

# Pioneer Federation 'Contingency Plan' for any potential future outbreak

*drawing on current government guidance and current planning in East Sussex schools*

This model document is designed to support the school achieving the objectives of contingency planning as outlined on page 66 of the DfE's [Actions for schools during the Coronavirus Outbreak](#). 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), **Kayleigh Vile** (CP HOS), Heidi West (PM HOS)

**Chair of Governors:** Alan Brundle

**Dates of updates:** 1<sup>st</sup> September 2021, 3<sup>rd</sup> September 2021, 16<sup>th</sup> September 2021, 22<sup>nd</sup> October 2021, 9<sup>th</sup> December 2021

## COVID-19

*If schools would like support on the action they should take to respond to a positive case, they can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the **DfE Helpline on 0800 046 8687 and selecting option 1** for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.*

### **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 for at least 10 days, book a test and engage with the NHS Test and Trace process in line with current guidance.

### **Confirmed cases:**

- If there is an outbreak in the school (14 or more cases), the school will contact Public Health England (PHE) if they would like support 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](mailto:COVID19.SchoolsInformation@eastsussex.gov.uk)

## Section A – Ensuring school is prepared for a potential outbreak

	Action	Comments for consideration	Issues due to the context of our school	Lead	Date Deadline	Guidance
1	Keeping leaders and governors up to date with government guidance and advice	<ul style="list-style-type: none"> <li>DfE guidance and resources and PHE advice are being updated regularly. 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.</li> <li>Review Risk Assessments regularly and update as necessary.</li> <li>Ensure that any necessary updates are made to published information regarding remote education</li> <li><a href="#">Be familiar with the East Sussex Control Plan for COVID-19</a></li> <li>Ensure that a contingency plan exists and has been checked for how the school would operate if there was an outbreak in the school or local area to help break chains of transmission.</li> <li>Contingency plans should highlight: <ul style="list-style-type: none"> <li>the types of measures that the school should be prepared for</li> <li>who can recommend these measures and where</li> <li>when measures should be lifted</li> <li>how decisions are made</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Secretaries of each school to forward all relevant updates to HOS and ExH</li> <li>ExH and HOS signed up to receive the Schools Message Board and DfE update emails</li> <li>Updates on all school websites – written by HOS and reviewed by ExHt &amp; COGs</li> </ul>	<p>AF/M M/AB/ JD</p> <p>JP/BH/ VL/KV/ HW</p> <p>JP/ COG</p>	<p>From 1.9.2021 and ongoing</p> <p>From 1.9.2021 and ongoing</p> <p>From 1.9.2021 and ongoing</p>	<p>The DfE latest documents and guidance webpage is updated regularly: <a href="#">DfE Latest Documents</a></p> <p>See expectations of schools in: <a href="#">Actions for schools during the Coronavirus Outbreak</a></p> <p>Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described here in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis.</p>
2	Ensure control measures are in place to avoid school or	<p>Now that social distancing and bubbles are no longer recommended in schools, ensure the following measures are adhered to:</p> <p><b>Hand hygiene:</b></p>	Caretakers liaison with Cleaning company and monitored daily.	JG/BA	From 1.9.2021 and ongoing	<p>Comply with Government Health and Safety Guidance – Staff should be aware and are aware of the <a href="#">COVID-19: cleaning of non-healthcare settings outside the home</a> which should be followed in</p>

