



## COVID 19 Contingency Plan

### Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the Government.

It may be necessary to implement these measures in the following circumstances, for example:

To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:

- **There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period**
- **10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period**
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)
- To prevent unsustainable pressure on the NHS

*In all cases of reintroducing any measures or restrictions, the COVID-19 Risk Assessment will be amended to reflect any changes.*

### Seeking Public Health Advice

When one of the thresholds above is met, we will review the mitigations already in place in the school's Risk Assessment. We will also seek public health advice from Newcastle Health Protection Team and the Local Authority. The Headteacher or Deputy Headteacher will take responsibility for making contact in order to seek support.

## Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list (SPL).

The Headteacher or Deputy Headteacher will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

## Other Measures

Parents, carers, pupils and staff will be informed promptly about the introduction, reintroduction or cessation of control measures. This will be done via Parent Text Service and email once a decision has been made.

If recommended, we will limit:

- Residential and other educational visits
- Visitors and volunteers coming into school - including parents and carers, curriculum support staff, staff from other schools, trainee teachers and staff who support or provide extra curriculum provision

If recommended, we will (re)introduce:

- Bubbles to reduce mixing between groups
- Face coverings in communal areas on site (internal and external) staff, parents, carers and visitors (unless exempt).
- Social distancing between adults in the setting

## Attendance Restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section:

### Eligibility to remain in school

If partial closure is recommended, we will stay open for:

- Vulnerable pupils (as deemed vulnerable by the DfE or by school staff)
- Children of critical workers

## Education and support for pupils at home

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

We will revert to our previous use of Seesaw and Class Dojo to provide a full curriculum for all pupils who are learning from home. We will make adaptations to support any families who are unable to use the apps and technology successfully and we will provide face to face screen time for groups and classes to support wellbeing and learning.

The school will continue to provide meals for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. This will be through the use of vouchers (Wonde) if possible. If this is not possible, school will make other arrangements and give families as much notice as possible.

## Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible. When this is not possible, we will have a DSL within 10 minutes of school or we will use support from a DSL in another WEST school.

All DSL concerns or queries from staff should be brought to the attention of Jane Mullarkey or Trish West (or Diane Dick, Gill Rutter, Anthony MacLeod in their absence) in person or by phone call (using mobile numbers). All concerns will also be reported on CPOMs.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding while liaising with one of the DSLs.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision
- Make decisions in response to individual needs and provision