

Oak Learning Partnership Contingency Plan

September 2021

1.0 Introduction

1.1 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. Measures affecting education and childcare may be necessary in some circumstances, for example:

- To help manage a COVID-19 outbreak within a setting.
- As part of a package of measures responding to a Variant of Concern (VoC).
- The government announces local or national lockdown measures if there is an extremely high prevalence of COVID-19.

1.2 As of September 21 all schools have new Risk Assessments which are based on new DfE Covid guidance. The new guidance is based on 4 main base line measures which should be in place :

- Ensure good hygiene for everyone
- Maintain appropriate cleaning regimes
- Keep occupied spaces well ventilated
- Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19

1.3 The guidance issued on July 21 from the DfE identifies the need for stepping up and down more stringent measures based on case numbers. This Contingency Plan outlines how Oak Learning Partnership would operate if there is a significant upward trend in cases or partial or full closure was recommended for our school(s).

Oak Learning partnership is a multi-academy trust comprising of three schools;

- Elms Bank secondary special school and College Hub
- Unsworth primary school
- Hazelwood secondary school

2.0 Guidance

Oak Learning Partnership will continue to respond to the latest guidance and advice from:

- Government.
- COVID-19 Contingency Framework: Education and Childcare June 2021.
- Public Health England (PHE).

3.0 Prioritising Education

- The impact of having missed education during the pandemic is still unknown for many children and adults. It is clear however that there is still work to be done to ensure all children have caught up in their education and any gaps in their attainment and social development are being addressed.
- All measures put in place will be regularly reviewed and changed as and when it is safe to do so. Schools will continue to respond to the evidence being provided at a local and national level and act accordingly.
- Attendance restrictions should only ever be considered as a last resort. The Department for Education (DfE) may advise on any groups that should be prioritised.

- The government will try to give as much notice as possible of any changes to the way settings should operate.

4.0 Scenario Examples

Scenario 1 – Single Confirmed Covid-19 Case

Any member of the school community (pupils/students, staff and other adults) should not come to school if they:

- Have Covid-19 symptoms.
- Have tested positive for Covid-19. If they have tested positive on a LFT they must get a PCR test within 2 days and if this is negative they can return to work/school.
- Have been contacted through NHS Track and Trace and been advised to stay at home (10 days since contact with positive case).
- If a member of the school community becomes symptomatic during the school day they will be sent home and told to book a Covid-19 test.

If there is a single positive case identified in a school, the following steps will be taken in line with the latest guidance:

- From 16 August 2021, children under the age of 18 years old or an adult who has been fully vaccinated will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.
Instead, they will be informed that they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. There is no requirement for individuals to self-isolate while they are awaiting a test result unless they have symptoms.
- Remote learning plan will be implemented for those isolating.
- Any individual who has tested positive must isolate in line with government guidelines.
- Schools will follow their Local Authority reporting guidance.

Scenario 2 – Multiple Confirmed Covid-19 Cases*

If there are several confirmed cases within 10 days, the school **may** have an outbreak.

*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

In these circumstances the school will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

In collaboration with Public Health England, local health protection teams and the Trust Executive Leadership, a decision will be made as to what measures may need to be put in place.

Scenario 3 – Significant increase in infection rates in the local community resulting in ‘enhanced support’ from Public Health.

In the event of a localised outbreak where Public Health Bury identify the area as requiring ‘enhanced support’, previous restrictions may be reintroduced in order to minimise the risk of transmission. The following systems **may** be introduced in communication with Public Health:

- A temporary ‘Asymptomatic Testing Site’ may be established to help identify cases in the school and more accurately identify potential close contacts.
- Increased home asymptomatic testing may be advised.
- Face coverings may be advised for staff and pupils in communal areas, including classrooms.
- Bubbles may need to be reintroduced, resulting in the issuing of new timetables to minimise movement around the school site. The one-way system may also need to be reintroduced if this is the case.
- Mass gatherings such as assemblies may be suspended.
- Educational visits will be reassessed to determine if they are still appropriate and safe.
- Shielding would only be reintroduced in the event of a major outbreak and would be done so on the advice of the government ONLY, not the school.
- Access to the school site by visitors will be reassessed to consider if the visit is still appropriate and safe.

In the event that some attendance restrictions are advised in secondary schools, key groups of pupils/students will be able to access site including; any specific year groups identified by the DfE, along with children of critical workers or those identified as vulnerable.

Scenario 4 - National Lockdown

In the event of a national lockdown, children of critical workers and those identified as being vulnerable could still attend school. All other pupils would receive their education remotely.

- As with other periods of restricted attendance, schools within the Trust will provide high quality remote education for all pupils or those not attending. Letters to parents/carers will be ready to send at short notice with instructions on how to access remote learning.
- The Trust will determine the workforce required onsite and if it is appropriate for some staff to work remotely.
- Schools will have an up to date contact list of those families that have previously accessed ‘in school provision’ during lockdown periods. Schools will have a list of previous critical worker/vulnerable families. Schools will look to secure up to date evidence on each family’s current status. All new families to EYFS provision in primary and Year 7 in the secondary schools will have their critical worker/vulnerable status recorded in the event of a lockdown.
- Schools will have an up to date list of those families that require a device to access live remote lessons.
- All live lesson attendance and completion of work will be tracked by SLT in each school.
- All communications and/or changes to school arrangements will be communicated to all stakeholders through the usual channels, letters, newsletters, websites etc.

