



HURLINGHAM
SCHOOL

Coronavirus (COVID-19): Contingency Plan

**(Implementation of Amber Measures to
assist with Outbreak Management)**

Prep-School only

Implemented on 22 September 2021

To be reviewed on 4 October 2021

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The aim of this plan

If our school or local area sees an extremely high prevalence of coronavirus (COVID-19) infection rates and existing measures in our community have failed to reduce this, the appropriate authorities will decide which additional measures to implement to help contain the spread. These measures may involve implementing a number of restrictions, which could include the partial closure of schools and childcare settings in our area. Measures may also be necessary to help minimise the impact from new coronavirus variants.

This contingency plan, also known as an 'outbreak management plan', outlines how the school will operate if further restrictions are implemented. 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 the Head, in conjunction with other key stakeholders, as and when the situation develops.

Restrictions to attendance

The government has advised that all schools should continue to operate as normal and that all pupils should attend school unless required to self-isolate.

The contingency framework is designed to act as a containment measure where:

- There is extremely high prevalence of coronavirus.
- Other measures have already been implemented.
- There is a need to minimise the impact from a new coronavirus variant.

Restrictive attendance measures, of the kind set out in the contingency framework, must not be implemented by schools without the explicit agreement of the DfE.

Restricting attendance in any form will only be used as a last resort, initiated following a ministerial decision. Where restrictions to attendance are implemented following government advice, they will be kept to a minimum, allowing for the maximum number of pupils to attend education; however, in all circumstances, priority will be given to vulnerable pupils and the children of critical workers to attend full time.

As part of their outbreak management responsibilities, LAs, Directors of Public Health, and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.

Where LAs judge that wider containment action is needed and wish to limit attendance within an area, they will work with their Regional Partnership Team to escalate a proposal to the central Local Action Committee command structure.

If the contingency framework is implemented, we will continue to allow all children to attend on-site provision. Where advised by the DfE, in line with the available evidence, we will only allow the on-site attendance of vulnerable children and the children of critical workers. We will only limit attendance if we are directed to do so by the DfE. If attendance is limited, remote learning will be delivered to children who remain at home, in line with the Pupil Remote Learning Policy.

Our Nursery School and Prep-School will be assessed individually and separately according to the number of cases in each.

Unless advised otherwise, the school will allow all pupils to attend. If the contingency framework is implemented, the school will only allow the following pupils to attend on-site provision:

- Vulnerable pupils
- Children of critical workers
- Pupils in Reception and Years 1 and 2, where advised by the DfE

High-quality remote education will be provided for all pupils not in attendance, in line with the Pupil Remote Learning Policy.

The school will lift restrictions as soon as it is advised by the government that it is appropriate to do so.

Infection prevention and control

The school's Infection Control Policy will continue to be adhered to – this policy meets the requirements set out in the DfE's system of controls.

Any member of the school community who displays symptoms of coronavirus will be required to self-isolate and encouraged to get a confirmatory polymerase chain reaction (PCR) test. Tests can be booked online or ordered by telephone via NHS 119. Critical workers, including school staff, have priority access to testing.

All schools are currently being provided with rapid-result lateral flow device (LFD) testing kits, which include PPE, to identify asymptomatic cases of coronavirus. Asymptomatic testing will continue for the remainder of the Autumn term. Full arrangements for delivering rapid-result testing can be found in our Coronavirus (COVID-19): Asymptomatic Testing Policy.

The school will contact the Self-Isolation Service Hub on 020 3743 6715 as soon as it is informed that any member of staff has tested positive for coronavirus.

If a variant of coronavirus classed as a variant of concern (VoC) is identified within the school's geographical area, the school will partake in targeted testing by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases. The school will also adhere to advice from Directors of Public Health in relation to the temporary reintroduction of face coverings.

