



Pioneer Federation contingency plan for any potential future outbreak

drawing on current government quidance and current planning in East Sussex schools

This model document is designed to support the school achieving the objectives of contingency planning as outlined in <u>Section 5 of the DfE's 'Guidance for full opening: schools'</u>. It is being kept under review as updated guidance is published by the government and Public Health England and it is complemented by the latest **East Sussex model Risk Assessment** (See ESCC Schools Message Board)

School/Academy Name: Pioneer Federation

Headteacher: James Procter (Ex Head), Vicky Lewis (East Hoathly HOS), Becca Hare (SMV Head of School) and Kayleigh Vile (CP HOS)

Chair of Governors: Alan Brundle

Date: 21st September 2020

COVID-19

If school is notified of a suspected or a positive COVID19 test result for a member of staff or a pupil, we must contact Public Health England for advice before any decision is made regarding any action and prior to informing staff and parents.

Telephone - 0344 225 3861, Option 3 Option 1.

Suspected cases:

- If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) they will be sent home.
- The school expects that they will self-isolate, book a test and engage with the NHS Test and Trace process in line with current guidance.

Confirmed cases:

- Having been notified of a positive COVID-19 test result for a member of staff or a pupil, the school will contact Public Health England (PHE) as soon as practicably possible and take actions following the guidance of the PHE Health Protection Team.
- The school will alert the local authority to a confirmed case by e-mailing COVID19.SchoolsInformation@eastsussex.gov.uk





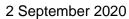
Section A – Ensuring school is prepared for a potential outbreak

A1: Organisation and staffing

	Action	Comments for consideration	Issues due to the context	Lead	Date	Guidance
			of our school		Deadline	
1	Keeping leaders and governors up to date with government guidance and advice	DfE guidance and resources and PHE advice are being updated daily, consider who will take responsibility for keeping leaders and governors up to date, the methods they will use and how frequently they will do this.	 Secretaries of each school to forward all relevant updates to HOS and ExH ExH and HOS signed up to receive the Schools Message Board and DfE update emails 	AF/AD/ AB JP/BH/ VL/KV	From 1.9.2020 and ongoing From 1.9.2020 and ongoing	The DfE latest documents and guidance webpage is updated regularly: www.gov.uk/government/late st?departments%5B%5D=dep artment-for-education See expectations of contingency planning in Section 5 of the DfE's 'Guidance for full opening:
22	Revise and maintain up-to-date lists of vulnerable pupils, those with an EHCP and the children of key workers	 Speak with parents to ensure lists of priority groups are up to date (CiN, CP plan, CLA, otherwise vulnerable, EHCP and the children of critical workers). Should PHE advise full closure it is likely that the school should remain open for these groups Work with partners (inc parents, LA and social workers) to: (i) identify whether individual vulnerable pupils should continue to attend the school in the event of any future partial/full closure (ii) ensure EHC plans and risk assessments are up to date. 	 Secretaries to work with DSLs and SENCOs to create list of vulnerable children and key worker children. Secretaries to liaise with parents of children on the list to decipher whether those children would be likely to attend in closure situation SENCOs to update EHCPs and RAs for vulnerables 	AF/AD/ AB/ BH/VL/ KV AF/AD/ AB/	28.9.2020 5.10.2020 5.10.2020	schools'.



		Liaise with the LA and local schools to outline draft procedures should school be unable to open for children in priority groups to agree the most appropriate solution locally.	Decide on procedure if one of the schools cannot open — congregate at another local school/federation school as in initial lockdown.	JP	28.9.2020	
3	Staffing	 Check and update staff home working considerations – ensure decision making is transparent and fair. Consider different staffing scenarios. Update staff/governors accordingly. Ensure that risk assessments, plans and provision for individuals (staff and/or pupils) who are classified as clinically vulnerable or clinically extremely vulnerable are in line with the latest Guidance for full opening of schools 	Commit staffing plan to paper and share with governors for each school, taking individual circumstances into account.	JP/VL/ BH/KV	28.9.2020 and alter as required	Check advice from your HR provider. If you are a PT03 customer and do not know who your dedicated HR Consultant is you can call the duty line on 01273 481300 for a same – day response, ESCC HR advice and tools for subscribing schools is on the Webshop. COVID 19 – HR Advice and Government Guidance
		 Regularly update the school staffing audit as situations may change Revise school induction programme to ensure NQTs / new staff are informed of expectations and processes should a local outbreak occur 	NQTs/students continue to be informed as with other staff	VL/BH/ KV	28.9.2020 and as required	PHE review of the impact of Covid-19 on BAME communities www.gov.uk/government/publ ications/covid-19- understanding-the-impact-on- bame-communities DfE guidance re induction of NQTs during the pandemic – www.gov.uk/government/publ ications/coronavirus-covid-19-







