

# ACORN EDUCATION TRUST. COVID BUSINESS CONTINUTIY PLAN

## School Specific Plan

# Great Wishford Church of England Primary School

Signed by:

\_\_\_\_\_ Headteacher Date 17.12.21  
 \_\_\_\_\_ Acorn Education Trust Director of School Services

**Note: Due to size of school, if one member of staff gets a positive test result the rest of staff must take a test.**

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 7 (12.3.21)

Preventative measures	Definitions
<p>Organising children and staff in class and/or year group “bubbles” (as per DfE guidance) coupled with strictly enforced preventative measures, such as those listed below, are the main forms of preventative practice:</p> <ul style="list-style-type: none"> <li>regular hand washing</li> <li>catch it, bin it, kill it! approach</li> <li>regular cleaning and disinfection of surfaces</li> <li>minimal contact and social distancing where possible</li> <li>limited mixing between bubbles</li> <li>well ventilated rooms</li> <li>face covering where required</li> <li>promote and engage with asymptomatic testing where available</li> </ul>	<p><b>Case (possible vs. confirmed case)</b></p> <ul style="list-style-type: none"> <li><b>Possible:</b> anyone with either a high temperature, a new, continuous cough or a loss of, or change to, sense of taste or smell (and awaiting a test)</li> <li><b>Confirmed:</b> PCR or LFD test positive case of COVID-19 with or without symptoms</li> </ul> <p><b>Close contact</b></p> <ul style="list-style-type: none"> <li>anyone who lives in the same household or is in a support bubble or childcare bubble with a positive case</li> <li>anyone who has had any of the following types of contact with a positive case <ul style="list-style-type: none"> <li>face-to-face contact including being coughed on or having face to face conversation within 1 metre</li> <li>been within one metre for one minute or longer without face-to-face contact</li> <li>been within 2 metres of someone for more than 15 minutes (<b>either as a one-off contact, or added up together over one day</b>)</li> <li>travelled in the same vehicle</li> </ul> </li> </ul> <p><b>Infectious Period:</b> from 48 hours prior to symptom onset to 10 days after, or 48hrs prior to test if asymptomatic</p> <p><b>Incubation Period:</b> Usually 5 – 6 days</p> <p><b>Outbreak:</b> Two or more CONFIRMED cases in the same group or class</p> <p><b>Cluster:</b> 2 or more confirmed cases among pupils or staff in the same setting within 14 days</p>

### Actions

POSSIBLE Case	CONFIRMED Case	5 ≥ CONFIRMED Cases
<p><b>Only</b> notify Wiltshire Council Public Health (PH) team - <a href="mailto:PHTracing@wiltshire.gov.uk">PHTracing@wiltshire.gov.uk</a> in the following instances:</p> <ul style="list-style-type: none"> <li>possible case has been admitted to hospital with Covid symptoms</li> <li>possible case won't or can't get tested</li> <li>there is a cluster of possible cases</li> <li>possible case has link to confirmed case</li> </ul> <p>Wiltshire Council Public Health will inform Public Health England South West Health Protection Team (PHE SW HPT) if required.</p>	<p>Notify Wiltshire Council Public Health (PH) Team - <a href="mailto:PHTracing@wiltshire.gov.uk">PHTracing@wiltshire.gov.uk</a> – of any confirmed positive cases.</p> <p>See 'Information for notification email' section below.</p>	<p>Notify Wiltshire Council Public Health (PH) Team - <a href="mailto:PHTracing@wiltshire.gov.uk">PHTracing@wiltshire.gov.uk</a> - and they will liaise with Public Health England South West Health Protection Team (PHE SW HPT) if required.</p>
<ul style="list-style-type: none"> <li>Individual to isolate for 10 days (day of onset of symptoms plus 10 days).</li> <li>Remainder of household to isolate for 10 days.</li> </ul>	<ul style="list-style-type: none"> <li>Individual to isolate for 10 days (day of onset of symptoms plus 10 days)</li> <li>Remainder of household to isolate for 10 days</li> </ul>	<ul style="list-style-type: none"> <li>Individual to isolate for 10 days (day of onset of symptoms plus 10 days)</li> <li>Remainder of household to isolate for 10 days</li> </ul>

