

# ACORN EDUCATION TRUST

## COVID BUSINESS CONTINUITY PLAN

### School Specific Plan

### Heytesbury Church of England and Hedgehogs Pre School

Signed by:

C. Godfrey

Headteacher

Date 11<sup>th</sup> September

Reviewed 30.11.20

Reviewed 12.1.21

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 4 (22.9.20)

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><b>SUSPECTED Case:</b> continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia)</p> <p><b>CONFIRMED Case:</b> laboratory test positive case of COVID-19 with or without symptoms</p> <p><b>Contact</b></p> <ol style="list-style-type: none"> <li>1. <b>Direct close contacts:</b> Face to face contact with a case for any length of time, within 1m, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin). This includes exposure within 1 metre for 1 minute or longer.</li> <li>2. <b>Proximity contacts:</b> Extended close contact (within 2m for more than 15 mins) with a case</li> <li>3. <b>Travelled in a small vehicle with a case</b></li> </ol> <p><b>Note: Household of CONTACTS do not need to isolate</b></p> <p><b>Infectious Period:</b> The infectious period is from 48 hours prior to symptom onset to 10 days after, or 48hrs prior to test if asymptomatic</p> <p><b>Outbreak:</b> Two or more confirmed cases among individuals who are direct close contacts, proximity contacts or in the same cohort or 'bubble'.</p> <p><b>Cluster:</b> 2 or more confirmed cases among pupils or staff in the same setting within 14 days</p>

### Actions

SUSPECTED Case	CONFIRMED Case	2 ≥ CONFIRMED Cases
<p><b>Only</b> notify LA PH (<a href="mailto:PHTracing@wiltshire.gov.uk">PHTracing@wiltshire.gov.uk</a>) and PHE SW HPT (<a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a>) if:</p> <ul style="list-style-type: none"> <li>- suspected case has been admitted to hospital with Covid symptoms</li> <li>- suspected case won't or can't get tested</li> <li>- there is a cluster of possible cases/ increased absenteeism</li> <li>- suspected case has link to definite case.</li> </ul>	<p>Contact LA PH by email (<a href="mailto:PHTracing@wiltshire.gov.uk">PHTracing@wiltshire.gov.uk</a>) to notify of confirmed case. See 'Information for notification email' section below.</p> <p>Also contact PHE SW HPT (<a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a>) if case involves a boarding school or special educational needs school</p>	<p>Contact LA PH (<a href="mailto:PHTracing@wiltshire.gov.uk">PHTracing@wiltshire.gov.uk</a>) and PHE SW HPT (<a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a>) to notify of confirmed case. PH LA will support risk assessment and follow up</p>
<p>Isolate individual for 10 days (day of onset plus 10 days). Remainder of household need to isolate for 14 days.</p>	<p>Isolate individual for 10 days. (day of onset plus 10 days) Remainder of household need to isolate for 14 days.</p>	<p>Isolate cases for 10 days. (day of onset 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. HPT will help identify contacts. Household members of those who isolate do not need to isolate unless develop symptoms. Symptomatic contacts to get tested.</p>	<p>Advise those in contact (within class/bubble) to isolate for 14 days. HPT will help identify contacts. Household members of those who isolate do not need to isolate unless develop symptoms. Symptomatic contacts to get tested and engage with test and trace.</p>

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.	Call HPT 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 with 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](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*
- PHE SW HPT Email: [swhpt@phe.gov.uk](mailto:swhpt@phe.gov.uk)

**Information for notification email**

Please include as much of the following information as possible in your notification email to LA PH:

- 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](mailto:PHTracing@wiltshire.gov.uk) – this inbox will be monitored frequently both during and out of office hours and member of the team will respond.

- 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 – [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
- 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 16<sup>th</sup> 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/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>

## Aim

'The Government have given revised advice on the closure of schools as per the 27th November 2020 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> )

This is a live document that will be reviewed by Acorn Senior Executive and Kingdown 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 closure 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 (see Appendix 1 in regards to learning provision)

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

## Teaching in the event of staff illness

- (i) If one teacher is ill, internal cover ie HLTA and supply. Potentially, one bubble closing if one teacher is having to be at home and if supply not available.
- (ii) If two teachers are unwell, two bubbles may have to close.
- (iii) In the event of a class closing, the heriachy is below. The closure would be on a one week basis. This would mean different teachers between bubbles but with a weekend between moving to a new bubble. 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 classes would be closed on a one week rotation basis	In the event of stretched leadership capacity These three classes would be closed on a one week rotation basis with staff being redeployed accordingly.
Foxes Y2/3	Foxes 2/3
Badgers Y4/5/6	Badgers 4/5/6
Otter R/Y1	Otter R/1

In the event of Badgers teaching staff being incapacitated, Lucy Graham will oversee remote learning **with Trust support for Year 6 in particular.**

Key and critical worker children will be provided for. If the latter are in more than one class, where staffing levels allow, 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 support from the Acorn Education Trust Executive Team.**

**If Head and Senior Teacher, Mrs Bourne, both need tests at same time supply and Trust support will be needed for 48 hours. IF tests are positive bubble shuts.**

- (i) If Head unwell, Mrs Bourne, who is O.6, takes over leadership responsibilities. Supply for five days to cover teaching – Mrs Bourne could do 2 days of this supply as a supply teacher; Trust for two days to cover leadership.
- (ii) If Mrs Bourne and Head unwell, bubble shuts.
- (iii) If supply not available for above scenarios a bubble will be shut according to above hierarchy.