	<p><b>local outbreaks</b></p>	<p>Frequent and thorough hand cleaning is regular practice. The school ensures that pupils clean their hands regularly with soap and water or hand sanitiser.</p> <p>Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments</p> <p><b>Respiratory hygiene:</b></p> <p>The 'catch it, bin it, kill it' approach continues to be adhered to in school.</p> <p><b>Cleaning:</b></p> <p>Areas and equipment are cleaned regularly with a particular focus on frequently touched surfaces</p> <p><b>Ventilation:</b></p> <p>The school will be well ventilated and windows and doors opened to create air flow.</p> <p>Any poorly ventilated spaces will be identified in the risk assessment and steps taken to improve fresh air low in these areas, giving particular consideration to when holding events where visitors such as parents are on site.</p> <p>Adjust any mechanical ventilation systems to increase the ventilation rate where possible.</p> <p>At the point of reaching a threshold (outlined at the top of the document), review and reinforce the testing, hygiene and ventilation measures already in place and consider:</p> <ul style="list-style-type: none"> <li>• whether any activities could take place outdoors, including exercise, assemblies, or classes</li> </ul>	<p>Staff informed of expectations by HOS- Sept INSET and weekly briefing standing item</p>		<p>the event of a suspected or confirmed case</p> <p>If you have called the DfE helpline and a Director of Public Health (DsPH) or a Health Protection Team (HPT) subsequently judges that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures such as:</p> <ol style="list-style-type: none"> <li>1. Strengthened communications to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting</li> <li>2. Temporarily reinstating face coverings for pupils/students, staff and visitors in indoor and/or communal spaces in secondary schools, FE and HE settings, and for staff in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review</li> <li>3. Reinstating on-site rapid LFD testing in secondary schools, colleges and universities for a two-week period to encourage uptake of twice weekly testing</li> <li>4. Increased frequency of testing</li> </ol>
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	<ul style="list-style-type: none"> <li>• ways to improve ventilation indoors, where this would not significantly impact thermal comfort</li> <li>• one-off enhanced cleaning focusing on touch points and any shared equipment</li> </ul> <p>Seek additional public health advice if leaders are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.</p> <p>Settings should consider the possibility they may advised to limit:</p> <p>residential educational visits</p> <ul style="list-style-type: none"> <li>• open days</li> <li>• transition or taster days</li> <li>• parental attendance in settings</li> <li>• live performances in settings</li> </ul> <p>Local authorities, DsPH and HPTs may recommend these precautions in individual settings or across an entire area.</p>				<p>In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a DPH may advise introducing short-term attendance restrictions in a setting, such as sending home a class or year group. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers.</p> <p>UKHSA has published guidance on the cleaning of non-healthcare settings.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). Schools should balance the need for increased ventilation</p>
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						<p>while maintaining a comfortable temperature.</p> <p>All eligible staff and students aged 12 and over should be encouraged to take up the offer of the vaccine.</p>
3	<p>Reintroduce asymptomatic testing sites (ATS) if this is advised for settings in the area</p>	<p>Communicate clearly to staff if there is a need to increase the use of home testing by staff, pupils and students in secondary schools and colleges.</p> <p>Consider how ATS could be implemented in a way that does not negatively impact on the education they provide to the pupils</p> <p>Be prepared that there may be a need for increased use of testing by staff and, where they are already being offered testing, for pupils and students. This could include advice on more frequent testing, or on the reintroduction of asymptomatic test sites (ATS) (where they have been stood down).</p> <p>If you have called the DfE helpline and a director of public health or a health protection team subsequently judges that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures such as:</p> <ul style="list-style-type: none"> <li>reinstating on-site rapid LFD testing in secondary schools and colleges for a two-week period to encourage uptake of twice weekly testing</li> <li>increased frequency of testing.</li> </ul>	<p>Staff informed of expectations by HOS- Sept INSET and weekly briefing standing item</p>	HOS	<p>From 1.9.2021 and ongoing</p>	<p>These measures may be advised:</p> <ul style="list-style-type: none"> <li>for an individual setting only, by directors of public health as part of their responsibilities in outbreak management, or</li> <li>for settings across areas that have been offered an enhanced response package or are in an enduring transmission area, where settings and directors of public health decide it is appropriate.</li> </ul> <p>These additional testing measures would need to be agreed with settings and the DsPH are encouraged to consult settings and work with them to identify what support may be needed to do this.</p> <p>Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.</p>