	<ul style="list-style-type: none"> <li>Close contacts (as defined above) to isolate for 10 days. Public Health will work with you to help identify close contacts related to the setting and transport to and from the setting where appropriate.</li> <li>Household members of close contacts do not need to isolate unless they develop symptoms.</li> <li>Close contacts with symptoms must take a PCR test.</li> <li>Ensure Passenger Transport is informed of any positive cases and/or close contacts.</li> </ul>	<ul style="list-style-type: none"> <li>Close contacts (as defined above) to isolate for 10 days. Public Health will work with you to help identify close contacts related to the setting transport to and from the setting where appropriate.</li> <li>Household members of close contacts do not need to isolate unless they develop symptoms.</li> <li>Close contacts with symptoms must take a PCR test.</li> <li>Ensure Passenger Transport is informed of any positive cases and/or close contacts.</li> </ul>
	<p><b>If a student who uses Passenger Transport tests positive at school using a lateral flow device (LFD) or becomes symptomatic while at school</b> – it is recommended that parent/guardian collects the child directly from school. In exceptional circumstances where this is not possible, the local authority may need to provide suitable transport which provides appropriate protection for the driver who must be made aware that the individual has tested positive or is displaying symptoms. (<i>DfE (2021) Schools Coronavirus (Covid-19) Operational Guidance – pg.10</i>)</p>	<p><b>If a student who uses Passenger Transport tests positive at school using a lateral flow device (LFD) or becomes symptomatic while at school</b> – it is recommended that parent/guardian collects the child directly from school. In exceptional circumstances where this is not possible, the local authority may need to provide suitable transport which provides appropriate protection for the driver who must be made aware that the individual has tested positive or is displaying symptoms. (<i>DfE (2021) Schools Coronavirus (Covid-19) Operational Guidance – pg.10</i>)</p>
Disinfect rooms used if/when temporarily isolating positive cases in the setting before they return home wearing appropriate PPE.	Disinfect rooms used if/when temporarily isolating positive cases in the setting before they return home wearing appropriate PPE.	Disinfect rooms used if/when temporarily isolating positive cases in the setting before they return home wearing appropriate PPE.
<ul style="list-style-type: none"> <li>If positive, follow CONFIRMED case process.</li> <li>If negative, individual can return once well and close contacts/ household members can stop isolating.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed case can resume normal activities after the 10-day isolation period, as long as they no longer have a temperature.</li> <li>Close contacts/household members can also resume normal activities unless they develop Covid during the self-isolation period. If this happens, they need to reset their isolation period for 10 days from the date of onset of symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed case can resume normal activities after the 10-day isolation period, as long as they no longer have a temperature.</li> <li>Close contacts/household members can also resume normal activities unless they develop Covid during the self-isolation period. If this happens, they need to reset their isolation period for 10 days from the date of onset of symptoms.</li> <li>Email <a href="mailto:PHTracing@wiltshire.gov.uk">PHTracing@wiltshire.gov.uk</a> if situation worsens, there are hospitalisations or</li> </ul>

		complex cases, media interest or if you have any other concerns.
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**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.

**Please contact the DfE coronavirus helpline on 0800 046 8687 if you have specific questions about the DfE asymptomatic testing programme.**

**If out of hours**

Contact details:

- Wiltshire Council Public Health - [PHTracing@wiltshire.gov.uk](mailto: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*

**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*
- If case is identified through asymptomatic testing (LFD), confirm if tested at home or at an assisted site (e.g. school)
- Number of children in bubble/ year group
- Date of onset of symptoms
- Date last in school
- Mode of transport

**Contact details**

- Wiltshire Council Public Health - [PHTracing@wiltshire.gov.uk](mailto: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 Email: [swhpt@phe.gov.uk](mailto: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](mailto: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](mailto:steve.wigley@wiltshire.gov.uk)
  - Lesley Lowe (East) [lesley.lowe@wiltshire.gov.uk](mailto:lesley.lowe@wiltshire.gov.uk)

- Simon Watkins (West) [simon.watkins@wiltshire.gov.uk](mailto:simon.watkins@wiltshire.gov.uk)
- Helen Southwell (South) [helen.southwell@wiltshire.gov.uk](mailto:helen.southwell@wiltshire.gov.uk)
- Louise Lewis - Head of Service [louise.lewis@wiltshire.gov.uk](mailto:louise.lewis@wiltshire.gov.uk)
- Wiltshire Council Public Health Information Hub – [publichealth@wiltshire.gov.uk](mailto: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 – public or Passenger 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:

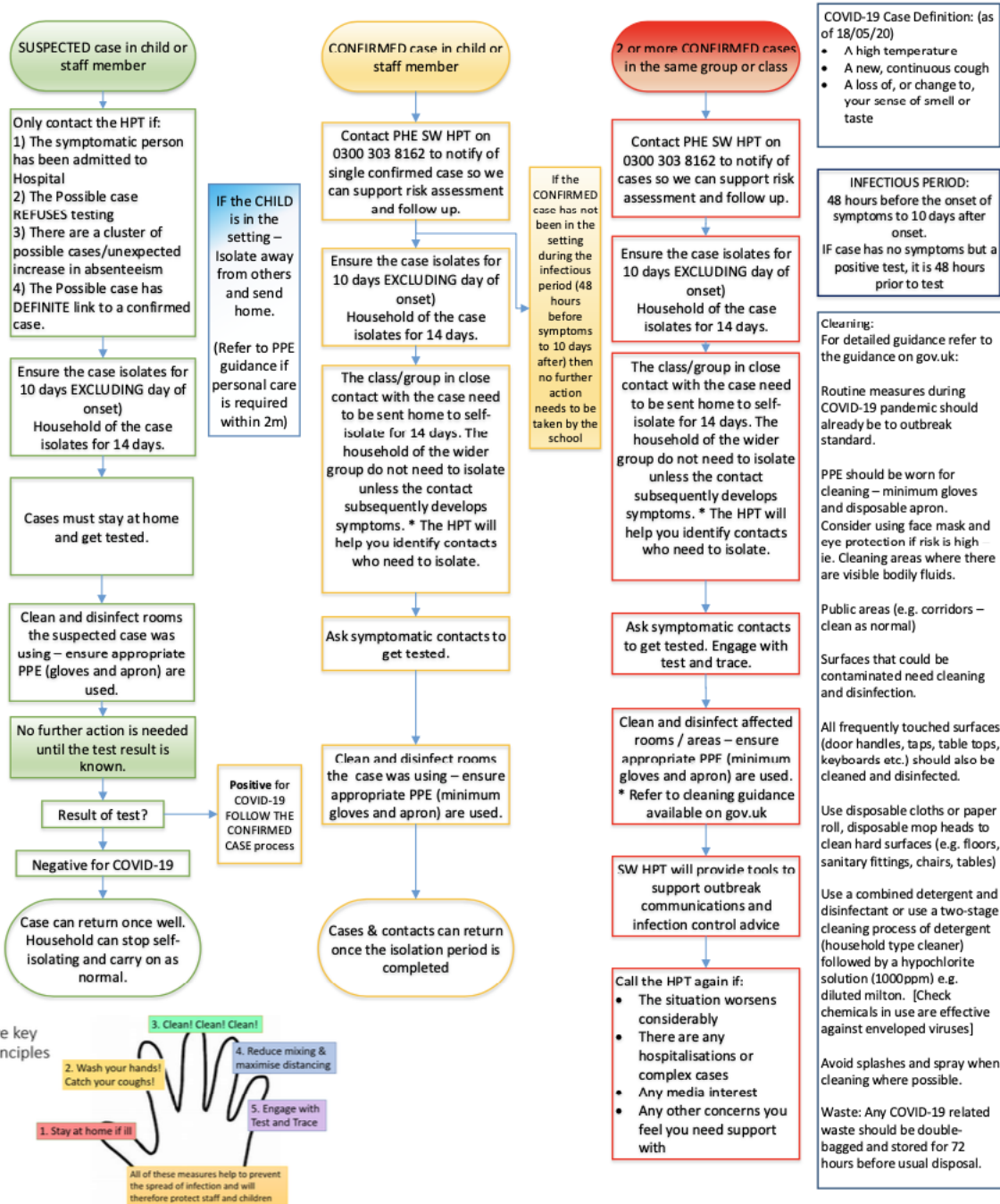
- [Schools coronavirus \(Covid-19\) operational guidance Feb 21](#)
- [Guidance for schools for opening including safer working practice and protective measures](#)
- [Right Choice Covid-19 page](#) for useful information and resources including. **Check this page on Right Choice regularly for updated information including the latest version of this Schools Internal Action Card**
- **Check primary and secondary document sharing platforms for updated guidance and resources to support asymptomatic testing.**

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](mailto:swhpt@phe.gov.uk).

GUIDANCE: Visit [gov.uk/coronavirus](https://gov.uk/coronavirus) for detailed schools guidance and other guidance

TESTING: Visit [nhs.uk/ask-for-a-coronavirus-test](https://nhs.uk/ask-for-a-coronavirus-test) or call 119.



## School Closures

'The Government have given revised advice on the closure of schools as per the 27<sup>th</sup> 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.**

A bubble may close if:

- 1) The teacher is unwell.
- 2) There is no teacher for that bubble- capacity.

### **Teaching in the event of staff illness**

- (i) One bubble closure.
  1. School HLTA can be moved to teach a class full time.
- (ii) If two teachers are unwell.
  1. For 48 hours (during the test period):  
On a Monday or Tuesday: Remote learning to be considered due to Headteacher's teaching commitments. HLTA to cover one class.  
On a Wednesday, Thursday or Friday: Headteacher can cover one class, HLTA another.
- (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.
3/4	3/4
5/6	5/6
R/1/2	R/1/2

Vulnerable and, where staff capacity enables, 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 5/6 Class Bubble shuts due to community and school community concerns. Remote learning to start for this Class bubble.
- (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 where possible, unless they are 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 until a negative test result is returned from a PCR test. If the test result is positive, the pupil will be required to self-isolate for 10 days – remote education will be arranged for them. The Headteacher will liaise with PH / Acorn Education Trust, in order to notify close contacts and the school community.

If a staff member develops symptoms while on site, they will be directed to go home to self-isolate and to get a PCR test. Cover arrangements will be put in place and the above 'teaching in the event of staff illness' measures will be implemented. The Headteacher will liaise with PH / Acorn Education Trust, in order to notify close contacts and the school community.

Any staff members or pupils who have been in close contact with a symptomatic individual do not need to self-isolate but are recommended to take daily LFT's. If symptoms develop, they will be required to get a PCR test.

If an individual tests positive, the school will contact the local HPT (**See information at the front of this document**). If more individuals test positive, the school will follow advice from the local HPT.

### **Transport**

Pupils and staff that 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 Trust will advise on numbers of laptops we can send home to support remote learning 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 during the last lockdown.

- 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 during the last lockdown.)**

### 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 from HC3S for any scenario—to call primary schools and explain situation regarding school meals.**

#### **Scenarios**

##### **No staff available for food preparation**

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

##### **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.