

ACORN EDUCATION TRUST

COVID BUSINESS CONTINUITY PLAN

School Specific Plan

Heytesbury Church of England and Hedgehogs Pre School

Signed by:

C. Godfrey Date: 11th September Reviewed 30.11.20 Reviewed 12.1.21

Signed by:

H Elson Acting Headteacher Date: 29th October Reviewed 10.12.21

Aim

'The Government have given revised advice on the closure of schools as per the 27th November 2020 which states the following:

'Where the contingency framework is implemented, primary schools should continue allowing all children to attend. In the very unlikely event that evidence supports limiting attendance in primary schools, DfE may advise only vulnerable children and children of critical care workers may attend.'

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>)

This is a live document that will be reviewed by Acorn Senior Executive and Kingdown SLT as and when the situation develops.

Key principles:

1. The care of all students and staff is our key priority
2. Whatever the situation, the school will need time to plan and organise to maintain the care and safety of all, therefore a days full closure may be needed as significant staff illness or a potential closure situation arises.

Overarching Trust principles.

- a. Schools open and safe
- b. Staff and students/children are happy and feel safe
- c. Students/children are learning, teachers are teaching at school or at home

Key Documentation:

1. School Action Card
2. Latest Flow Chart
3. Actions in the event of bubble closure; (i) in event of confirmed cases; (ii) in the recent of staff illness.
4. Tiers of Escalation

Appendices:

1. Distance Learning Policy and Procedure
2. School Action Card and PHF information

Key principles:

Critical workers, which includes school staff, are permitted to travel into and out of the lockdown areas to get to work, in order to maintain provision for pupils who will be attending on-site provision.

If shielding measures are reintroduced due to the local lockdown, affected members of staff will be supported to work from home or the appropriate leave or pay measures will be discussed.

Staff with roles that must be undertaken on site (e.g. teachers) will be asked to come into school to deliver provision, unless they are shielding or self-isolating. Staff members who are able to carry out their role from home will be supported to do so.

An audit of all staff will be conducted to assess who is able to work on site and who will need to work from home due to their underlying health issues or those of the people they live with. The audit will be reviewed on a continuous basis to establish whether the circumstances of any staff member have changed.

If any staff member has concerns regarding working on the school site, they will discuss these concerns with their line manager.

Infection prevention and control (PLEASE REFER TO FLOWCHARTS AT START OF DOCUMENT IN CONJUNCTION WITH THIS)

Heytesbury's risk assessments will continue to be adhered to and meet the requirements set out in the DfE's system of controls. Face Coverings will be worn in accordance with the Acorn Covid Risk assessments'.

Any member of the school community who displays symptoms of coronavirus must go to get a test. Tests can be booked online or ordered by telephone via NHS 119. Essential workers, including school staff, have priority access to testing.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. Where possible, the pupil will be supervised while they await collection. If the supervising member of staff is unable to maintain social distancing, e.g. due to the pupil's age or needs, they will wear PPE. After the pupil has left the premises, any areas they were in will be cleaned.

If a staff member develops symptoms while on site, they will be directed to go home to self-isolate and to get a test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

If an individual tests positive, the school will contact the DFE Helpline – 0800 0468687. The individual's close contacts at school will be sent home to self-isolate for 14 days and asked to get a test. If more individuals test positive, the school will follow advice from the local HPT/DFE helpline, which may include requiring more people to self-isolate.

Definition of Close Contact

Close face to face contact (under 1 metre) for any length of time – including talking to them or coughing on them

Being within 1 to 2 metres of each other for more than 15 minutes – including travelling in a small vehicle

Class Closure

A class or series of classes could be forced to close if the school cannot staff them safely. In order to minimise the disruption to one particular year group, in the event of a significant number of teaching staff unable to attend work and isolating for 14 days, the school would look to cycle through classes on a one week rotation.

In the event of a bubble closing (see Appendix 1 in regards to learning provision)

- (i) Teacher unwell.
- (ii) If no teacher for that bubble.