<p>4</p>	<p>Possible attendance restrictions</p>	<p>High-quality remote education should be provided for all pupils or students not attending, <a href="#">including those who have tested positive for COVID-19 but are well enough to learn from home.</a></p> <p>In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.</p> <p>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 so that they can be invited to continue attending school in the case of a closure</p> <p><i>Early years settings</i> If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.</p> <p><i>Primary schools</i> If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.</p> <p>If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend. <b>If schools have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.</b></p> <p><i>Out-of-school settings and wraparound childcare</i> If attendance restrictions are needed, vulnerable children and young people should be allowed to attend. For all other children, parents and carers should only be allowed to</p>	<p>Pioneer Leadership, Governors and staff made aware of expectations.</p> <p>Inclusion Manager and HOS to have up to date lists of all priority groups.</p>	<p>HOS</p> <p>IM and HOS</p>	<p>From 1.9.2021 and ongoing</p>	<p>Attendance restrictions should only ever be considered as a last resort. in extreme circumstances and as a last resort.</p> <p>If attendance restrictions are advised across an area, the government will publish detailed operational guidance for settings.</p> <p>Early years and primary settings should be prioritised to continue to operate as normal. Restrictions on attendance may need to vary depending on whether provision will be operating during school term-time and/or school holidays, when schools are otherwise closed to ensure sufficient childcare provision remains available to those that need it most. Therefore, the advice outlined above could be subject to change. Further advice will be provided should this be the case.</p> <p>Full detail on remote education expectations and the support available to schools, colleges and FE providers is available at <a href="#">Get help with remote education.</a></p>
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		<p>access these providers for face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education and training.</p> <p>Where vulnerable children and young people are absent, education settings should:</p> <ul style="list-style-type: none"> <li>• follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns</li> <li>• encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate</li> <li>• focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home</li> <li>• have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so</li> </ul>				
5	Staffing	<ul style="list-style-type: none"> <li>• If supply staff are in school to cover teacher absence, communicate expectations if the school was to close</li> <li>• Put plans in place for how staff will work with the children of critical workers and vulnerable pupils in the case of a school closure</li> <li>• Consider different staffing scenarios.</li> <li>• Update staff/governors accordingly.</li> <li>• Ensure that risk assessments, plans and provision for individuals (staff and/or pupils) who are classified as <b>clinically vulnerable</b> or <b>clinically extremely vulnerable</b> are in line with the latest guidance</li> <li>• Regularly update the school staffing audit as situations may change</li> </ul>	<p>Staffing plan to paper and share with governors for each school, taking individual circumstances into account.</p> <p>Use the federation remote learning</p>	JP/VL/ BH/KV /HW	From 1.9.2021 and ongoing	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people <b>previously considered to be clinically extremely vulnerable (CEV)</b> will not be advised to shield again. Individuals previously identified as CEV are advised to continue to follow the guidance on <a href="#">how to stay safe and help prevent the spread of</a></p>

		<ul style="list-style-type: none"> <li>Revise school induction programme to ensure NQTs / new staff are informed of expectations and processes should a local outbreak occur</li> <li>Have clear processes in place for in school and remote education should a member of staff have a positive result from the PCR home tests. Consider how the workload could be shared if teachers are unable to educate remotely</li> </ul>	<p>policy, planning, utilize other members of staff, SLT and supply cover where appropriate.</p> <p>NQTs/students continue to be informed as with other staff</p> <p>Secretaries to share the school re-opening plan and risk assessment in advance of starting. Paper copies available at the school office and COVID tab on the website. LFD tests offered prior to starting.</p>	<p>VL/BH/ KV/H W</p>	<p>From 1.9.2021 and ongoing</p>	<p><b>COVID-19.</b> Individuals should consider advice from their health professional on whether additional precautions are right for them.</p> <p>The UK Clinical Review Panel has recommended that no children and young people under the age of 18 should be considered CEV and under-18s should be removed from the Shielded Patient List. The chief executive of the UK Health Security Agency and head of NHS Test and Trace has written to parents of these children to inform them.</p> <p>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. However, if advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist.</p>
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6	<p><b>Infection prevention and control in the case of an outbreak</b></p>	<p>When the thresholds at the top of this document have been reached, review and reinforce the testing, hygiene and ventilation measures already in place.</p> <p>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.</p> <p>If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.</p> <p>Be prepared that there may be a need for increased use of testing by staff and, where they are already being offered testing, for pupils and students. This could include advice on more frequent testing, or on the reintroduction of asymptomatic test sites (ATS) (where they have been stood down).</p> <p>Be prepared in the event of a major outbreak or variant of concern that ministers may agree to reintroduce shielding.</p> <p>Be prepared that, if there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <p>If it becomes necessary to reintroduce 'bubbles' for a temporary period, the school should have a plan in place to quickly and efficiently reduce mixing between groups, including communication to parents prepared.</p> <p>If there is an outbreak in the school or local area, be prepared to communicate to staff and pupils in secondary schools that face coverings may need to temporarily be</p>	<p>Pioneer Leadership, Governors and staff made aware of expectations.</p> <p>Parents made aware through Sept letter with updates.</p>	ExHT/HOS	From 1.9.2021 and ongoing	<p>In the event of the school reaching a threshold or circumstances changing in the school, it will be important to ensure that communication with children, parents/carers and staff is timely and appropriate. Depending on the nature of the change, the school will decide on the most appropriate form of communication e.g. assemblies for children, staff meetings or email/text to parents and carers. All communication should outline any additional measures to be put in place along with timelines for implementation.</p> <p>Additional testing and face covering measures may be advised:</p> <ul style="list-style-type: none"> <li>• for an individual setting only, by DsPH as part of their responsibilities in outbreak management, or</li> <li>• for settings across areas that have been offered an enhanced response package or are in an enduring transmission area, where</li> </ul>

