

# St. John's CE (A) Primary School



## Coronavirus (COVID-19): Contingency Plan

Date:-March, 2021.

## **Dedication - Courage - Joy**

### Contents

<b>Overview</b> .....	3
<b>Other Policies</b> .....	3
<b>The contingency framework- Local academy level</b> .....	3
<b>Complete Closure</b> .....	4
<b>Food Provision</b> .....	4
<b>Partial Closure</b> .....	4
<b>Infection prevention and control</b> .....	4
<b>Cleaning</b> .....	4
<b>Deployment of staff</b> .....	4
<b>Use of Supply</b> .....	4
<b>Food provision</b> .....	4
<b>Wrap around care/ clubs</b> .....	4
<b>The contingency framework- Local area</b> .....	5
<b>Infection prevention and control</b> .....	5
<b>Cleaning</b> .....	5
<b>Deployment of staff</b> .....	5
<b>Use of Supply</b> .....	5
<b>Food provision</b> .....	5
<b>Wrap around care/ clubs</b> .....	5
<b>The contingency framework- Local academy level and Local Area</b> .....	6
<b>Transport</b> .....	6
<b>Returning to school</b> .....	6
<b>Safeguarding</b> .....	6
<b>Health and Safety</b> .....	6
<b>Communication</b> .....	7
<b>Monitoring and review</b> .....	7

#### **Key:**

**PHE – Public Health England**

**DFE – Department for Education**

**DSL – Designated Safeguarding Lead**

**DDSL – Deputy Designated Safeguarding Lead**

## Overview

This plan is part of a suite of policies that outline how St John's CE (A) Primary School will respond to a significant Covid 19 outbreak either at a local school level or a local area.

There are three parts to the contingency plan parts of this plan firstly, if there has to be a full or partial closure of the school due to school level infection.

Secondly, if our local area sees a spike in coronavirus infection rates resulting in localised community spread- which could include the partial closure of schools and academies in our area.

The third part is information that is response to all levels of contingency e.g. communication.

This document outlines how the school will operate in these circumstances. The school will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the **Headteacher** in conjunction with other key stakeholders as and when the situation develops.

## Other Policies:

- School risk assessment
- St John's Remote Learning Statement
- Safeguarding policy
- Health and Safety

## The contingency framework- Local school level

The contingency framework is designed to act as a containment measure where:

- There is a high prevalence of coronavirus in the school.
- There is a medium prevalence of coronavirus in the school

Restrictive measures, of the kind set out in the contingency framework, cannot be implemented by schools without the explicit agreement of the DfE/ PHE. This plan sets out how the school will operate if additional restrictions become necessary.

Where advised by the PHE/DfE, in line with the available evidence, the school will only allow the on-site attendance of those pupils/ bubbles that are allowed.

### Complete Closure

If the school is directed to completely close then remote teaching will take place but this will depend on the availability of staff that are available for work (see **St John's Remote Learning Statement. – within website-Home Learning**).

### **Food Provision**

This will depend on the nature of the closure but could involve FSM pupils receiving a voucher for a local supermarket or hampers provided by City Catering in the interim.

### Partial Closure

Existing policies would come into action especially the **St John's Remote Learning Statement**. Bubbles/ classes that are allowed to attend the school will be in consultation with PHE/DFE.

### **Infection prevention and control**

The school's risk assessment will be reviewed including changes to start times and entry/ exit routes. The risk assessment will continue to be adhered to and reviewed.

### **Cleaning**

Appropriate focused or deep cleaning of the school or areas of the school will be considered in light of the situation.

### **Deployment of staff**

Depending on the nature of the incident staff may be deployed differently.

### **Use of Supply**

After reviewing the risk assessment and government and DFE guidelines, the school would use supply to support short falls in staffing.

### **Food provision**

The school catering team will work with our food providers to ensure we provide food parcels or vouchers to eligible (FSM) pupils who are not attending school.

### **Wrap around care/ clubs**

Depending on the nature of the closure and the availability of staffing Wrap Around Care will be offered in line with government guidelines. We will let you know if Cuckoos can or cannot continue.

A sibling bubble system will be in place/ will be instigated for Wrap Around Care.

## The contingency framework- Local area

The contingency framework (Local Area) is designed to act as a containment measure where:

- There is locally extremely high prevalence of coronavirus.
- Local area schools and academies have restrictions

Restrictive measures, of the kind set out in the contingency framework, cannot be implemented by schools without the explicit agreement of the DfE/ PHE. This plan sets out how the school will operate if additional restrictions become necessary.

Where advised by the PHE/DfE, in line with the available evidence, the school will only allow the on-site attendance of vulnerable children and children of critical workers. The school will only limit attendance if they are directed to do so by PHE/ DfE. If attendance is limited, remote learning will be delivered to pupils who remain at home, in line with the **St John's Remote Learning Statement**.

Locally if the contingency framework is implemented, the school will only allow the following pupils to attend on-site provision:

- Vulnerable pupils
- Children of critical workers
- however, attendance will not be mandatory and parents will not be penalised if their child does not attend.

## Infection prevention and control

The school's risk assessment will be reviewed including changes to start times and entry/ exit routes. The risk assessment will continue to be adhered to.

## Cleaning

Appropriate focused or deep cleaning of the school or areas of the school will be considered in light of the situation.

## Deployment of staff

Depending on the nature of the situation staff may be deployed differently or on a rota system.

## Use of Supply

After reviewing the risk, the school would use supply to support short falls in staffing.

## Food provision

The school catering team will work with our food providers to ensure we provide food parcels or vouchers to eligible (FSM) pupils who are not attending school.

### Wrap around care/ clubs

Depending on the nature of the closure and the availability of staffing Wrap Around Care will be offered in line with government guidelines. We will let you know if Cuckoos can or cannot continue.

A sibling bubble system will be in place/ will be instigated for Wrap Around Care

### The contingency framework- Local academy level and Local Area

#### Transport

Pupils that have to attend school will be encouraged to walk or cycle wherever possible and to avoid public transport. If pupils and staff need to use public transport, they will be reminded that those over the age of 11 are required to wear a face covering while travelling.

#### Returning to school

The headteacher will work with the LA/PHE 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 relaxation of restrictions, the headteacher will inform parents when their child will return to school.

The headteacher 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 **Safeguarding Policy** was updated to include provisions for keeping pupils safe during the coronavirus pandemic, both at home and in school – 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:

- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or deputy DSL is always available.
- see **St John's Remote Learning Statement**

#### Health and Safety

The Health and Safety policy will be followed including the continuation of routine compliance checks- although these may be done at different times of day to avoid/ reduce risk of transmission. Health and Safety will be considered in lines with

government advice following any reopening of a building an/or grounds eg. Legionella testing.

### Communication

The school will communicate its plan for addressing any imposed restrictions with parents, including in relation to:

- Opening arrangements.
- Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.
- Any reviews of the school's protective measures as part of our risk assessments.
- The arrangements for remote working.

All relevant stakeholders will be kept up-to-date with the circumstances of any imposed restrictions and how these affect the school as the situation develops.

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 or member of pastoral staff through **Google Classroom**
- Parents – **email [office@stjohnscea.org.uk](mailto:office@stjohnscea.org.uk) , call the office on 01782-238889 or Google Classroom mail address**

### 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.