1 Pomind all staff and	Enguro wobsite and letter home weed to	Letters to parents on	AD/AF/	From	induction-for-newly-qualified-teachers DfE support for pupil and staff wellbeing in the current situation. See information about extra mental health support for pupils and teachers
Remind all staff and parents of their responsibility to understand and engage with the NHS Test and Trace process.	 Ensure website and letter home used to communicate to staff and parents that they should be ready and willing to: (i) book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. (ii) provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace (iii) self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) 	Letters to parents on website Letters provide instructions on protocol for different scenarios	AD/AF/ AB/AH	From 1.9.2020 and ongoing	
5 Communication	Plan how you will communicate to staff, parents and the local community should there be a local outbreak and the Upper	Communication to staff will be through SLT email and meeting as appropriate	JP/VL/ BH/KV	As soon as notificatio n of	https://www.gov.uk/governm ent/publications/containing- and-managing-local- coronavirus-covid-19-



		Tier Local Authority (UTLA) working with PHE require the school to: (i) send a group/class home to engage in remote learning (ii) apply the tiers of national restriction for education and childcare	Communication to parents through Parentmail and individual phonecalls as required. Planning for tiered restrictions.docx	AD/AF/ AB	closure is required	outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction
6	Infection prevention and control	Ensure that the school continues to adhere to government implementing protective measures in education and childcare settings guidelines. These set out a hierarchy of controls including regular handwashing, good hygiene, frequent cleaning and use of small, distinct groups to substantially reduce the risk of transmission and infection	Continue with arrangements for bubbles, staffing, cleaning, timetable alterations, pick up and drop off arrangements	All staff	ongoing	implementing protective measures in education and childcare settings

A2: Curriculum planning

	Action	Comments for consideration	Issues due to the context of our school	Lead	Date Deadline	Guidance
7	Devise school plans for immediate provision should PHE advise a individual/group/class to self-isolate	Scope the outline timetable / expectations for remote learning so that: • school can provide an immediate remote education to any class/group identified by PHE as needing to selfisolate • this remote curriculum is of equivalent length to the core teaching pupils would	Individuals and families isolating due to symptoms to utilize 2 week block of work and planning on the school website.	АН	28.9.2020	See expectations of contingency planning in Section 5 of the DfE's 'Guidance for full opening: schools'.



	receive in school and offers daily	If the full bubble is	VL/BH/	From	Curriculum maps for key
	contact with teachers	isolating (i.e.	KV	28.9.2020	subjects for year groups from
		including teacher)			YR-Y 9 will be published in July
Ag	gree these principals with governors and then	or a local/national			
sh	nare any outline plans / expectations with	lockdown, we revert			From that start of the autumn
sta	aff, parents and pupils	to remote learning			term, Oak National Academy
		through Google			will make available free video
		Classroom.			lessons covering the entire
					national curriculum and
		Google Classroom			specialist resources to support
		training for all staff	VL/BH/	by	SEND
		training for an starr	KV/AH	28.9.2020	32.113
		Arrange for	(XV// \ \ \	20.3.2020	
		• a 'live'			
		introduction to			
		the day from 9-			
		9.30am which all			
		children are			
		expected to			
		attend.			
		• At least 3			
		learning			
		activities to			
		complete during			
		the day (at least			
		one English and			
		one maths)			
		Bookable 30	VL/BH/		
		minute slots for	KV		
		1:1 or small		28.9.2020	
		group support with learning			
		with the class			
		teacher or			
		teaching			
		assistant.			



		Share this document with all stakeholders Planning for tiered restrictions.docx			
\$ Devise school plans for immediate provision should PHE advise temporary school closure during an outbreak	Scope the timetable / expectations for any future lockdown curriculum so that should the school be advised to close it: • can provide an immediate remote education to all year groups • this remote curriculum is of equivalent length to the core teaching pupils would receive in school and offers daily contact with teachers • the school has the capacity to remain open only for vulnerable children and the children of critical workers if required to do so by PHE Agree these principals with governors and then share any outline plans / expectations with staff, parents and pupils	As above	VL/BH/ KV	28.9.2020	See expectations of contingency planning in Section 5 of the DfE's 'Guidance for full opening: schools'. Curriculum maps for key subjects for year groups from YR-Y 9 will be published in July The DFE has recommended: • a list of remote learning case studies • a list of quality assured online resources for home education • resources made available by the Oak National Academy • BBC Bitesize Early years settings can direct parents to:



						 the DfE's <u>Hungry Little</u> <u>Minds</u> campaign the BBC's <u>Tiny Happy</u> <u>People</u> the <u>National Literacy</u> <u>Trust's Family Zone</u>
9	Learning from the impact of lockdown on different groups. Planning the improvements needed for any future remote provision	Evaluate the online and offline resources and approaches used during the lockdown between March and July to establish which were most effective and why. Review teacher assessment of the impact of lockdown and gaps identified for different groups of pupils (SEND, vulnerable, PP, most able etc). Agree strategies to address this in class and the principals that should inform any future remote learning Offer CPD to staff to share best practice and	Staff questionnaire regarding lockdown provision. Adapt as required from the answers to this. Staff Questionnaire.docx	VL/BH/ KV	28.9.2020	DfE quality assured list of remote education resources which are available to schools and parents EdTech Demonstrator Programme shares effective use of tech for remote education DfE Full return to school
		ensure consistency in teacher's skills to use the approaches and any IT resources / platforms identified for use during lockdown	CPD training on Google Classrooms	VL/BH/ KV/AH		guidance details for supporting SEND pupils <u>Annex</u> <u>B EHCP Plans</u> EEF guidance on <u>making the</u> <u>best use of teaching assistants</u>
10	Planning to reduce pupil, staff and parental anxiety	Review the impact of the provision for pastoral support and wellbeing (as detailed in Part B of the full return to school recovery plan)	Review and evaluate the recovery curriculum document with staff.	VL/BH/ KV/	28.9.2020	LA model Full Return Recovery Plan (found on ESCC Schools Message Board)— see Part B



	Ensure that the school's communication,		AD/AB	From	
	curriculum, nurture and team building activities	Signpost parents to	/AF	1.9.2020	
	suitably introduce the potential for the	support services			
	possibility of future local outbreaks.				
		Share all		From	
	Support pupils and parents to understand what	information	VL/BH/	28.9.2020	
	may happen in school should there be a local	regarding	KV/		
	outbreak	contingency plan			
		with stakeholders			

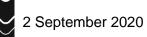
Section B – Responding once a local outbreak has been confirmed by PHE

B1: Managing the remote curriculum

	Action	Comments for consideration	Issues due to the context of our school	Lead	Date Deadline	Guidance
1:	Implement plans as outlined in Section A above	Plan strategy to communicate to parents of: (i) the self-isolating group, or ((ii) application of the tiers of national restriction for education and childcare if advised to do so by the UTLA working with PHE.	Communication will be via parentmail and/or individual phonecalls	JP/BH/ VL/KV/ AD/AB /AF	As soon as notificatio n is received	https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers#annex-3-tiers-of-national-restriction



12	Managing the	Ensure oversight of the curriculum so that it	See arrangements	JP/BH/	As soon	Curriculum maps for key
	curriculum provision	continues to build on pupil's knowledge and	about and Tier 4	VL/	as	subjects for year groups from
	during the PHE	skills incrementally by:	arrangements	,	notificatio	YR-Y 9 will be published in July
	advised period of	Coordinating daily provision of			n is	,
	remote learning	 ambitious work across a number of subjects Monitoring the consistency of teachers' interactions, assessment and feedback systems 	Planning for tiered restrictions.docx		received	DfE <u>quality assured list of</u> <u>remote education resources</u> which are available to schools and parents
		 Supporting teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments 	SLT to monitor by logging into Google Classroom events and monitoring work submission			
13	SEND and vulnerable	Ensure oversight of a broad and ambitious	SENCO to support	SL/SL	As soon	DfE <u>quality assured list of</u>
	pupils	curriculum for pupils with SEND (whether in	teaching staff in		as	online SEND remote education
		school or at home during lockdown)	differentiation and		notificatio	<u>resources</u>
			remote delivery		n is	
		Plan to contact parents of pupils with EHCPs to			received	DfE Full return to school
		review individual risk assessments in relation to	EHCPs to be	SL/SL/		guidance <u>Annex B EHCP Plans</u>
		any local outbreak. Involve parents in planning	reviewed and	CTs	As soon	
		for provision for their child should this happen.	parents called by		as	
			SENCO and class		notificatio	
			teacher to discuss		n is	
		Ensure provision meets the needs of vulnerable	provision		received	
		pupils		/ /		
			Vulnerable pupils	SL/SL/		
			identified and	CTs/DS	As soon	
			individual action	L	as	
			plans created as required		notificatio n is	
			required		received	
					received	