	<p>worn in communal areas and/or classrooms for students and staff.</p> <p>The use of face coverings should be balanced with the benefits in managing transmission.</p> <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn.</p> <p>NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact.</p> <p>Ensure the staff are prepared to advise parents that children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. However, they should be encouraged to take a PCR test if advised to do so. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>Be prepared to take action in case schools are advised to limit residential educational visits – communication should be quickly sent to parents and any insurance investigated</p> <p>Be prepared to take action if the school is advised to limit open days, transition or taster days by discussing in advance how this will be communicated, when and by whom.</p> <p>Be prepared to take action if the school is advised to limit parental attendance in settlings or performances by discussing in advance how this will be communicated, when and by whom and if there are alternative ways to share the experience with parents and carers.</p>				<p>settings and directors of public health decide it is appropriate</p> <p>These additional testing measures would need to be agreed with settings and we encourage DsPH to consult settings and work with them to identify what support may be needed to do this.</p> <p>The government no longer recommends that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to</p>
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		<p>If a parent or carer insists on a pupil with symptoms attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p> <p>Seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. Hospitalisation could indicate increased severity of illness or a new variant of concern.</p> <p>Continue to advise that anyone with symptoms should take a PCR test. Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19)</a> Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>			<p>take a PCR test if advised to do so.</p> <p>A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. If they judge that additional action should be taken, they might advise the setting to take some or all of the other measures described in this document, for example extra testing.</p> <p>Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account</p> <p>Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to</p>
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						<p>reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.</p> <p>Close contacts in schools are now identified by NHS Test and Trace and education settings are not expected to undertake contact tracing.</p> <p>All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately for 10 days and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</p> <p>Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19. This may include wider targeted PCR testing for case finding.</p>
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						<p>For everyone else, isolation rules are unchanged. Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate.</p> <ul style="list-style-type: none"> <li>• Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, who is not a suspected or confirmed case of the Omicron variant, or are a close contact of someone with COVID-19 who is not a suspected or confirmed case of the Omicron variant, and any of the following apply:             <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> </li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive</p>
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						<p>case and advised to take a PCR test.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, who is not a suspected or confirmed case of the Omicron variant, should continue to attend school as normal.</p> <p>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</p> <p>Where pupils in year 7 (which would be children who were aged 11 on 31 August 2021) and above are educated, it is recommended that face coverings should be worn by pupils, staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. This is a temporary measure. Pupils in these</p>
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						<p>schools should also wear a face covering when travelling on public transport and dedicated transport to and from school. It is not advised that pupils and staff wear face coverings in classrooms.</p> <p>In primary schools, it is recommended that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings. Face coverings do not need to be worn when outdoors.</p> <p>Schools, as employers, have a duty to comply with the Equality Act 2010 which includes making reasonable adjustments for disabled staff. They also have a duty to make reasonable adjustments for disabled pupils, to support them to access education successfully. No pupil should be denied education on the grounds that they are not wearing a face covering.</p> <p>Transparent face coverings can be worn to assist communication with someone who relies on:</p> <ul style="list-style-type: none"> <li>• lip reading</li> </ul>
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						<ul style="list-style-type: none"> <li>• clear sound</li> <li>• facial expression</li> </ul> <p>There are some circumstances where people may not be able to wear a face covering. Please be mindful and respectful of such circumstances. Some people are less able to wear face coverings, and the reasons for this may not be visible to others. In relation to education settings, this includes (but is not limited to):</p> <ul style="list-style-type: none"> <li>• people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability</li> <li>• people for whom putting on, wearing or removing a face covering will cause severe distress</li> <li>• people speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate</li> <li>• to avoid the risk of harm or injury to yourself or others</li> <li>• you are also permitted to remove a face covering in order to take medication</li> </ul>
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						<p>When wearing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</li> <li>• avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus</li> <li>• change the face covering if it becomes damp or if they've touched the part of the face covering in contact with the mouth and nose</li> <li>• avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination</li> </ul> <p>When removing a face covering, staff, visitors and pupils should:</p> <ul style="list-style-type: none"> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</li> </ul>
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						<ul style="list-style-type: none"> <li>• only handle the straps, ties or clips</li> <li>• not give it to someone else to use</li> <li>• if single-use, dispose of it carefully in a household waste bin and do not recycle</li> <li>• once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.</li> <li>• if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</li> <li>• wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed</li> </ul> <p>If a parent or carer insists on a pupil attending school, leaders can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>
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7	<p><b>Communicat ing with External contractors in the event of an outbreak</b></p>	<p>If the school closes, contact any external contractors who will be affected:</p> <ul style="list-style-type: none"> <li>• Contact the school meal service provider (if appropriate)</li> <li>• Contact fruit provider (if appropriate)</li> <li>• Contact milk provider (if appropriate)</li> <li>• Contact regular visitors (as appropriate)</li> <li>• Contact transport providers (if appropriate – ensuring adherence to latest DfE guidance re transport)</li> <li>• Update governors accordingly</li> </ul> <p>There may be individuals working in schools, such as supply staff, where when asked to self-isolate, are unable to work from home and will lose income as a result of self-isolating.</p> <p>These individuals may be entitled to a Test and Trace Support Payment of £500, payable as a lump sum from local authorities, to ensure they are able to play their part in controlling the virus by isolating at home.</p>	<p>Secretaries to contact Chartwells and fruit provider and any regular visitor (music teachers/language teachers/Sports providers and keep communication open regarding any changes.</p>	<p>AD/M M/AB/ JD</p>	<p>From 1.9.2021 and ongoing</p>	
8	<p><b>School meals</b></p>	<p>Ensure you continue to provide meal options for all pupils who are in school. Meals should be available free of charge to all infant pupils and pupils who are eligible for benefits-related free school meals who are in school.</p> <p>Continue to provide free school meal support to pupils who are eligible for benefits related free school meals and who are not attending school <b>because they have had symptoms or a positive test result themselves</b>. Extra funding will be provided to support schools to provide food parcels or meals to eligible children. Where schools cannot offer food parcels or use local solutions, the national voucher scheme will be in place.</p> <p>Families in need of support during school holidays should contact their local authority in order to access help through the Covid Winter Grant Scheme.</p>	<p>Hot meals in place when schools are open.</p>	<p>VL/BH/ KV/H W</p>	<p>From 1.9.2021 and reviewed going forward</p>	<p>Should no changes be recommended then ensure that the school continues to follow the guidance on <a href="#">supporting children eligible for free schools meals</a></p>



