



Covid Contingency Plan

Cramlington Village Primary School

15th September 2021

About this Contingency Plan

Please note the following:

- This plan has been devised following consultation with staff, governors and opportunities for parents and families to provide feedback on it.
- The 'Protective Measures - Arrangements' section highlights how we **may** manage a Covid outbreak using a suite of different measures depending on the severity of the outbreak alongside advice from the Local Public Health Team and national guidance documents.

Introduction

All education and childcare settings are required to have a contingency plan which **outlines how to operate if any of the measures described in this document were recommended for their setting or area**. This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled as well as minimising the risks to the NHS and community.

The school leadership team (SLT) recognises the need to respond to outbreaks of COVID-19 quickly, effectively and proportionately, to ensure a safe school environment whilst minimising the effect of loss of face-to-face education by prioritising measures which ensure education to continue. In all circumstances, the potential benefit of measures to reduce transmission will be weighed against the potential impact on education. Restrictions on attendance will only be considered as a last resort. The health and safety of staff, pupils and visitors remains our number one priority including their mental health caused by disruption and sudden changes.

The COVID-19 risk assessment for the school [Current Covid Risk Assessment](#) records the key protective measures in place, including some measures which may need to be re-introduced as part of this plan.

What is an Outbreak?

Where the number of positive cases substantially increases, this could indicate transmission is happening in the school. At this point, advice is sought from the Local Authority's Public Health Team in the following circumstances [applicable to most settings]:

- 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

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time [delete if not relevant]:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

Identifying a group that is likely to have mixed closely will be different for each setting. A group will rarely mean a whole setting or year group. For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team

- a group in an after-school activity

The school will also seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern. Support in managing risk assessments and communicating with staff and parents may be offered.

Communication and Record Keeping

This plan is kept under periodic review by Deborah Wylie as School Principal and will be reviewed following an outbreak to identify any aspects which worked well or areas for improvement.

The following arrangements are in place/will be put in place in the event of a case(s) of COVID-19:

- Parents are asked to inform the school of any positive COVID-19 case as soon as possible, as per normal arrangements for reporting sickness absence via the school office, 01670 735177 or an email to info@villageprimary.org
- NHS Test & Trace will undertake contact tracing and provide advice to close contacts. From 16 August those under 18 will no longer be required to self-isolate at home but they will be advised to take a PCR test. *Note: staff are instructed not to share contact details of individuals with anyone other than Test and Trace/Public Health Team (staff never share contact details of close contacts with other parents/carers nor do they disclose the source of Covid cases)*
- Details of the positive case will be kept so that any linked cases can be identified - including dates of symptoms/date of positive test/date last in school/details of class or social group.
- Northumberland County Council's Public Health Team are notified of the positive case(s) via the on-line notification form as soon as practically possible. If at a later date the school become aware that an individual has been hospitalised, the Public Health Team will be notified via the enquiry form as linked in the [Covid management flowchart](#)
- All staff are confidentially informed when there has been a case of COVID-19 within the school and to be vigilant of anyone displaying symptoms.
- Inform and advice communications are sent to parents of groups of pupils who may be possible contacts of the positive case. This will request them to be vigilant for symptoms, keep pupils off school if they become symptomatic, and go for a PCR test if they are identified as close contacts by Test and Trace.

Activating the Plan - Collaboration

The Local Authority, Director of Public Health for Northumberland, and Public Health England local health protection teams are responsible for managing localised outbreaks. They play an important role in providing support and advice to education

and childcare settings. In all situations where this plan is implemented, the school will liaise and cooperate with the above to agree on the most appropriate protective measures which may need to be reintroduced to contain an outbreak, bearing in mind the priority of maintaining school attendance.

The plan will be activated in the following circumstances:

- to help manage a COVID-19 outbreak within the school
- 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)

The Principal will contact the NCC Public Health Team if they consider there may be an outbreak within the school due to illness reported. The NCC Public Health Team will contact the Principal from the school if they become aware of a possible outbreak within the school/area from PHE data they receive.

Step A – a single case or cases below the threshold of an Outbreak of COVID-19 in setting

- Parents notify school of a positive case or the school is notified by the NCC Public Health Team.
- NHS Test & Trace will undertake contact tracing and advise close contacts to arrange a PCR test. **The school is not expected to follow up the results of PCR tests.**
- School should note details of the case so that any linked cases within school can be identified.
- Notify the Public Health Team of the positive case(s) via the on-line notification form.
- The actions in the **Communication and Record Keeping section** are implemented.
- Covid risk assessment/existing protective measures are reviewed to identify any areas for improvement [as a very minimum enhanced cleaning, ongoing hand and respiratory hygiene and good ventilation should already be in place].
- Staff/pupils are reminded of the importance of following the protective measures in place within the setting.

