

Key Documentation:

1. School Action Card
2. Latest Flow Chart
3. Actions in the event of bubble closure; (i) in event of confirmed cases; (ii) in the event of staff illness.

Schools Internal Action Card version 5 (25.11.20)

Outline	Definitions
<p>Schools, under current DFE guidance, have children and staff working in class and year group ‘bubbles’. This, along with strictly enforced hygiene rules such as regular hand washing, catch it and bin it processes, regular cleaning and disinfection of surfaces and social distancing where possible are the main forms of preventative practice. Limiting where possible mixing between bubbles is also a key part of work in schools.</p>	<p>POSIBLE Case: new continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia)</p> <p>CONFIRMED Case: laboratory test positive case of Covid-19 with or without symptoms</p> <p>Contact</p> <ol style="list-style-type: none">1. people who spend significant time in the same household as a person who has tested positive for Covid-192. a person who has had face-to-face contact (within 1 metre), with someone who has tested positive for Covid-19, including: being coughed on, having face to face conversation within 1 metre, having skin to skin physical contact or contact within 1 metre for one minute or longer without face to face contact3. a person who has been within 2 metres of someone who has tested positive for Covid-19 for more than 15 minutes4. a person who has travelled in a small vehicle with someone who has tested positive for Covid-19 or in a large vehicle or plane near someone who has tested positive for Covid-19 <p>Note: Household of CONTACTS do not need to isolate</p> <p>Infectious Period: The infectious period is from 48 hours prior to symptom onset to 10 days after, or 48hrs prior to test if asymptomatic</p> <p>Incubation Period: Usually 5 – 6 days but can be between 1 and 14 days</p> <p>Outbreak: Two or more confirmed cases among individuals associated with a specific setting with onset dates within 14 days AND ONE OF:</p> <ol style="list-style-type: none">1. Identified direct exposure between at least two of the confirmed cases in that setting (e.g. within 2 metres for >15 minutes) during the infectious period of the putative index case <p>OR</p>

2. (when there is no sustained community transmission) - absence of alternative source of infection outside the setting for initially identified cases. **(NB- 2 is not relevant currently due to second wave).**

Cluster: 2 or more confirmed cases among pupils or staff in the same setting with onset dates within 14 days

Actions

SUSPECTED Case	CONFIRMED Case	5 ≥ CONFIRMED Cases
<p>Only notify Local Authority Public Health team (PHTracing@wiltshire.gov.uk) and PHE SW HPT (swhpt@phe.gov.uk) if:</p> <ul style="list-style-type: none"> - suspected case has been admitted to hospital with Covid symptoms - suspected case won't or can't get tested - there is a cluster of possible cases/ increased absenteeism - suspected case has link to definite case. 	<p>Contact Local Authority Public Health Team by email (PHTracing@wiltshire.gov.uk) to notify of confirmed case. See 'Information for notification email' section below.</p>	<p>Contact Local Authority Public Health Team (PHTracing@wiltshire.gov.uk) and we will liaise with PHE SW HPT (swhpt@phe.gov.uk) to notify them of 5 or more cases. LA PH will support risk assessment and follow up</p>
<p>Isolate individual for 10 days (day of onset of symptoms plus 10 days). Remainder of household need to isolate for 14 days.</p>	<p>Isolate individual for 10 days. (day of onset of symptoms plus 10 days) Remainder of household need to isolate for 14 days.</p>	<p>Isolate cases for 10 days. (day of onset of symptoms plus 10 days) Remainder of household needs to isolate for 14 days.</p>
<p>Cases must stay at home and get tested.</p>	<p>Advise those in contact (as defined above) to isolate for 14 days. Public Health will help identify close contacts in the school setting. Household members of those who isolate do</p>	<p>Advise those in contact (within class/bubble) to isolate for 14 days. Public Health will help identify close contacts within the school setting. Household members of those who isolate do not need to isolate unless develop symptoms.</p>

	not need to isolate unless develop symptoms. Symptomatic contacts to get tested.	Symptomatic contacts to get tested and engage with test and trace.
Clean/disinfect rooms suspected case was using – ensure appropriate PPE are used. Await test results.	Clean/disinfect rooms suspected case was using – ensure appropriate PPE are used. Continue until isolation periods end.	Clean/disinfect where possible with appropriate PPE. Refer to cleaning guidance on gov.uk SW HPT will provide tools to support outbreak communications and infection control advice
If positive, follow CONFIRMED case process. If negative, individual can return once well & contacts/ household can stop isolating.	Case & contacts/household can stop isolating once isolation period is complete.	Email PHTracing@wiltshire.gov.uk if situation worsens, there are hospitalisations or complex cases, media interest or if you have any other concerns.

