



Coronavirus Contingency Plan (Outbreak Management Plan)

Updated 26 August 2021

The DfE have advised all schools to develop a Contingency Plan (or Outbreak Management Plan). This plan will be implemented should TLA have to review its normal operational procedures, due to changes in the Covid-19 pandemic. This includes, but is not limited to, changes caused by:

- A Covid outbreak within the school
- As part of a package of measures linked to the local Health Protection Team (such as a Variant of Concern) or high prevalence of Covid-19 within the community
- To prevent unsustainable pressure on the NHS

What is an outbreak?

Current DfE guidance indicates:

- 5 children, or staff, who are likely to have mixed closely, test positive for covid-19 within a 10-day period; or
- 10% of children or staff who are likely to have mixed closely test positive for covid-19 within a 10-day period

Seeking Public Health Advice:

- If one of the thresholds above is met, we will review the hygiene and ventilation measures already in place.
- We will also seek public health advice from a director of public health or health protection team. The Headteacher, Deputy Headteacher or Headteacher's PA will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or contacting the Local Authority via the Covid19 email or phone-line.

Implementing the contingency plan:

- Use of the measures below will be dependent on the nature and severity of the outbreak. Elements of the Contingency Plan may be used in isolation or in totality.
- The Headteacher, Deputy Headteacher or Headteacher's PA will be responsible for finalising this plan and sharing its contents with the Executive Principal for approval.
- Once approved this plan will be shared with all Trustees and Governors.
- Families and staff will be informed promptly about the introduction of control measures. This will be done via email, once a decision has been made.

Measures we will introduce:

Teaching and learning changes:

- Bubbles: Students and staff will remain in class/year group bubbles
- Classroom layout: Tables will return to front-facing rows
- Breaktime: Students will have their breaktimes in a designated zone at a given time to limit mixing
- Lunchtime: Restricted to 2 years groups at a time in the restaurant on an agreed rota, the remainder of the students having their lunch in the classroom
- Assemblies: Will be held virtually
- Extra-curricular clubs: These will be postponed and re-started when possible in year groups
- Breakfast club: Will be postponed with food package handed out as an alternative

Cleaning and ventilation:

- Have a 'deep-clean' of any identified outbreak areas
- Increase the cleaning of touch points throughout the day
- Increase ventilation as much as possible, aiming not to reduce the temperature to uncomfortable levels

Movement around the site:

- Face coverings: We will advise that face coverings should be worn in communal areas.
- As students are in bubbles, they must stay in their year group zone
- Only essential visitors will be permitted to enter TLA (eg professionals such as social care, emergency repairs)

Limit gatherings:

- Reintroduce staggered start and end times to limit congestion on and around the school site
- Families coming into school: To minimise transmission we will ask that parents/carers do not come into school but contact us via the telephone, email or arrange a remote meeting
- School events: Presentations, Parent/Carer evenings or other events will not be held face to face.
- Residential educational visits ensuring where possible these are postponed and rescheduled
- Open days will be moved to a virtual event so that we limit the number of face to face contacts

Attendance:

We aim to keep TLA open as much as possible, therefore attendance restrictions will only be recommended as a last resort.

If restrictions are recommended, we will stay open for:

- Vulnerable students
- Children of critical workers

All other students will be required to stay at home and will receive remote education

Remote Education:

We will aim to deliver remote education that meets the same quality and quantity of education that students would receive in school, as outlined in our Remote Learning Policy.

School lunches:

TLA will continue to provide vouchers for students eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. Further details will be communicated to affected families.

Attendance of staff on-site:

We will aim to ensure that staff are able to work onsite, during any periods of restricted attendance. If this is not possible, SLT and the Headteacher's PA will create a rota. There will always be at least one member of the year group team present to support the students on-site. The attendance of CEV staff will be considered when creating the rota. Training and meetings will take place remotely.

Shielding:

Shielding can only be reintroduced by the government. We will follow national guidance should shielding be reintroduced. The Headteacher's PA will speak to individuals required to shield about additional protective measures in school or arrangements for home working.

Safeguarding:

We will review our child protection policy to make sure it reflects the local restrictions and remains effective. A member of the Safeguarding Team will be on site wherever possible. If this is not possible, the DSL will be contactable by phone.

SSMs/RSLs will undertake weekly calls with vulnerable students.

When vulnerable students are absent, DSLs will:

- Speak to the student or parent/carer and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable students can access appropriate education and support while at home
- Maintain contact, and check regularly that the student is able to access remote education provision