Step 2 - An outbreak of COVID-19 in setting

When the school becomes aware of a possible outbreak CVPS will contact the NCC Public Health Team via their enquiry line:

https://form.northumberland.gov.uk/form/auto/covid19_education_eng

The NCC Public Health Team will:

- work with the school to identify the cohort the cases belong to and undertake an assessment including number of cases, spread within the school and evidence of ongoing transmission.
- work with the school to determine appropriate public health action in the event of an outbreak
- Hold an Outbreak Control Team meeting if required (informed by the public health team's risk assessment)
- Variant of Concern (VOC) cases – may be managed differently. Additional actions / investigations may be undertaken if a new variant is detected and that this will be led by the Health Protection Team in Public Health England (PHE).

The school/setting will:

- Implement the Outbreak Contingency Plan.
- Follow protocol as in **Step A for a single case.**
- Review and reinforce the testing, hygiene and ventilation measures they already have in place.
- Consider whether any activities could take place outdoors, including exercise, assemblies, or classes
- Consider ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- Arrange a one-off enhanced cleaning focussing on touch points and any shared equipment
- Follow the advice of the NCC Public Health Team/Outbreak Control Team to implement recommended additional protective measures.
- Follow the actions in the **Communication and Record Keeping section** .

Possible Protective Measures – Arrangements

[contingency plans should be in place to be able to implement measures quickly; record school specific detail below or signposted to where this is detailed in another document]

The following may be considered as additional protective measures to be reintroduced in school in the event of an outbreak.

Reintroduction of “bubbles”/Limits on mixing of pupils

The DfE advise that any recommendation for the reintroduction of ‘bubbles’ is not taken lightly and would need to take account of the detrimental impact they can have on the delivery of education. However, in certain settings (e.g. early years/first/primary schools) it's likely that this can be done without too much impact on education. [these settings already consider natural groupings as part of their COVID-19 risk assessment]

School transport seating plans are reintroduced (if not already in place).

Restricting Attendance

Due to the number of days of missed on-site education, restricting attendance of pupils at school will only be considered if absolutely necessary and on the advice from the DfE/Government/Public Health Team/Director of Public Health for Northumberland. Where restrictions are put in place across a geographical area, the government will issue detailed operational guidance.

- Where restricted attendance is in place, the school will reactivate its arrangements to enable high quality remote learning [using the google classroom platforms for Y2 to Y6 and seesaw platforms for Y1 and YR, Tapestry posts will be added for YN. Existing protocols for IT allocation will revert to those scenarios which took place so effectively during March 21. Safeguarding/pastoral requirements from regular virtual lessons seeing vulnerable pupils and communicating with them in google classroom will support safeguarding arrangements as before. Free school meal provision will be available in school and voucher options will be verified by the school chef.
- Priority for on-site attendance is given to vulnerable children and children of critical workers using the criteria supplied in January 21.
- Early years settings – all vulnerable children and children of critical workers are still able to attend.
- In line with guidance for Primary Schools - all vulnerable children, children of critical workers, children in reception, year 1 and year 2 are allowed to attend. If attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.

Shielding

Shielding for those identified as clinically extremely vulnerable from COVID-19 is currently paused. In the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.

Shielding can only be reintroduced by national government and so will only be activated in this instance. If this were to happen the school will:

- Reactivate remote learning/support for pupils of the shielding list in school.
- Review individual risk assessments for relevant staff. Make arrangements to support working from home.
- Additional resources may be needed – agency staff, staff redeployment.

Other measures

It may be necessary to cancel, postpone or review arrangements for out of school visits, after school activities or large scale gatherings/events. This will include:

- residential educational visits - Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only children who are attending the setting should go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits.
- Y6 swimming offsite
- open days
- transition or taster days
- parental attendance in settings
- performances in settings
- regular visits into the community
- staggered start and finish times in school
- lunch timings and use of the communal hall
- assemblies taking place virtually
- parent drop off and collection in the hall
- allowing visitors into school both for educational reasons as well as to service and maintain non emergency issues
- staff lunch arrangements in the staffroom
- staff meeting arrangements
- school will take a lead on tracking and tracing close contacts in classrooms, and advise of the need to take a PCR when we are aware of positive Covid test outcomes from peers that the children have sat close to

Resources:

[COVID-19 management flowchart](#) – including link to notification/enquiry form.

[Inform and Advise communications](#) – model letter/text

Government Guidance:

[Operational Guidance for Schools](#)

[“Contingency framework: education and childcare settings”](#)

Document History:

First version: 15th September 2021 completed by D Wylie