Wiltshire schools do not need to contact the DfE helpline about positive cases. Local Authority Public Health will support schools to manage the situation where positive cases arise. We will liaise with Public Health England South West Health Protection Team (PHE SW HPT) where appropriate. The DfE will be kept informed of cases locally through regular updates from the Local Authority.

Local Authority response to positive cases

Public Health will: support with risk assessment; advise on next steps; provide information for parents on self-isolation; and support with communications including providing template letters for parents etc. This will happen in partnership with LA Education, Communication and Transport colleagues and PHE SW HPT where appropriate.

If out of hours

Contact details:

- Local Authority Public Health (LA PH) - PHTracing@wiltshire.gov.uk - *this inbox will be monitored frequently both during and out of office hours and a member of the team will respond. Monday to Friday 08:00 – 20:00 and Saturday, Sundays and Bank Holidays 10:00 – 16:00*

- PHE SW HPT notification of hospitalised cases: swhpt@phe.gov.uk

Information for notification email

Please include as much of the following information as possible in your notification email to the Local Authority Public Health Team:

- Name of school
- Type of school – primary, secondary, special school
- Key staff contact details (name and phone number) to discuss situation
- Age and/or year group of positive case(s) – *do not include personal identifiable information*
- Number of children in bubble/ year group
- Date of onset of symptoms
- Date last in school

Contact details

- Local Authority Public Health (LA PH): PHTracing@wiltshire.gov.uk – this inbox will be monitored frequently both during and out of office hours and a member of the team will respond.
- PHE SW HPT Email: swhpt@phe.gov.uk
- PHE SW HPT Number: 0300 303 8162
- PHE SW Centre – for HPT OOHs: 0344257 8195
- Helean Hughes – Director Education and Skills helean.hughes@wiltshire.gov.uk
- NHS Testing service: NHS 111 Online portal or call 119. Or visit <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Regional leads:
 - Steve Wigley (North) steve.wigley@wiltshire.gov.uk

- Lesley Lowe (East) lesley.lowe@wiltshire.gov.uk
- Simon Watkins (West) simon.watkins@wiltshire.gov.uk
- Helen Southwell (South) helen.southwell@wiltshire.gov.uk
- Louise Lewis - Head of Service louise.lewis@wiltshire.gov.uk
- *Wiltshire Council Public Health – publichealth@wiltshire.gov.uk – for general enquiries about coronavirus not related to a positive case