14	Practical	Provision of hard copy resources for pupils who	Pupils identified by	AD/AF/	28.9.2020	Government information on
	considerations	don't have IT access	secretaries through	AB		increasing internet access for
			newsletter returns			vulnerable and disadvantaged
						<u>children</u>

B2: Organisation and staffing

	Action	Comments for consideration	Issues due to the context of our school	Lead	Date Deadline	Guidance
15	Maintaining accurate attendance records	 Confirm with the DfE the expectations of recording attendance during any local outbreak. children of critical workers – attendance is likely not to be compulsory during a local outbreak – some children of critical workers may need to remain at home for shielding or health reasons. Read the guidance on shielding. Pupils with a social worker and the otherwise vulnerable – attendance is likely to be expected during the outbreak. EHCP – attendance likely to be expected where risk assessment identifies that their needs can be as safely met in school. Liaise with parents (as outlined in section 13 above) 	Secretaries to keep up to date with DfE documentation and act as required	AD/AF/ AB	As soon as notification is received.	
		Communicate attendance expectations to staff, pupils and parents.				



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			Follow the advice from the DfE in terms of recording attendance and coding absence during the outbreak				
	16	Staffing	Update risk assessments for the temporary deployment of any staff that are clinically vulnerable, or clinically extremely vulnerable Communicate to staff and volunteers the school's expectations that anyone who displays symptoms of coronavirus (COVID-19) can and should book a test.	Staff risk assessments for individuals updated and measures to be taken shared as required. Reminders regarding symptoms protocol shared with all staff	VL/KV/ BH	As soon as notificatio n is received	For clinically vulnerable and extremely vulnerable staff leaders and governors should continue to follow the advice set out in the guidance on implementing protective measures. DfE support for pupil and staff wellbeing in the current situation. See information about extra mental health support for pupils and teachers
	17	External contractors Contact the external companies and inform them that the school will be opening and ask about staff availability and provision going forward.	 Contact the school meal service provider (if appropriate) Contact fruit provider (if appropriate) Contact milk provider (if appropriate) Contact regular visitors (as appropriate) Contact transport providers (if appropriate – ensuring adherence to latest DfE guidance re transport) Update governors accordingly 	Secretaries to contact Chartwells and fruit provider and any regular visitor (music teachers/language teachers/Sports providers and keep communication open regarding any changes	AD/AF/ AB	From 1.9.2020 and ongoing	



18	Travel arrangements	Devise plans to support staff and parents to adhere to any travel restrictions that have been put into place by the government as a result of the local outbreak	No transport companies used by the school.			
19	Trips and clubs	Revise provision in line with any specific guidance given by PHE	No trips in T1 for any pupils. Situation monitored regarding subsequent terms	VL/BH/ KV	From 1.9.2020 and ongoing	Refer to guidance on protective measures for holiday, after school clubs and other out of school settings for more information
			Clubs to begin midway through term 1 once risk assessments received from providers	AD/AF/ AB		
20	School meals	Respond to any advice from PHE in regard to how the school should proceed with the provision of school meals.	EH: no hot meals in T1 due to space restrictions. CP and SMV: hot meals returning from September with rotation of bubbles in place.	VL/KV/ BH	From 1.9.2020 and reviewed going forward	Should no changes be recommended then ensure that the school continues to follow the guidance on supporting children eligible for free schools meals

B3: Health and Safety

Action	Comments for consideration	Issues due to the	Lead	Date	Guidance
		context of our		Deadline	
		school			



21	Revise risk assessment(s) as necessary	 Ensure the school's COVID19 Risk Assessment is reviewed and updated to reflect any advice / guidance given from PHE. Review and update first aid risk assessment to ensure appropriate provision e.g. number of available first aiders, etc. 	HOS review risk assessment and update as required. First aid RA reviewed as needed	VL/BH/ KV	From 1.9.2020 and ongoing	East Sussex model Risk Assessment (See ESCC Schools Message Board) Model first aid risk available via the H&S pages on Webshop for those schools purchasing the service.
22	Cleaning Ensure thorough cleaning of the school in line with the latest guidance	 Comply with Government Health and Safety Guidance – Staff should be aware and are aware of the COVID-19: cleaning of non-healthcare settings guidance which should be followed in the event of a suspected or confirmed case Classrooms and other areas deep cleaned. Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Keep a copy of the contractor's COVID19 specific risk assessment on site. 	Caretakers liaison with Cleaning company and monitored daily. Cleaning between sessions completed by adults in the bubble. Timetables for outside spaces Risk assessments retained on site	PH/JG/ all staff	From 1.9.2020 and ongoing	The updated cleaning of non-healthcare settings guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the circumstances in which personal protective equipment (PPE) should be worn. More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.
23	Health and Safety premises inspections Ensure that premises inspections of all areas of the school site, including outdoor	 As per local health and safety policy which has been reviewed or updated as appropriate. 	Health and Safety inspections carried out as per usual protocol.	PH/JG/ VL/BH/ KV	From 1.9.2020 and ongoing	East Sussex model Risk Assessment (See ESCC Schools Message Board) DfE Return to school Guidance Annex A Health & Safety Risk