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 socially distance, 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 with a confirmatory PCR test as soon as possible. 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 immediately to self-isolate and to get a PCR test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual at school will not need to self-isolate unless they develop symptoms themselves. Fully vaccinated adults, and pupils under the age of 18, who have been identified as close contacts of a positive case via the NHS Test and Trace service, will not need to self-isolate unless advised by a healthcare professional. Individuals also do not need to self-isolate if:

- They live in the same household as someone who has tested positive for coronavirus, unless they develop symptoms themselves.
- They have taken part in or are currently part of an approved COVID-19 vaccine trial.
- They are not able to get vaccinated for medical reasons.

Adults who receive their second dose of the vaccine close to 16 August will need to continue to follow the same rules as unvaccinated adults until two weeks after their second dose. Unvaccinated adults and adults who have only had one dose of the vaccine will need to continue to follow the rules on self-isolation if they have been identified as a close contact of a positive case.

Those aged 18 will continue to follow the same rules as under-18s until six months after their 18th birthday, when they will begin to follow the self-isolation rules for adults. Government guidance previously said 18 years and four months.

If a pupil or staff member is admitted to hospital with coronavirus, the school will contact the DfE helpline on 0800 046 8687 and select option 1. The school may be offered public health support in managing risk assessments and communicating with staff and parents.

It is important to think about taking extra actions if the number of positive coronavirus cases in the school substantially increases, as this could indicate that coronavirus transmission is happening in school.

The following thresholds will be used as an indication of when to seek public health advice, whichever is reached first:

- Five children, pupils, students or staff who are likely to have mixed closely, test positive for coronavirus within a 10-day period
- 10 percent of children, pupils, students or staff who are likely to have mixed closely test positive for coronavirus within a 10-day period

When a threshold is reached, the school will review and reinforce the testing, hygiene and ventilation measures already in place. The school will also consider:

- Whether any activities can take place outdoors, e.g. exercise, assemblies, or classes.
- Ways to improve ventilation indoors that will not significantly impact thermal comfort.
- One-off enhanced cleaning, focussing on touch points and any shared equipment.

A director of public health may provide the school with advice that reflects the local situation. In areas where rates of positive cases are high, this could mean that the thresholds for extra actions are higher than the threshold set out above.

If cases amongst staff meet the school meet one of the thresholds advised by the DfE, the school will 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. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.

The school will seek additional public health advice if there is concern regarding transmission in the school, either by phoning the DfE helpline on 0800 046 8687 or in line with other local arrangements. The school will also refer to the government's [contingency framework](#) for further information.

The individual's close contacts at school – where they do not fulfil the criteria outlined in this section of the contingency plan – will be contacted by the NHS Test and Trace, and advised to take a PCR test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate. Staff who do not need to isolate and young people under the age of 18 years and six months who have been identified as a close contact should continue to attend school as normal.

The school will continue to monitor the Air filtration systems located in each of the classrooms and communal areas to quickly identify and improve any areas with poor ventilation. The monitors will be used alongside the enhanced ventilation measures the school already has in place, e.g. opening external windows where it is safe and appropriate to do so.

As the result of an outbreak during step 4 of the coronavirus recovery roadmap, a temporary requirement could be implemented for staff to resume wearing face coverings in areas other than crowded spaces where they are likely to come into contact with others they would not normally meet. This may include face coverings being reintroduced in communal areas and classrooms for members of staff. The school may also be required to reintroduce the use of bubbles in order to resume social distancing and limit the transmission of coronavirus. The school will adhere to any conditions set out by the local HPT.

Transport

Pupils and staff attending school will be encouraged to walk or cycle wherever possible and to avoid public transport. The government has removed the legal requirement to wear face coverings but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet – this includes public and dedicated transport to schools. If pupils and staff

need to use public or dedicated transport, they may be asked to wear a face covering while travelling, unless exempt in line with government guidance, e.g. due to a disability.

Transport services to and from the school will continue to operate as normal during times of local restriction where pupils are still attending. In the event that such services are not able to operate as normal, the Head will consider alternative options and communicate these to all parents and pupils in advance.

Staff will be required to wear masks when accompanying pupils in the school minibuses.

School trips will be suspended during any significant outbreak periods.