Teaching in the event of staff illness

- (i) If one teacher is ill, internal cover ie HLTA and supply. Potentially, one bubble closing if one teacher is having to be at home and if supply not available.
- (ii) If two teachers are unwell, two bubbles may have to close.
- (iii) In the event of a class closing, the hierarchy is below. The closure would be on a one week basis. This would mean different teachers between bubbles but with a weekend between moving to a new bubble. Ideally the 'new' teacher for the bubble will be released as early as possible on the Friday.

In the event of two or more teachers being unwell. These classes would be closed on a one week rotation basis	In the event of stretched leadership capacity These three classes would be closed on a one week rotation basis with staff being redeployed accordingly.
Foxes Y2/3	Foxes 2/3
Badgers Y4/5/6	Badgers 4/5/6
Otter R/Y1	Otter R/1

In the event of Badgers teaching staff being incapacitated, Lucy Graham will oversee remote learning **with Trust support for Year 6 in particular.**

Key and critical worker children will be provided for. If the latter are in more than one class, where staffing levels allow, they will be put in to one group from Monday to Thursday to allow 72 hours non-contact before returning to class bubbles.

Leadership - from the start, there will be support from the Acorn Education Trust Executive Team.

If Head and Deputy head, both need tests at same time supply and Trust support will be needed for 48 hours. IF tests are positive bubble shuts.

- (i) If Head unwell, Mr Foyle, takes over leadership responsibilities.
- (ii) If Deputy and Head unwell, bubble shuts.
- (iii) If supply not available for above scenarios a bubble will be shut according to above hierarchy.

Admin staff

1. In the event of Admin Officer being off, Trust support would be needed. Basics could be covered ie a TA would be based in the office 8.45 – 9.30 to answer phone.

Devices

The school will support families who are unable to access online learning due to a lack of devices. Laptops through Acorn Education Trust will also be prepared and distributed.

Before distributing devices, the school will ensure:

The devices are set up to access remote education.

Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

Critical Key Worker Groups

Key Worker pupils will still have provision during a Tier 4 lockdown. The school will utilise in the first instance HLTA and TA cover to allow these children to attend school and will refer back to procedures and plans in place during the last lockdown.

Returning to school

The Head Teacher, with and through the Trust, will work with the LA to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

After a period of self-isolation, or the lessening of local lockdown rules, the Head Teacher will inform parents when their child will return to school.

The Head Teacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

Safeguarding

Ensuring safeguarding arrangements remain effective while the school is partially closed is a key priority.

Our Child Protection and Safeguarding Policy was updated during the national lockdown to include provisions for keeping pupils safe during the coronavirus pandemic – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:

- the best interests of pupils always come first.
- if anyone in the school has a safeguarding concern about a pupil, they act immediately.
- a Designated Safeguarding Lead (DSL) or Deputy DSL is always available.
- unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.

Catering continuity plan.

We will ensure measures are in place so that meals can be prepared and served safely for pupils who remain on site.

The Trust catering team will work with the school so we can continue offering FSM to pupils and families who are eligible.

Communication

The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all.

All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown and how it affects the school .

If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following as appropriate:

- Staff – their line manager
- Pupils – their class teacher
- Parents – the headteacher

Monitoring and review

This plan will be reviewed continually in line with guidance from the government and Public Health England (PHE).

Any changes to the plan will be communicated to all relevant stakeholders.

Appendix 1: Distance Learning Policy and Procedures

In order to ensure that learning is continued, irrespective of lockdown and self-isolation, Heytesbury C of E Primary School will implement the following remote learning plan which builds on existing strong home/school links.

This plan outlines the remote learning opportunities whilst also acknowledging that some households have limited access to devices and would require hard-copies of work and resources.

This plan will be applied in the following instances:

1. An individual is self-isolating because of a positive test within the household;
2. An individual is self-isolating because of contact with a person who has had a positive test result
3. A group of children are self-isolating because of a case of coronavirus in the bubble;
4. A whole bubble or cohort is self-isolating because of an outbreak of coronavirus

The plan complies with the expectations and principles outlined in the DFE document Guidance for Full Opening of Schools and the school's own business continuity plan.

Within Heytesbury C of E Primary School, teachers will set appropriate work in-line with the school's current curriculum and schemes that support the curriculum. This will be supplemented, as appropriate by a range of resources.