**Admin staff**

1. In the event of Admin Officer being off, Trust support would be needed. Basics could be covered by a TA who would be based in the office 8.45 – 9.30 to answer phone.

**Key principles:**

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)**

Heytesbury's risk assessments will continue to be adhered to and meet 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. Where possible, 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.

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 DFE Helpline – 0800 0468687. The individual's close contacts at school will be sent home to self-isolate for 14 days and asked to get a test. If more individuals test positive, the school will follow advice from the local HPT/DFE helpline, which may include requiring more people to self-isolate.

## **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 may be able to access IT materials 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 7
- 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.

Rob Knott – Head of Acorn IT will arrange distribution of all laptops.

## **Returning to school**

The Head Teacher, 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 Head Teacher will inform parents when their child will return to school.

The Head Teacher 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 Designated Safeguarding Lead (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.

## **Food provision. Please 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.

The Trust catering team will work with the school so we can continue offering FSM to pupils and families who are eligible.

## **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.

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

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
- Parents – the headteacher

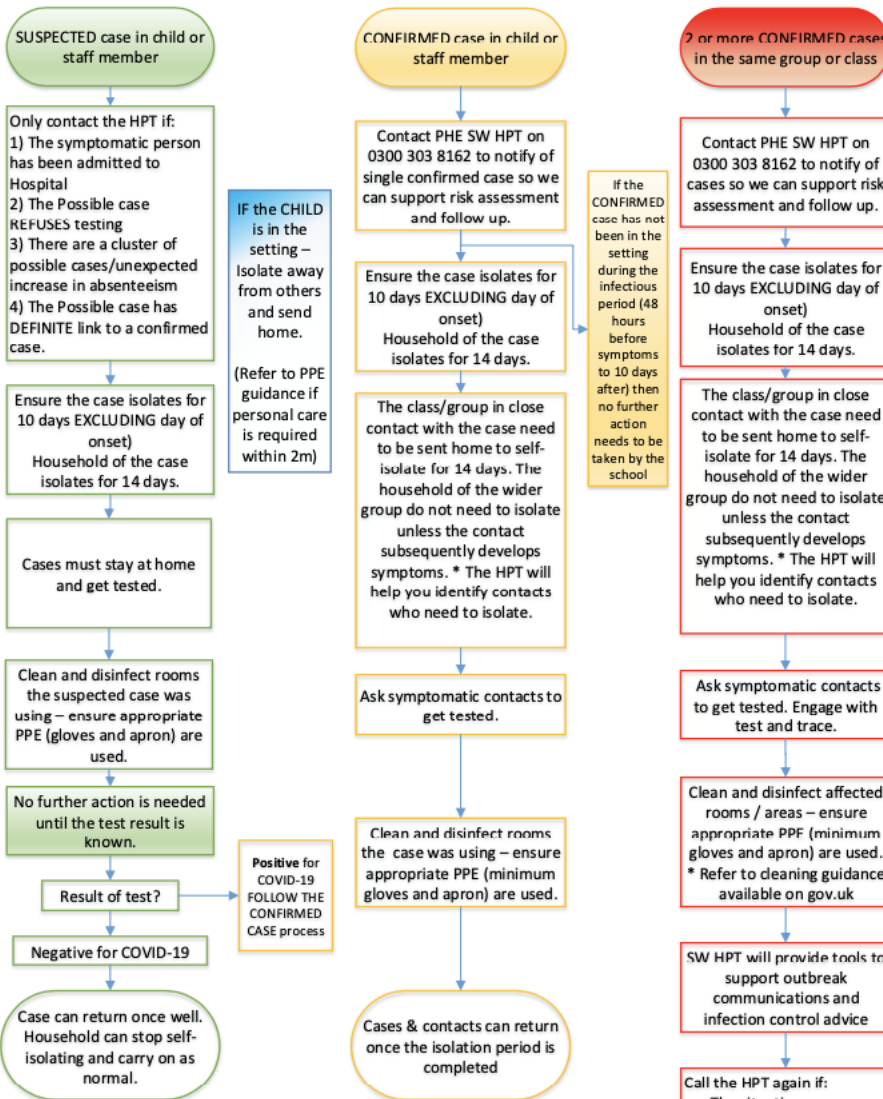
## **Monitoring and review**

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.



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](http://gov.uk/coronavirus) for detailed schools guidance and other guidance  
 TESTING: Visit [nhs.uk/ask-for-a-coronavirus-test](http://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

Clearing:  
 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 i.e. 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.