		<p>SEND can successfully access remote education alongside their peers.</p> <p>Agree these principles with governors and then share any outline plans / expectations with staff, parents and pupils.</p> <p>Provision of hard copy resources for pupils who don't have IT access</p> <p>Review DfE guidance : <a href="#">Get help with technology during coronavirus</a></p>				<p><a href="https://www.with-remote-education.education.gov.uk/">with-remote-education.education.gov.uk/</a></p>
10	<p><b>Planning to reduce pupil, staff and parental anxiety in the case of further outbreaks</b></p>	<p>Be aware that the level of anxiety and trauma that some may feel may be more severe than <b>previously</b> and this may worsen if further outbreaks and restrictions occur</p> <p>Identify any newly vulnerable pupils who may need support if they are required to work from home</p> <p>Share the <a href="#">‘Every interaction matters’</a> webinar with staff</p> <p>Work with school nurses, where they are in place, to ensure delivery of the <a href="#">healthy child programme</a> (which includes immunisation)</p> <p>Reflect on how well the school managed wellbeing calls and check ins for pupils during the previous lockdowns and be prepared to continue in the case of further outbreaks and closures</p> <p>NHS mental health services have remained open, and schools should still refer to their local NHS children and young people’s mental health service.</p>	<p>Share with staff in briefing, staff meetings and re-opening plans.</p>	<p>JP/VL/ BH/KV /HW</p>	<p>From 1.9.2021 and ongoing</p>	<p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support using this link: <a href="https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges">https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges</a></p>

