

ESPRIT MULTI ACADEMY TRUST CONTINGENCY PLAN – GROVE ACADEMY

The purpose of this plan is to provide a contingency plan, should we be directed to follow it by the Local Authority, Directors of UKHSA / local Public Health and Health Protection teams.

SECTION 1 – ROLES AND RESPONSIBILITIES

<u>AREA</u>	SECTION 1 – ROLES AND RESPONSIBILITIES			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ul style="list-style-type: none"> To identify staff roles and responsibilities to manage Covid19 in school Following the guidance of the local authority, trustees and executive leaders will outline the stage of the contingency plan to follow. At all times school site will have present a senior leader, a person accountable for safeguarding and appropriate first aid trained staff All staff to be accountable for the safeguarding of all pupils at all times (whether children are on site or working remotely). 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

SECTION 2 – WHEN AND HOW TO SEEK TO PUBLIC HEALTH ADVICE

<u>AREA</u>	SECTION 2 – WHEN AND HOW TO SEEK TO PUBLIC HEALTH ADVICE			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	<ul style="list-style-type: none"> To seek public health advice to reduce the spread of Coronavirus Thresholds for seeking further advice and support: <ul style="list-style-type: none"> For most education and childcare settings, whichever of these thresholds is reached first: <ul style="list-style-type: none"> 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 We will seek public health advice if a staff member, child, pupil or student is admitted to hospital with Covid-19. When defining thresholds, a group will rarely mean a whole setting or year group. We will seek public health advice if a child or staff member is admitted to hospital with Covid19 by calling 08000468687 option 1 (Dfe Helpline) or in line with other local arrangements. Due to hospital admittance possibly indicating a severe or new strain of Covid 19. We will follow a staged approach should we meet any thresholds. (Outlined below in our risk assessment section 5) 			

- We will continue to attend all local authority covid related briefings to ensure we are following their most up to date advice.

Staff

Staff who have a confirmed case of COVID-19, should stay at home and avoid contact with other people and be familiar the Government Guidance found <https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts> If well enough, staff of are expected to work from home. **ESPRIT MAT Staff who test positive are requested to complete daily LFT testing from day 1 of their isolation period and then, should they be well enough, they can return to work following 2 consecutive day’s negative tests (no less than 24 hours apart). This, potentially, is before the recommended days 5/6. In any event, you can return to school 10 days after a positive test or onset of symptoms.**

Children

Children and young people with COVID-19 should not attend their education setting while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to their educational setting if they normally attend one, as long as they feel well enough to do so and do not have a temperature. **If a child has a confirmed or suspected case of COVID-19, they will not be permitted entry to school.** They MUST ensure that they follow the government advice and stay at home to protect other children and staff from infection of COVID-19. If their day 5 LFD test result is positive, they can continue taking LFD tests until they receive 2 consecutive negative test results 24 hours apart and they can then return to school. In any event, they can return to school 10 days after a positive test or onset of symptoms.

Close Contacts

- Children and young people who usually attend an education or childcare setting and who live with someone who has COVID-19 should continue to attend the setting as normal.

Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
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SECTION 3 – CONTROL MEASURES WHICH MAY BE NECESSARY

AREA	STAGE 1 – CONTROL MEASURES			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures	1. To reduce the spread of Coronavirus and minimise transmission			
	<ul style="list-style-type: none"> • All staff to follow the Government guidance re: self-isolation if they test positive themselves or a member of their household is positive. • Review and reinforce testing, hygiene, ventilation measures already in place and inform parents/staff of our increased measures. 			