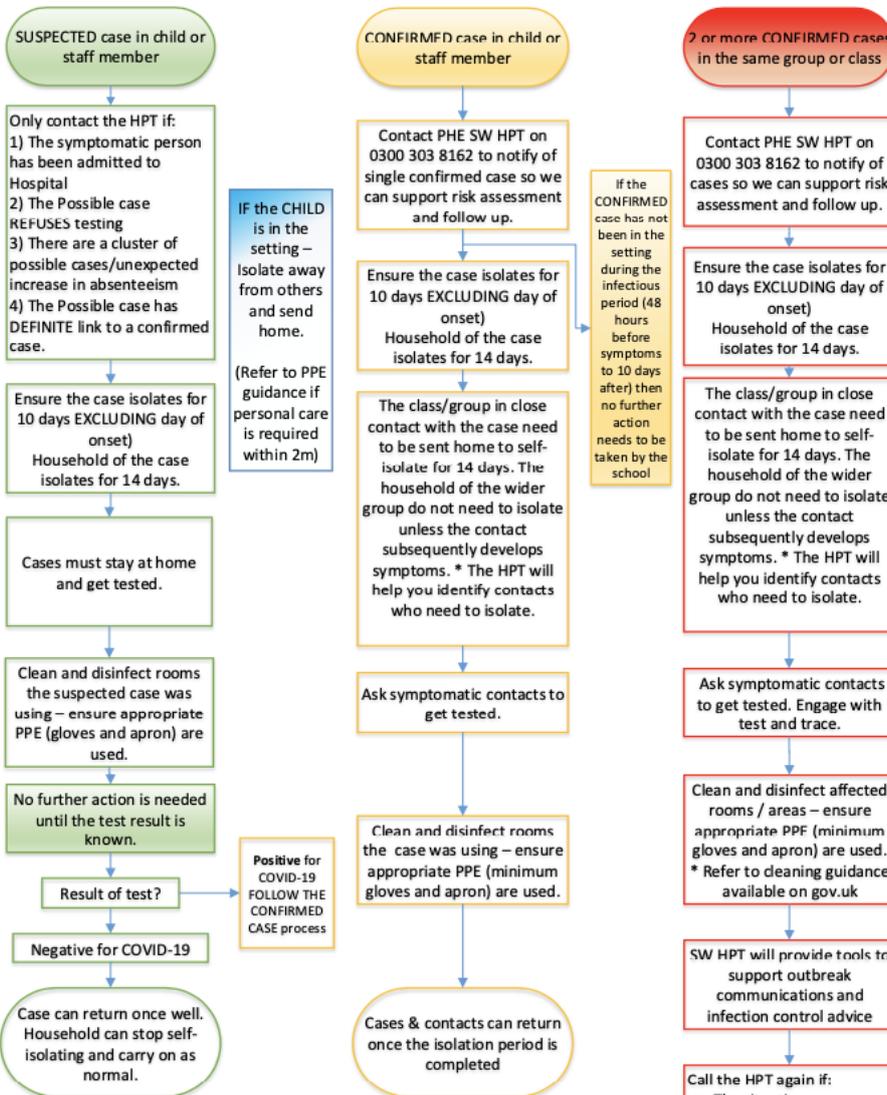
Further information to consider for Outbreak Control Team (OCT) meeting

- Infection prevention control measures
- How children move around the school – break and lunch times
- Potential for bubbles mixing
- Cross over with other provision e.g. after school
- Children with safeguarding concerns
- Children on EHCPs / with complex needs
- Siblings in other year groups and/or schools
- Transport
- Home learning provision
- Staff working in other settings – e.g. peripatetic
- Communications – LA will always provide support around this
- Inform/ involve Chair of Governors

For detailed information see:

- [Wiltshire Local Outbreak Management Plan](#) (scroll about half way down)
- [Right Choice Covid-19 page](#) for useful information and resources including: Risk mitigation advice for schools updated 16th July; School staff risk assessment; risk assessment for schools; September opening guidance for schools; Checklist for Acute Respiratory Infection Management in Educational Settings. **Check this page on Right Choice regularly for updated information including the latest version of this Schools Internal Action Card**
- Guidance for schools for opening including safer working practice and protective measures:
https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=7e9a249c-fba1-47a8-874e-3eda4292ceec&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#history
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19, as well as other infectious diseases, spreading in schools.
 If you have any infection control concerns or questions please call the South West Health Protection Team on 0300 303 8162. If the matter is not urgent you can also email swhpt@phe.gov.uk.
 GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance
 TESTING: Visit nhs.uk/ask-for-a-coronavirus-test or call 119.



COVID-19 Case Definition: (as of 18/05/20)
 • A high temperature
 • A new, continuous cough
 • A loss of, or change to, your sense of smell or taste

INFECTIOUS PERIOD:
 48 hours before the onset of symptoms to 10 days after onset.
 IF case has no symptoms but a positive test, it is 48 hours prior to test

Cleaning:
 For detailed guidance refer to the guidance on gov.uk:

Routine measures during COVID-19 pandemic should already be to outbreak standard.

PPE should be worn for cleaning – minimum gloves and disposable apron. Consider using face mask and eye protection if risk is high. Cleaning areas where there are visible bodily fluids.

Public areas (e.g. corridors – clean as normal)

Surfaces that could be contaminated need cleaning and disinfection.

All frequently touched surfaces (door handles, taps, table tops, keyboards etc.) should also be cleaned and disinfected.