		<p>DfE, Public Health England and NHS England have also recorded a free webinar for school and college staff which sets out how they can support their pupils and students. A recording of this is available here: <a href="#">View webinar</a></p> <p>Ensure teachers know they can access the free <a href="#">MindEd learning platform for professionals</a>, which contains materials on peer support, stress, fear and trauma, and bereavement.</p> <p>Remind teachers that MindEd have developed a <a href="#">coronavirus (COVID-19) staff resilience hub</a> with advice and tips for frontline staff.</p> <p>Public Health England have produced guidance for parents and carers on <a href="#">supporting children and young people's mental health and wellbeing</a>. This includes key actions they can take to support their child or young person's mental health and wellbeing during the pandemic</p>	<p>Curriculum design/MyConcern records/vulnerable pupil log in each school and Inclusion Managers staff/pupil liaison</p>			
11	<b>Maintaining accurate attendance records</b>	<p>Schools should continue to record attendance in the register. Schools should follow up on absences of the pupils who are expected to be in school but where a parent wishes for their child to be absent, we expect schools to authorise the absence during a national lockdown period. Absence will not be penalised.</p> <p>Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors. <b>During a national lockdown</b> children with at least one parent or carer who is a critical worker can go to school if required. This includes parents who may be working from home. Parents should try to keep their children at home if possible.</p>	<p>Secretaries to keep up to date with DfE documentation and act as required.</p>	<p>AD/M M/AB/ JD</p>	<p>As soon as notification is received.</p>	<p><a href="#">Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year</a></p> <p>Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by UKHSA or the DHSC, they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend</p>

	<p>In the case of further closures, schools should speak to parents and carers to identify who needs to go to school. If it proves necessary, schools can ask for simple evidence that the parent in question is a critical worker, such as their work ID badge or pay slip. Parents and carers who are critical workers should keep their children at home if they can.</p> <p><b>During a national lockdown</b> vulnerable children and young people who have not attended their setting following the introduction of national restrictions can revisit that decision at any point in time and parents, carers and young people should talk to their education setting and social worker (if they have one) if they wish to do so. Education settings should also continue to encourage vulnerable children to attend and review whether there are other children and young people who might be newly vulnerable and benefit from on-site attendance.</p> <p><b>In the case of another national lockdown</b> the Department expects schools to grant applications for leave of absence given the exceptional circumstances.</p> <p>Review any <a href="#">attendance updates</a> should there be school closures</p>				<p>because they have a confirmed case of COVID-19 they should be recorded as code I (illness).</p> <p>For pupils abroad who are facing challenges to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.</p> <p>On Tuesday 7 December, existing questions on the <a href="#">education setting status form</a> (EdSet) were updated to reflect the recent temporary measures introduced in response to the Omicron variant:</p> <ul style="list-style-type: none"> <li>- the use of face coverings in classrooms (which are not advised, but Directors of Public Health may temporarily advise for individual settings experiencing an outbreak) should be recorded in the EdSet as an additional control measure.</li> <li>- Pupils who are self-isolating after contact with a suspected or confirmed case of the Omicron variant should be recorded under 'required to remain at home or</li> </ul>
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						<p>isolate in line with government guidance'. Pupils required to isolate after returning from abroad or pupils required to isolate because they are over the age of 18 years and 6 months who are not fully vaccinated should also be included in this category.</p> <p>Staff who are self-isolating after contact with a suspected or confirmed case of the Omicron variant should be recorded under 'required to remain at home or isolate by NHS Test and Trace or in line with government guidance due to close contact with a confirmed case of COVID-19 either within or outside your setting.</p>
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**B: Health and Safety**