- Seek advice from the DFE helpline on 08000468687 option 1 and local authority advice should we meet an identified threshold (see section 2 above).
- Reintroduce face coverings for staff and visitors in communal areas such as corridors, staff rooms, meeting rooms. Face advisors or shields can be worn by those advised not to wear a face covering.
- PPE to be used for all close contact to children with symptoms.
- Ask all visitors/contractors to produce evidence of a negative Lateral flow test within 24hrs of accessing into school, before entry to school site.
- Remind parents/carers, children and staff about minimising use of public transport to and from school.
- Revert to virtual performances, assemblies and staff meetings to reduce the number of people coming into contact.
- Restrict off site educational experienced to local area visit only – no use of transport, outdoor environment only. No residential visits to take place. A thorough risk assessment to take place to ensure they are appropriate and safe.
- In the event of staff shortages: redeploy staff in school including teaching assistants as well as seeking supply teachers to cover classes. In addition combine classes to ensure children can be educated on site.

Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>AREA</u>	<u>STAGE 2 – CONTROL MEASURES</u>			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	1. To introduce further measures to reduce the spread of Coronavirus and minimise transmission			
	<ul style="list-style-type: none"> • Review and reinforce testing, hygiene, ventilation measures already in place and inform parents/staff of our increased measures. • Seek advice from the DFE helpline on 08000468687 option 1 and local authority advice should we meet an identified threshold (see section 2 above). • Compulsory face coverings for staff and visitors in communal areas such as corridors, staff rooms, meeting rooms. (unless exempt). • Ask visitors/contractors to produce evidence of a negative Lateral flow test before entry to school site (test to be completed within 24hrs of access). This is limited to appointment only and support the education/wellbeing of the children and the maintenance of the site. • Limit face to face contact between staff and parents/carers by ensuring all parent/carer meetings are virtual and parents/carers encouraged to use class dojo or telephone contact only. • Remind parents/carers, children and staff about minimising use of public transport to and from school. • Continue to implement virtual performances, assemblies and staff meetings to reduce the number of people coming into contact. • Restrict off site educational experienced to local area visit only – no use of transport, outdoor environment only. No residential visits to take place. 			

- Introduce ‘bubbles’ within key stages/classes (dependant on severity) including staggering entry times, playtimes, lunchtimes and dismissals.
- Introduce an alternative lunchtime provision
- Designated rest spaces to be allocated for staff bubbles.
- All playtime/lunchtime equipment to be allocated to bubbles and cleaned regularly.
- Additional touch point cleaning to take place throughout the school day.
- Source an up to date list (via Microsoft form survey) of vulnerable and key worker parents/carers to ensure we are prepared for a potential school closure
- Create Microsoft team log ins for all pupils in preparation for any further measures and teach children how to access remote provision.
- Source a new list (via Microsoft form survey) of pupils who do not have access to ICT resources.
- Create paper master packs for pupils to learn off site should this be necessary and order necessary resources.
- FSM lists to be up to date in preparation for any school meal vouchers being required – double check all contact details (including email addresses) are accurate with parents/carers.
- Teachers/pastoral team to create monitoring trackers in preparation for school closures.
- PPE to be used for all close contact to children with symptoms, all personal care and whilst completing any touch point cleaning.

Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
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AREA	<u>STAGE 3 – CONTROL MEASURES</u>			
Existing level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	1. To introduce enhanced measures to reduce the spread of Coronavirus and minimise transmission			
	<ul style="list-style-type: none"> • Reintroduce on-site (vulnerable and key worker children) and off-site learning (all pupils). • Continue to follow all measures as already introduced in stage 2. • Revert back to remote learning plan and introduce live daily sessions/storytimes and live interventions. • Teachers and pastoral staff to complete wellbeing check ins with all pupils and enhanced check ins with vulnerable children. • No local area visits to take place. • FSM vouchers to be provided to all eligible pupils. • Allocate ICT devices and paper resource to pupils who require. 			
Remaining level of risk	HIGH	MEDIUM	LOW	NEGLIGIBLE

Name of Manager	Signature of Manager	Date

Trust Board comments via Trust Board meeting	
Review Committee	
Review Committee	

Chair of Trustees	Signature of Chair	Date