Children will remain in contact with their Class teacher through Microsoft Team and via the school website as we did during the initial lockdown.

Daily MS Teams meetings in small groups will be offered as a means of face to face contact if a year group is off for a significant period of time.

Teachers and parents will be able to message one another to share information and offer support. In the event of any form of isolation and loss of learning caused by Coronavirus, parents must understand that engagement in home learning is compulsory, as is the expectation that all Acorn Education Trust Schools make that provision available and accessible to all. However, if children themselves are too ill to attend then they should not be expected to engage in home learning.

In preparation for home-learning, parents and children need to receive logins and passwords for the following platforms (likewise teaching staff need to be familiar with them): • Microsoft teams • E-School website login

Distance Learning

The initial response to any isolation will be to provide children with home learning materials via the school website (these can be printed and delivered if necessary).

In the case of whole cohort isolation, resources will be uploaded to the school website and priority children will have packs delivered. This measure will afford teachers a short time to prepare their remote learning resources. Teachers may need a day to prepare online lessons and so should focus on holding activities for the initial day of isolation.

Appendix 3 School Action Card and PHF Information

Schools Internal Action Card version 4 (22.9.20)

Outline	Definitions
Schools, under current DFE guidance, have children and staff working in class and year group 'bubbles'. This, along with strictly enforced hygiene rules such as regular hand washing, catch it and bin it processes, regular cleaning and disinfection of surfaces and social distancing where possible are the main forms of preventative practice. Limiting where possible mixing between bubbles is also a key part of work in schools.	<p>SUSPECTED Case: continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia)</p> <p>CONFIRMED Case: laboratory test positive case of COVID-19 with or without symptoms</p> <p>Contact</p> <ol style="list-style-type: none"> Direct close contacts: Face to face contact with a case for any length of time, within 1m, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin). This includes exposure within 1 metre for 1 minute or longer. Proximity contacts: Extended close contact (within 2m for more than 15 mins) with a case Travelled in a small vehicle with a case <p>Note: Household of CONTACTS do not need to isolate</p> <p>Infectious Period: The infectious period is from 48 hours prior to symptom onset to 10 days after, or 48hrs prior to test if asymptomatic</p> <p>Outbreak: Two or more confirmed cases among individuals who are direct close contacts, proximity contacts or in the same cohort or 'bubble'.</p> <p>Cluster: 2 or more confirmed cases among pupils or staff in the same setting within 14 days</p>

Actions

SUSPECTED Case	CONFIRMED Case	2 ≥ CONFIRMED Cases
<p>Only notify LA PH (PHTracing@wiltshire.gov.uk) and PHE SW HPT (swhpt@phe.gov.uk) if:</p> <ul style="list-style-type: none"> - suspected case has been admitted to hospital with Covid symptoms - suspected case won't or can't get tested - there is a cluster of possible cases/ increased absenteeism - suspected case has link to definite case. 	<p>Contact LA PH by email (PHTracing@wiltshire.gov.uk) to notify of confirmed case. See 'Information for notification email' section below.</p> <p>Also contact PHE SW HPT (swhpt@phe.gov.uk) if case involves a boarding school or special educational needs school</p>	<p>Contact LA PH (PHTracing@wiltshire.gov.uk) and PHE SW HPT (swhpt@phe.gov.uk) to notify of confirmed case. PH LA will support risk assessment and follow up</p>
Isolate individual for 10 days (day of onset plus 10 days). Remainder of household need to isolate for 14 days.	Isolate individual for 10 days. (day of onset plus 10 days) Remainder of household need to isolate for 14 days.	Isolate cases for 10 days. (day of onset plus 10 days) Remainder of household needs to isolate for 14 days.
Cases must stay at home and get tested.	Advise those in contact (as defined above) to isolate for 14 days. HPT will help identify contacts. Household members of those who	Advise those in contact (within class/bubble) to isolate for 14 days. HPT will help identify contacts. Household members of those who isolate do not

