



Coronavirus Contingency Framework

(Outbreak Management Plan) **September 2021**

Reviewed 4/1/22



The contingency framework describes the principles of managing a local outbreak of Coronavirus (COVID-19) (including responding to variants of concern) at Holly Lodge. It works alongside our existing risk assessment for the mitigation of Coronavirus in school, which is a live document.

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic. Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within Holly Lodge
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

Concern	Action	Support
If a child develops symptoms of coronavirus at school <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) 	The child's parents will be phoned and the child will be required to isolate	If your child is well enough to work, for day 1 and 2, use the Get Going resources on the school website. From day 3, Remote Learning will be provided via Seesaw. Contact the school if you do not have a suitable lap-top, as we may be able to provide loan equipment.
If a child develops symptoms of coronavirus at home	Parents should arrange a PCR test for the child. The child should not come into school.	As above
If a member of staff tests positive with LFD test (asymptomatic)	Take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. Individuals will only be asked to stay home for Covid-related reasons if: <ul style="list-style-type: none"> • they are symptomatic • they have tested positive with a PCR or LFD (they may return if a positive LFD result is followed by a subsequent confirmatory negative PCR within 2 days) 	

If a member of staff develops symptoms of corona virus	Member of staff to book PCR test. Self isolate. Staff from school or supply agency to cover. In extreme circumstances, if a safe staffing level cannot be maintained groups of children or classes may have to be sent home and move to remote learning. Parents will be notified by email or text.	
If a member of staff tests positive.	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. Staff from school or supply agency to cover. In extreme circumstances, if a safe staffing level cannot be maintained groups of children or classes may have to be sent home and move to remote learning. Parents will be notified by email or text.	
If Track & Trace identify a child or member of staff as a close contact	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.	Children who attend an education setting and who have been identified as a close contact, should continue to attend their setting as normal.
If the number of cases in school reaches the following threshold (whichever of these thresholds is reached first): • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period	Review and reinforce the testing (of staff), hygiene and ventilation measures already in place. Notify Surrey County Council and UK Health Security Agency. Other additional measures – see below – may be introduced. These measures may be introduced without waiting for the response advice of UK health Security Agency.	Remote learning will be provided via Seesaw if: • they have tested positive for COVID-19 but are well enough to learn from home; or • attendance at their setting has been temporarily restricted On-site provision will be retained for vulnerable children and the children of critical workers. If this is not possible, we will consult with the Surrey local authority.
If a pupil, student, child or staff member is admitted to hospital with COVID-19.	Seek public health advice. School will phone DfE helpline (0800 046 8687, option 1) and amend measures as required.	

The Senior Leadership Team, in conjunction with the Kite Executive team, will review the measures in place and inform parents and staff as soon as possible, if further measures are required to prevent

the spread of Coronavirus. This may be by phone, email or text. In order to act swiftly, this could be at short notice. Parents and staff will be notified when measures are stepped down.

Possible measures to control an outbreak

Testing

Staff currently test using a LFD twice a week. Staff may be advised to increase use of testing.

Face coverings

It may be advised that face coverings should temporarily be worn in communal areas and/or classrooms, for staff.

Shielding

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. Shielding can only be reintroduced by national government.

Other measures

If there is an increase in cases, school events, not limited to the following, may need to be restricted or postponed/cancelled:

- residential educational visits/day trips
- open days
- transition or taster days
- parental attendance in settings
- live performances in settings
- volunteer helpers
- clubs/sports events

Parents will be notified by phone, email or text. This may need to be at short notice.

Safeguarding

There will be no change to local multi-agency safeguarding arrangements. We will continue to have regard to any statutory safeguarding guidance that applies to children, including:

- Keeping children safe in education
- Working together to safeguard children
- Early Years Foundation Stage (EYFS) framework

A trained DSL should be in attendance but if this is not possible, a trained DSL (or deputy) from school, will be available to be contacted via phone or online video, for example working from home.

Vulnerable children and young people

Where vulnerable children and young people are absent, we will:

- 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

- 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
- 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.

School meals

We will provide meal options for all pupils who are in school. Meals should be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria. We will also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they have had symptoms or a positive test result themselves.

Educational visits

Any attendance restrictions should be reflected in the visits risk assessment and setting leaders will consider carefully if the educational visit is still appropriate and safe. Only students who are attending the setting should go on an educational visit. We will consult the health and safety guidance on educational visits when considering visits.

Additional actions to consider once a threshold is reached

At the point of reaching a threshold, we will review the testing, hygiene and ventilation measures already have in place.

We will also consider:

- whether any activities could take place outdoors, including exercise, assemblies, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focussing on touch points and any shared equipment
- whether to re-instate "bubbles" to prevent further spread and isolate cases.

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.