Teaching and learning

If restrictions to on-site education are required, the school will offer immediate access to high-quality remote education for all pupils who are required to remain at home. All remote learning will be delivered in line with the school's Pupil Remote Learning Policy.

Where advised during a local outbreak, further restrictions may be enforced with regards to certain musical and drama activities, e.g. singing, for pupils attending on-site provision, to help reduce the risk of transmitting coronavirus via aerosols. Restrictions may also be reintroduced to contact and indoor sports. The school will follow the advice provided by the local HPT.

The school will use a range of remote teaching methods to cater for all different learning styles. See out Remote Learning Policy.

Teachers will ensure lessons are suitable to the class group's age and ability, inclusive for all pupils, and will be adapted, where necessary, to account for the needs of pupils with SEND.

Returning to school

The Head will work with the DfE and PHE 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.

Where advised to do so by a Director of Public Health and/or the local HPT, the school may encourage staff to undertake LFD tests at home prior to their return to school and/or for a period of time following their return. The school will continue to recognise that testing is voluntary.

The Head will inform staff, pupils and parents, prior to the return to school, whether any further restrictions, such as the use of bubbles and face coverings, have been resumed.

After a period of self-isolation, or the relaxation of restrictions, the Head will inform parents when their child will return to school.

The Head 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 during periods of restricted attendance is a key priority. Our Safeguarding and Child Protection Policy has been updated to include provisions for keeping pupils safe during the coronavirus pandemic, both at home and in school – 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.

A trained DSL or deputy will remain on-site where possible. Where this is not possible, e.g. they are required to self-isolate, the school will ensure that the DSL or deputy, or a DSL or deputy from another school, are available to contact at all times. In addition, the Head will take responsibility for coordinating safeguarding on-site during this time.

Wraparound care

The school's wraparound care will be provided to all pupils; however, where restrictions are required, wraparound care will only be provided on-site to pupils who are eligible to attend school full time.

Communication

The school will communicate its plan for addressing any imposed restrictions with parents, including in relation to:

- Opening arrangements.
- Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.
- Any reviews of the school's protective measures as part of our risk assessments.
- The arrangements for remote working.

Parents will be kept up-to-date with the circumstances of any imposed restrictions and how these affect the school as the situation develops.

Implementation of Amber Measures in the first instance

The following measures to reduce transmission will be implemented in the event of a requirement to move to Amber Measures following an outbreak:

- We will reintroduce temporary year group bubbles - very much as we operated during the Summer term 2021, doing all we can to limit year group mixing.
- Staff should stay within their year groups and staff should consider their social distancing when working across year groups.
- Increased cleaning of surfaces in classrooms
- Regular washing of hands - especially at the start of the day
- Wearing of masks in communal areas
- No parents in school unless absolutely necessary and if they do, they must wear a mask.
- Break times will be segregated
- Lunch will go back to the system we had in the Summer – pupils seated facing in one direction on long tables and separated from other Year group by a minimum of a 2 metre gap. Late lunch will be in the Garden room.
- Staff will collect their lunch from the kitchen in takeaway boxes and eat it in their classrooms or work spaces.
- Drop off will remain the same but social distancing to be observed.
- All staff meetings will take place on Zoom apart from year group meetings.
- No assemblies or large gatherings, these will go back to Zoom where necessary - class assemblies will be postponed rather than zoomed so the children still get to have a live audience.
- All singing groups to be cancelled
- No trips or visits

- No fixtures, tournaments or live performances
- Clubs to go ahead where we can ensure no mixing of year groups
- Turn off air conditioning - open windows for maximum ventilation.
- Open doors to the outside when using the Main Hall and Art Room.
- Staff to wear face coverings when driving minibuses and clean them down at the end of the day.
- Do your best to sanitise equipment and limit use to resources that will be regularly shared.
- Staff to continue to take Lateral Flow tests regularly and specifically before returning to work after each weekend.

Monitoring and review

This plan will be reviewed continually, by the Head and SLT, in line with guidance from the government and Public Health England (PHE).

Any measures introduced in response to an increase in cases will be reviewed every two weeks.