5.0 Vulnerable Children

Where vulnerable children and young people are absent, the Trust and School Leaders will:

- Follow up with the parent/carer and work with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns.
- Encourage the pupil to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the School Headteacher (where applicable) agrees that the pupil's attendance would be appropriate.
- Focus the discussions on the welfare of the pupil and ensure that they are able to access appropriate education and support while they are at home.
- Have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so.

Safeguarding

- It is expected that all schools will have a DSL on site during any restricted attendance measures imposed by the government. If this is not possible, a senior leader will take on the responsibility for coordinating safeguarding and remote support.
- Wellbeing calls will be made regularly (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home.
- All contact with pupils on SEND/vulnerable registers will be recorded and tracked weekly by senior leaders. Where contact is not made local authority, social workers and other relevant agencies will be informed to agree next steps.
- Home visits may be conducted, if appropriate, in agreement with any external agencies involved in the safeguarding of the particular pupil.

6.0 School Meals

Schools in the Trust will continue to provide meal options for all pupils who are in school. Meals will be available free of charge to all pupils who meet the related free school meals eligibility criteria.

Schools will continue to provide free school meals support for pupils who are eligible for benefits related free school meals and who are not attending school because they:

- Are self-isolating.
- Have a positive test result themselves.

The meal support provided in this scenario will be by vouchers.

7.0 Covid-19 Risk Assessment

Schools continue to update school specific Covid-19 risk assessments in line with national guidance. Covid-19 risk assessments are updated in consultation with school leaders.

Covid risk assessments will be updated in the event of:

- Changes to national guidance.
- Local outbreaks.
- School related outbreaks.

- Variants of concern.

8.0 Testing

- All schools will ensure they remain well stocked with lateral flow tests (LFTs).
- Schools will continue to provide testing kits to staff for twice a week testing.
- Secondary pupils and families have been given the opportunity to consent to onsite asymptomatic testing. All pupils in all years who have given consent will be given the opportunity to be tested when required to do so. The next time this is scheduled is September 2021. In addition to this, secondary pupils will continue to be provided with LFTs twice weekly to minimise the risk of infection.
- Additional use of home testing by staff and pupils may be advised in the event of rising case numbers.
- In the event of a positive lateral flow test result, any staff or pupil must isolate according to the latest government guidance and obtain a PCR test to confirm their positive result.

9.0 Shielding

- Shielding is currently paused. In the event of a major outbreak, or new variant of concern (VOC) that poses a significant risk to individuals on the shielded patient list, the government can agree to reintroduce shielding.
- The Trust will support individuals on the advice of the government who are advised to shield with remote working/learning if required.
- **Please note:** Shielding can only be reintroduced by the government and not the school.

10.0 Infection Prevention and Control

The following measures are not an exhaustive list:

- Good hand hygiene before entering and after leaving the setting, as well as regularly throughout the day.
- Ensuring that everyone (staff and pupils) catch coughs and sneezes in tissues using “Catch it, Bin it, Kill it”. If a tissue is not available, then the crook of the elbow should be used rather than hands.
- Dispose of tissues promptly in a lidded waste bin and then perform hand hygiene.
- Ventilation
- Use of PPE when required
- Enhanced cleaning using detergents and weekly disinfectant
- Face coverings may be re-introduced if advised by national guidance or local public health.

Risk assessments should be in place to cover the following additional risks:

- Educational Visits will be continually reviewed and potentially postponed in the event of a variant of concern or a local/national infection control measure as part of any imposed lockdown.
- Open Days will be managed through the completion of a thorough risk assessment in line with an agreed system of controls and aligned with any advice from the government. Open days will be reviewed and potentially postponed/cancelled in the event of a variant of concern or local/national lockdown. In the event of cancellation, remote transitional, taster and open days will be managed by school leaders.
- Parental visits in the event of a variant of concern or lockdown, parents/carers will be advised

to limit their access to the school site as much as possible. All visitors will be expected to wear a face covering and will be informed of this when a meeting is booked. This can be removed in the venue for the meeting if social distancing is possible. Where possible, conversations with parents/carers and staff will be either over the phone or via Microsoft Teams/Zoom. Parents/carers will not be permitted to attend school events such as plays, sports days etc.

- If the school is planning an indoor or outdoor face-to-face performance in front of a live audience, staff should continue to follow the latest guidance available to minimise infection spread.

11.0 Cleaning

Schools continue to follow robust cleaning regimes in schools such as:

- Additional Covid-19 response cleaners where required.
- Enhanced cleaning of school sites, including deep cleans.

Following the identification of the person with Covid-19 symptoms, cleaners will clean and disinfect:

- All surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with body fluids.
- All potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells.

In the event of a variant of concern or local outbreak, cleaning will be enhanced further and include:

- Deep cleans of whole school(s).
- Enhanced cleaning of frequently touched areas.
- Additional cleaning support.
- Additional training of cleaners.