	Action	Comments for consideration	Issues due to the context of our school	Lead	Date Deadline	Guidance
12	Revise risk assessment(s) as necessary	<ul style="list-style-type: none"> <li>Ensure the school's COVID19 Risk Assessment is regularly reviewed and updated to reflect any advice / guidance from the government/PHE.</li> <li>Review and update first aid risk assessment to ensure appropriate provision e.g. number of available first aiders, etc.</li> </ul>	<p>HOS review risk assessment and update as required.</p> <p>First aid RA reviewed as needed</p>	VL/BH/ KV/H W	From 1.9.2021 and ongoing	<p><a href="#">Actions for schools during the Coronavirus Outbreak</a></p> <p><a href="#">Health and safety advice for schools</a></p> <p><b>East Sussex model Risk Assessment</b> (See ESCC Schools Message Board)</p>



		<ul style="list-style-type: none"> <li>Review the ESCC model risk assessment for asymptomatic testing of school staff and localise as appropriate.</li> <li>The Health and Safety Executive published guidance on <a href="#">first aid</a> during coronavirus which will support local risk assessments and provides guidance for first aiders</li> <li>Ensure that measures being put in place are explained to staff and involve staff in the process to support wellbeing</li> </ul>				<p><i>Model first aid risk assessment is available on the H&amp;S pages on Webshop.</i></p>
13	<p><b>Site</b> Prepare the site for re-opening as well as for future partial or full closure at the direction of PHE</p>	<ul style="list-style-type: none"> <li>Re-establish suitably accessible information and posters for parents/carers/visitors in welcome areas. E.g. Government guidelines</li> <li>School must ensure that there is access to drinking water and facilities for hand washing and/or access to hand sanitiser</li> <li>Contact contractors and inform them of the closure details and any arrangements on site including social distancing.</li> <li>Confirm that alternative providers have the appropriate safety arrangements in place in relation to Covid-19 for any pupils attending.</li> <li>Agree arrangements for ensuring that statutory checks continue e.g. legionella, fire etc.</li> <li>Before the school fully re-opens after a closure, review whether there is a need to recommission all systems before the full opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</li> <li>Before the school fully re-opens after a closure, check all systems are fully working and operating as normal, especially buildings which have been unoccupied.</li> </ul>	<p>Signage around the site.</p> <p>PPE, hand sanitiser and cleaning fluid stocked up regularly</p> <p>Secretaries to contact contractors should closure occur.</p> <p>Share with school site managers and in event of this.</p>	<p>BA/JG/ VL/KV/ BH/AD /AF/AB</p> <p>PH/JG/ VL/KV/</p>	<p>From 1.9.2021 and ongoing</p>	<p><a href="#">Schools coronavirus operational guidance</a></p> <p>Good ventilation is essential at all times in classrooms and particularly during this period. <a href="#">HSE guidance on ventilation and air conditioning</a></p>

		<ul style="list-style-type: none"> <li>Before the school fully re-opens after a closure, check your fire safety systems including making sure: your fire alarm system and emergency lights are operational, and all fire doors are operational.</li> </ul>		BH/AD /AF/AB		
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#### B4: Safeguarding