	spaces continue to be carried out at regular intervals.	 Review and update risk assessments and ensure that any changes are communicated to staff. Check access to hand washing facilities and other hygiene measures. Remove any equipment that may be necessary (as advised by PHE) 	All risk assessments reviewed by SLT			Assessment www.gov.uk/government/publ ications/actions-for-schools- during-the-coronavirus- outbreak/guidance-for-full- opening-schools#A
24	Site Prepare the site for partial or full closure at the direction of PHE	 Re-establish suitably accessible information and posters for parents/carers/visitors in welcome areas. E.g. Government guidelines for hand washing and social distancing etc. School must ensure that there is access to drinking water and facilities for hand washing and/or access to hand sanitiser Contact contractors and inform them of the closure details and any arrangements on site including social distancing. Confirm that alternative providers have the appropriate safety arrangements in place in relation to Covid-19 for any pupils attending. Agree arrangements for ensuring that statutory checks continue e.g. legionella, fire, etc. 	Signage around the site. PPE, hand sanitiser and cleaning fluid stocked up regularly Secretaries to contact contractors should closure occur.	PH/JG/ VL/KV/ BH/AD /AF/AB	From 1.9.2020 and ongoing	DfE guidance for reviewing systems: Water, gas, fire, safety, kitchen, ventilation & security: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak DfE full opening guidance Section 1 gives updated advice to minimize Covid-19 risks: Section 1 Public health advice to minimise risks

B4: Safeguarding

Action	Comments for consideration	Issues due to the	Lead	Date	Guidance
		context of our school		Deadline	



25	Safeguarding (including online safety) during the outbreak	 Ensure adherence to statutory duties as outlined in KCSIE 2020 Update Code of Conduct for staff to include COVID-19 issues Ensure suitably trained people are onsite Review online safety considerations in and out of school Consider safer recruitment / issues relating to movement of staff Ensure that record keeping is up to date particularly where children have not been in school, or where they have attended other settings. 	Staff code of conduct shared and signed at INSET DSL training checked and up to date Online safety policy reviewed and shared. Online safety included as part of recovery curriculum DSL review safeguarding records	VL/BH/ KV	From 1.9.2020 and ongoing	Schools must have regard to the statutory KCSIE 2020 safeguarding guidance, keeping children safe in education Schools should also refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. East Sussex SLES Safeguarding team: https://czone.eastsussex.gov.u k/safeguarding/support-forsafeguarding-in-colleges-schools-and-early-years-settings/corona-virus-additional-guidance-for-schools/
26	Support for vulnerable families and members of the community at higher risk Plan support packages for these families in order to help alleviate heightened anxiety during an outbreak	 Regular telephone calls to families Individual support plans around the family of vulnerable pupils, working alongside other agencies as appropriate. Continue to work in partnership with local BAME and/or faith communities to reinforce individual and household risk reduction strategies relevant to the school community Decide which member(s) of staff will be the single point of contact for parents and communicate this to parents. 	Vulnerable families list to be created by secretaries, DSL and teaching staff Closure: each family assigned one staff member as main point of contact for support and check-in phonecalls.			TES article on how to support disadvantaged families: https://www.tes.com/news/coronavirus-6-ways-supportdisadvantaged-families ISEND guidance: https://czone-backoffice.azurewebsites.net/media/6329/supporting-pupils-with-send-to-return-to-school.pdf



	Update the website as applicable. Brief staff to be alert to signs of poor welfare, poor mental health or neglect tha may escalate during any additional school closures and agree referral route to DSL team.	Closure: reminders to staff about what to look for during online lessons and check-in phonecalls and how to raise concerns if off-site.	PHE's review of the impact of Covid-19 on BAME groups identified "There is an association between belonging to some ethnic groups and the likelihood of testing positive and dying with COVID-19" "Longstanding inequalities have been exacerbated by COVID-19" BAMEed's resources https://www.bameednetwork.com/resources
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