Use disposable cloths or paper roll, disposable mop heads to clean hard surfaces (e.g. floors, sanitary fittings, chairs, tables)

Use a combined detergent and disinfectant or use a two-stage cleaning process of detergent (household type cleaner) followed by a hypochlorite solution (1000ppm) e.g. diluted Milton. [Check chemicals in use are effective against enveloped viruses]

Avoid splashes and spray when cleaning where possible.

Waste: Any COVID-19 related waste should be double-bagged and stored for 72 hours before usual disposal.

Five key principles



School Closures

'The Government have given revised advice on the closure of schools as per the 27th of November which states the following:

'Where the contingency framework is implemented, primary schools should continue allowing all children to attend. In the very unlikely event that evidence supports limiting attendance in primary schools, DfE may advise only vulnerable children and children of critical care workers may attend.'

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

Aim

If a local area sees a spike in coronavirus (COVID-19) infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread – these measures could include the partial closure of schools in the area.

This document outlines how the school will operate if a local lockdown is implemented. If a local lockdown is implemented in our area, 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 Acorn Senior Executive and Great Wishford SLT as and when the situation develops.

Key principles:

1. The care of all students and staff is our key priority
2. Whatever the situation, the school will need time to plan and organise to maintain the care and safety of all, therefore a days full closure may be needed as significant staff illness or a potential Tier 2/3 situation arises.

Overarching Trust principles.

- a. Schools open and safe
- b. Staff and students/children are happy and feel safe
- c. Students/children are learning, teachers are teaching at school or at home

In the event of a bubble closing, provision See Appendix 1.

- (i) Teacher well.
- (ii) If no teacher for that bubble.

Teaching in the event of staff illness

- (i) One class. School HLTA can be moved to teach a class full time with the Head covering the HLTA role two days a week.
- (ii) If two teachers unwell. For 48 hours (test), Head cover one class, HLTA another, TA with 6 hours HLTA cover original two HLTA days. After that remote teaching.
- (iii) In the event of a class bubble closing, the hierarchy is below. The closure would be on a one week rota basis. This would mean different teachers between class bubbles but with a weekend between moving to a new one. Ideally the 'new' teacher for the bubble will be released as early as possible on the Friday:

In the event of two or more teachers being unwell. These three class bubbles would be closed on a one week rotation basis	In the event of stretched leadership capacity These three class bubbles would be closed on a one week rotation basis with staff being redeployed accordingly.
2/3	2/3
4,5,6	4,5,6
R/1	R/1

Key and critical worker children will be provided for. If the children are from more than one class bubble they will be put in to one group from Monday to Thursday to allow 72 hours non-contact before returning to class bubbles.

Leadership. From the start there will be Exec Support.

- (i) If Head unwell, SLT teacher takes over. Year 4,5,6 Class Bubble shuts due to community and school community concerns. Remote learning to start for this Class bubble, remote learning to be strong.
- (ii) If SLT teacher and Head unwell. Trust Exec Head to step in **at 2m distance**.

Admin staff

1. In the event of Admin Officer illness, Trust support would be needed. Basics (Registers and start and end of day) could be covered.

Key principles:

Due to IT issues at GW staff may need to work from home between normal work hours.

Critical workers, which includes school staff, are permitted to travel into and out of the lockdown areas to get to work, in order to maintain provision for pupils who will be attending on-site provision.

If shielding measures are reintroduced due to the local lockdown, affected members of staff will be supported to work from home or the appropriate leave or pay measures will be discussed.

Staff with roles that must be undertaken on site (e.g. teachers) will be asked to come into school to deliver provision, unless they are shielding or self-isolating. Staff members who are able to carry out their role from home will be supported to do so.

An audit of all staff will be conducted to assess who is able to work on site and who will need to work from home due to their underlying health issues or those of the people they live with. The audit will be reviewed on a continuous basis to establish whether the circumstances of any staff member have changed.

If any staff member has concerns regarding working on the school site, they will discuss these concerns with their line manager.

Infection prevention and control (PLEASE REFER TO FLOWCHARTS AT START OF DOCUMENT IN CONJUNCTION WITH THIS)

Great Wishford's risk assessments will continue to be adhered to and meets the requirements set out in the DfE's system of controls.

