Introduction

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. The DfE's published COVID Contingency Framework states that schools should have an "outbreak management plan", outlining how they would operate if any of the measures described in the guidance were recommended for their setting or area.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

In these cases, the Guidance also states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings.

If there is a need to address more widespread issues across an area, "ministers will take decisions on an area-by-area basis".

This plan should be read alongside the latest guidance for education settings operating during COVID (this is not an exhaustive list and these documents change frequently so the reader should check they have the most up to date guidance).

- actions for early years and childcare providers during the COVID-19 outbreak https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures
- actions for schools during the COVID-19 outbreak https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak
- protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 pandemic https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak
- guidance for special schools and other specialist settings: COVID-19 https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings
- Summer schools programme guidance https://www.gov.uk/government/publications/summer-schools-programme
- contingency framework: education and childcare settings https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings

Scenario 1 – Single Confirmed COVID Case

If there is one case identified in school the following steps will be taken in line with the latest guidance:

- School will liaise with Public Health passing on the relevant information

- Schools will follow their Local Authority reporting guidance
- Those in close contact will be asked to isolate.
- Consideration will be given to transport and visitor contacts
- Remote learning plan to be implemented for those isolating
- School Covid Risk Assessment to be evaluated in light of any learning from new case

Scenario 2 – Outbreak Within Setting

The definition of an outbreak in a non-residential setting is:

Two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within 14 days, and one of the following:

- identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases
- when there is no sustained local community transmission - absence of an alternative source of infection outside the setting for the initially identified cases

An outbreak is deemed to last 28 days from the last positive diagnosis.

The best way to avoid an outbreak in a setting is to ensure preventative measures are in place. Within all settings the following will be in place:

- A risk assessment for each setting that reflects the current Government Guidance
- Appropriate PPE will be provided and worn in line with Guidance
- Hand sanitiser will be freely available
- Staff who can work from home will do so
- The CIT COVID Response will be followed
- LFT testing will be available for staff, visitors and secondary pupils

Should an outbreak be identified the following steps will be undertaken:

- School will liaise with Public Health passing on the relevant information
- Schools will follow their LA guidance for notification
- In collaboration with Public Health and the Trust Executive Leadership Team a decision will be made as to whether school can remain open
- DfE will be informed if the school is to close
- LA will be informed if the school is to close
- In liaison with Public Health, if the school is a test site, on site testing will be reinstated
- Remote learning plan will be implemented
- External visits to the school will stop until deemed safe
- School COVID Risk Assessment will be evaluated in light of any learning from new cases

Scenario 3 – The setting is affected by a package of Local or National measures

The COVID situation is ever changing as are the directed responses. Settings will work with the Trust to ensure that they implement any Local or National restrictions and guidance. Schools will work in

collaboration with professionals and stakeholders to limit the impact on educational delivery. This will include working with the following:

- Parents/carers
- Pupils
- Public Health
- Local Authority
- Social Care
- DfE

The following plans are in place to support the continued delivery of education under local or National measures:

Testing:

- All schools in CIT support with the distribution of LFD tests.
- All of CIT special schools are registered test centres. We have set up a regional approach to provide Covid secure testing for those who do not work on a test site.
- Each test site ensures that they remain well stocked so they can mobilise their test centre if required
- All schools ensure they remain well stocked with LFD tests in case there is a requirement to increase home testing

Face Coverings:

- Should face coverings be recommended, schools will amend their RA in line with the cohort of pupils they have

Shielding:

- Should shielding be reintroduced, those on the shielded patient list will be supported to follow guidance. If this is a pupil, then the remote learning plan would be implemented. Shielding staff will be supported to work from home and measures put in place to support their wellbeing.

CIT COVID Response:

- This is a regularly updated document which sets out the expectations of the Trust on visits, visitors, trips, training and home visits.

Attendance restrictions:
Places will be prioritised for pupils in line with current guidance

- Primary Schools*: "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."*
- Special Schools: *"DfE's attendance expectations in special schools will remain in line with the equivalent age groups in mainstream schools. In exceptional circumstances, special schools and*

special post-16 institutions may encounter circumstances where they cannot provide their usual interventions and provision at adequate staffing ratios, or with staff with vital specialist training. In these circumstances, they should seek to resume as close as possible to the specified provision for the child or young person as soon as possible. Where attendance is mandatory, full-time provision should be provided."

Contingency Framework:Education and Childcare Settings (DFE, 25 June 2021)

- Where pupils have EHCPs and cannot attend school a risk assessment will be undertaken to assess if they are safer at home or in school.

Safeguarding:

- It is expected that all schools have a DSL on site, if this is not possible a senior leader will take on the responsibility for coordinating safeguarding and remote support will be given by the Trust Director of Safeguarding and Wellbeing.
- Wellbeing calls will be made regularly (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home.

Meals:

- Meals will continue to be provided for those on site, those in receipt of free school meals who are not on site will either be provided with vouchers or food for the time the pupil is isolating, or the school is restricting attendance.

IT Access:

- As part of the school remote learning plan, details will be held of who requires a device to be provided. These will be available to be collected from school or, if there is prior warning, they will be distributed prior to class/school closures.
- Part of the wellbeing calls will be to monitor this provision and pupil access to the remote learning so that support can be given as required.