	Action	Comments for consideration	Issues due to the context of our school	Lead	Date Deadline	Guidance
14	<b>Safeguarding (including online safety) during the outbreak</b>	<ul style="list-style-type: none"> <li>Review the child protection policy so that it reflects the updated guidance</li> <li>Ensure adherence to statutory duties as outlined in KCSIE 2020</li> <li>Update Code of Conduct for staff to include COVID-19 issues</li> <li>Ensure suitably trained people are onsite</li> <li>Review online safety considerations in and out of school</li> <li><b>Ask visitors to assess themselves in terms of having any symptoms of COVID-19 before coming into the school</b></li> <li>Ensure that record keeping is up to date particularly where children have not been in school, or where they have attended other settings.</li> </ul> <p>It is expected that schools will have a trained DSL (or deputy) available on site. However, it is recognised that for some schools there may be operational challenges to this. In such cases, there are two options to consider:</p> <ul style="list-style-type: none"> <li>a trained DSL (or deputy) from the school can be available to be contacted via phone or online video, for example working from home</li> </ul>	<p>Staff code of conduct shared and signed at INSET</p> <p>DSL training checked and up to date</p> <p>Online safety policy reviewed and shared. Online safety included as part of recovery curriculum</p> <p>DSL review safeguarding records</p>	VL/KV/ BH/M M/AF/ AB/H W/BA/ SBM	From 1.9.2021 and ongoing	Schools <b>must</b> have regard to the statutory KCSIE 2020 safeguarding guidance, <a href="#">keeping children safe in education</a>

		<ul style="list-style-type: none"> <li>• sharing trained DSLs (or deputies) with other schools (who should be available to be contacted via phone or online video)</li> </ul> <p>Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site.</p>				
15	<p><b>Support for vulnerable families and members of the community at higher risk</b></p> <p>Plan support packages for these families in order to help alleviate heightened anxiety during an outbreak</p>	<ul style="list-style-type: none"> <li>• Regular telephone calls to families</li> <li>• Individual support plans around the family of vulnerable pupils, working alongside other agencies as appropriate.</li> <li>• 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</li> <li>• Decide which member(s) of staff will be the single point of contact for parents and communicate this to parents.</li> <li>• Update the website as applicable.</li> <li>• Brief staff to be alert to signs of poor welfare, poor mental health or neglect that may escalate during any additional school closures and agree referral route to DSL team.</li> </ul> <p>If vulnerable children and young people do not attend, schools should:</p> <ul style="list-style-type: none"> <li>• work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing their concerns using supporting guidance considering the child's circumstances and their best interests</li> <li>• work together with the local authority and social worker (where applicable) and other relevant partners to encourage the child or young person to attend educational provision,</li> </ul>	<p>Vulnerable families list to be created by secretaries, DSL and teaching staff</p> <p>Closure: each family assigned one staff member as main point of contact for support and check-in phonecalls.</p> <p>Closure: reminders to staff about what to look for during online lessons and check-in phonecalls and how to raise concerns if off-site.</p>	VL/BH/ KV/HW	From 1.9.2021 and ongoing	<p>TES article on how to support disadvantaged families: <a href="https://www.tes.com/news/coronavirus-6-ways-support-disadvantaged-families">https://www.tes.com/news/coronavirus-6-ways-support-disadvantaged-families</a></p> <p>ISEND guidance: (Supporting Pupils with SEND to return to School) <a href="https://czone-backoffice.azurewebsites.net/media/6329/supporting-pupils-with-send-to-return-to-school.pdf">https://czone-backoffice.azurewebsites.net/media/6329/supporting-pupils-with-send-to-return-to-school.pdf</a></p> <p><a href="#">PHE's review of the impact of Covid-19 on BAME groups</a> 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"</p> <p>BAMEed's resources <a href="https://www.bameednetwork.com/resources">https://www.bameednetwork.com/resources</a></p>

		particularly where the social worker agrees that the child or young person's attendance would be appropriate				
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Mr J Procter

**Executive  
Headteacher**



Mr A Brundle

**Chair of  
Governors**



Mrs K Vile

**Head of Chiddingly  
School**



Miss B Hare

**Head of St Mary's CE  
School**



Miss V Lewis

**Head of East Hoathly CE  
School and Nursery**

Mrs H West  
**Head of Park Mead School**