicz, can't be on site, he can be contacted remotely by emailing: mpawlowicz@pens-meadow.dudley.sch.uk

If our DSL is unavailable, Deputy DSLs can be contacted by phone: 01834 818945

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.