	isolate do not need to isolate unless develop symptoms. Symptomatic contacts to get tested.	need to isolate unless develop symptoms. Symptomatic contacts to get tested and engage with test and trace.
Clean/disinfect rooms suspected case was using – ensure appropriate PPE are used. Await test results.	Clean/disinfect rooms suspected case was using – ensure appropriate PPE are used. Continue until isolation periods end.	Clean/disinfect where possible with appropriate PPE. Refer to cleaning guidance on gov.uk SW HPT will provide tools to support outbreak communications and infection control advice
If positive, follow CONFIRMED case process. If negative, individual can return once well & contacts/ household can stop isolating.	Case & contacts/household can stop isolating once isolation period is complete.	Call HPT if situation worsens, there are hospitalisations or complex cases, media interest or if you have any other concerns.

Wiltshire schools do not need to contact the DfE helpline about positive cases. Local Authority Public Health will support schools to manage the situation where positive cases arise with PHE SW HPT where appropriate. The DfE will be kept informed of cases locally through regular updates from the Local Authority.

Local Authority response to positive cases

Public Health will: support with risk assessment; advise on next steps; provide information for parents on self-isolation; and support with communications including providing template letters for parents etc. This will happen in partnership with LA Education, Communication and Transport colleagues and PHE SW HPT where appropriate.

If out of hours

Contact details:

- Local Authority Public Health (LA PH) - PHTracing@wiltshire.gov.uk - *this inbox will be monitored frequently both during and out of office hours and a member of the team will respond*
- PHE SW HPT Email: swhpt@phe.gov.uk

Information for notification email

Please include as much of the following information as possible in your notification email to LA PH:

- Name of school
- Type of school – primary, secondary, special school
- Key staff contact details (name and phone number) to discuss situation
- Age and/or year group of positive case(s) – *do not include personal identifiable information*

- Number of children in bubble/ year group
- Date of onset of symptoms
- Date last in school

Contact details

- Local Authority Public Health (LA PH): PHTracing@wiltshire.gov.uk – this inbox will be monitored frequently both during and out of office hours and member of the team will respond.
- PHE SW HPT Email: swhpt@phe.gov.uk
- PHE SW HPT Number: 0300 303 8162
- PHE SW Centre – for HPT OOHs: 0344257 8195
- Helean Hughes – Director Education and Skills helean.hughes@wiltshire.gov.uk
- NHS Testing service: NHS 111 Online portal or call 119. Or visit <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Regional leads:
 - Steve Wigley (North) steve.wigley@wiltshire.gov.uk
 - Lesley Lowe (East) lesley.lowe@wiltshire.gov.uk
 - Simon Watkins (West) simon.watkins@wiltshire.gov.uk
 - Helen Southwell (South) helen.southwell@wiltshire.gov.uk
- Louise Lewis - Head of Service louise.lewis@wiltshire.gov.uk
- *Wiltshire Council Public Health – publichealth@wiltshire.gov.uk – for general enquiries about coronavirus not related to a positive case

Further information to consider for Outbreak Control Team (OCT) meeting

- Infection prevention control measures
- How children move around the school – break and lunch times
- Potential for bubbles mixing
- Cross over with other provision e.g. after school
- Children with safeguarding concerns
- Children on EHCPs / with complex needs
- Siblings in other year groups
- Transport
- Home learning provision
- Staff working in other settings – e.g. peripatetic
- Communications – LA will always provide support around this
- Inform/ involve Chair of Governors

For detailed information see:

- [Wiltshire Local Outbreak Management Plan](#) (scroll about half way down)

- [Right Choice Covid-19 page](#) for useful information and resources including: Risk mitigation advice for schools updated 16th July; School staff risk assessment; risk assessment for schools; September opening guidance for schools; Checklist for Acute Respiratory Infection Management in Educational Settings. **Check this page on Right Choice regularly for updated information including the latest version of this Schools Internal Action Card**
- Guidance for schools for opening including safer working practice and protective measures: https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=7e9a249c-fba1-47a8-874e-3eda4292ceec&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#history
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19, as well as other infectious diseases, spreading in schools. If you have any infection control concerns or questions please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk.
GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance
TESTING: Visit nhs.uk/ask-for-a-coronavirus-test or call 119.