Face Coverings will be worn in accordance with the Acorn Covid Risk assessments

Any member of the school community who displays symptoms of coronavirus must go to get a test. Tests can be booked online or ordered by telephone via NHS 119. Essential workers, including school staff, have priority access to testing.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection. If the supervising member of staff is unable to maintain social distancing, e.g. due to the pupil's age or needs, they will wear PPE. After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately.

If a staff member develops symptoms while on site, they will be directed to go home to self-isolate and to get a test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.

If an individual tests positive, the school will contact the local HPT (**See information at the front of this document**). The individual's close contacts at school will be sent home to self-isolate for 14 days and encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

Transport

Pupils and staff that have to attend Great Wishford 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.

Remote education in the event of lockdown

See detailed plans in Appendix 1

Teaching and learning – refer to Appendix 1

The school will utilise the support available through the DfE's '[Get help with technology during coronavirus \(COVID-19\)](#)' scheme. Under the scheme, the school can order 3 laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Pupils in Years 3 to 11
- Clinically extremely vulnerable children across all year groups who are shielding or self-isolating in line with government and/or clinical advice
- Children in all year groups who are unable to access remote education whilst attending school on a hospital site

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

The Head of Acorn IT will arrange distribution of all laptops based on GW's questionnaire of needs- needs have been reported as 3 laptops needed.

- Do you have any technology in the home
 - Mobile phone
 - Laptop
 - Computer
 - Tablet
- Do you have an internet connection.
- How many children do you have who would need access to a laptop.

(GW's questionnaire of needs showed three laptops would be needed to support three families.)

Returning to school

The **Headteacher with and through the Trust** will work with the LA 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 lessening of local lockdown rules, the **headteacher** will inform parents when their child will return to school. Trust wide templates have been prepared.

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 **Child Protection and Safeguarding Policy** was updated during the national lockdown to include provisions for keeping pupils safe during the coronavirus pandemic – 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:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

Food provision. Please see Appendix (2) - Catering continuity plan.

We will ensure measures are in place so that meals can be prepared and served safely for pupils who remain on site.

Weekly hamper / daily lunch boxes will be provided for those in receipt of income based FSM and are self isolating or working from home.

Communication

The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all. Head of Acorn Communication will oversee all communication and prepare all templates.

All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown and how it affects the school as they develop.

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 Class Page messaging system)
- Parents – the **headteacher** (school email)

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.

Appendix 1. Learning in the event of a bubble shut down.

1. GW School continuity summary for parents- see webpage
2. Remote Learning plan/offer- see webpage
3. Remote Learning policy- see webpage

Appendix 2. Catering Business Plan

Catering Business Continuity Plan

Communication to Primary Schools for any scenario– Joel Deverill / James Evans/ Claire Humphries/ Karen Bannister to call primary schools and explain situation regarding school meals.

Minimum number of staff required to produce food for Kingdown and Primaries is 7.

Scenarios

If Joel is absent, Claire to manage

If Joel and Claire absent – Jen to manage.

If Joel, Claire, Jen absent – Claire Williams to manage. Julie and Kelly to cook for Kingdown. Primaries to go to packed lunches

More than 5 kitchen staff are ill.

Action: Close New Close and all remaining staff based at Kingdown. Cold food only to be prepared and served to both Kingdown and Primaries

All kitchen staff are ill

Action: Kitchen open at Kingdown cold food for FSM pupils only. To be prepared by any available site staff/ TA's/ business staff. FSM food only to be transported to schools for distribution. Non FSM pupils to bring packed lunch provided from home.

No staff available for food preparation

Action: Parents to provide packed lunch for pupils. FSM parents to be reimbursed monies owed.

In the event of year group closure at Kingdown.

Food for pupils on site at Kingdown and primaries to continue

Food for Year group not in school. FSM pupils only.

Food parcel to be prepared for 1 week's meals. To be a combination of loaf of bread, butter, filling (cheese, ham), drink, yoghurt, fruit, cake.

To be distributed to central point in local community and families to collect. At this point may require additional member of staff to deliver food.

Stock of food.

Bulk buy bread, Create a stock of cakes and freeze, check with supplier for best before dates on sandwich fillings. Fruit and yoghurts can be obtained daily.