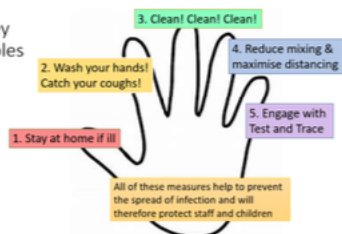
Use disposable cloths or paper roll, disposable mop heads to clean hard surfaces (e.g. floors, sanitary fittings, chairs, tables)

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



## Heytesbury Primary School: Continuity Plan

### Aim

This document is to try and forecast eventualities that may happen if school class bubbles/ partial school closure takes place. This forms Heytesbury School's continuity plan. We do hope that none of this needs to be used. However, we feel it is imperative that we communicate our plans with you as much as possible in advance.

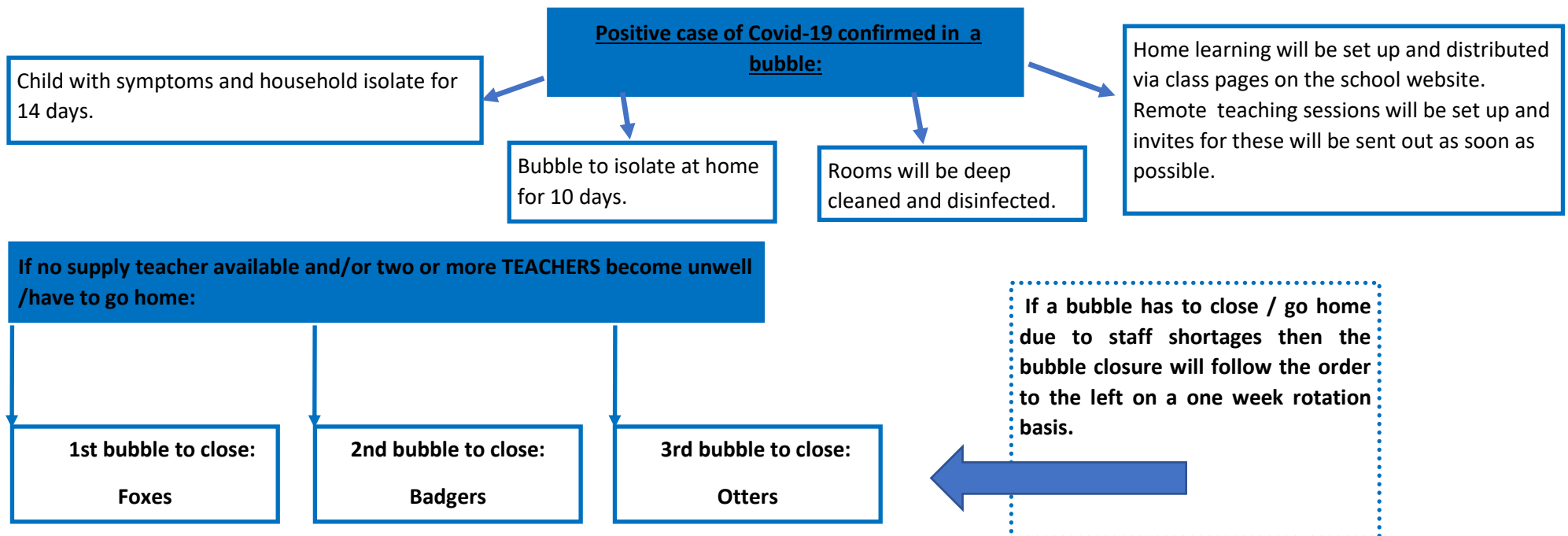
Any questions please do not hesitate to contact the school: [admin@heytesbury.wilts.sch.uk](mailto:admin@heytesbury.wilts.sch.uk)

### **Key principles:**

- \* The care of all pupils and staff is our key priority
- \* 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 if significant staff illness or a potential bubble closure situation arises.

### **Overarching Acorn Education Trust Principles.**

- \*Schools open and safe
- \*Staff and students/children are happy and feel safe
- \*Students/children are learning, teachers are teaching at school or at home



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

Please note: this plan may have to change due to staffing levels / staff well being.

Red – Mon, Wed Blue – Tues, Thurs Green – Mon, Wed Dark blue - Tue

Badgers	Foxes	Otters
<i>A weekly timetable will be available on the class page on the school website.</i>		
Miss Graham’s maths group: 2 remote maths lessons 9 – 9:30 Mrs B’s maths grp – 2 remote maths lessons 9:40 – 10:10 Mrs B’s Y6 maths grp – 2 remote maths lessons 10:20 – 10:40	Y2 – 2 remote maths lessons 9 – 9:30 Y3 – 2 remote maths lessons 10:50 – 11:20	EYFS – 10- 15 min remote maths lesson 3 times a week M/W 11:15 – 11:30 T 11:20-11:35 Y1 – 15 – 20 min remote maths lesson 3 times a week M/W 11:40 – 12 T 11:45-12:00
Red English grp 2 remote English lessons 9 – 9:30 Blue Grp – 2 remote English lessons 9:40 – 10:10	Y2 – 2 remote English lessons 9-9:30 Y3 – 2 remote English lessons 10:50 – 11:10	EYFS – 10- 15 min remote English lesson 4 times a week T/TH 10:20 – 10:35 M/W 1 – 1:15 Y1 – 15 – 20 min remote English lesson 4 times a week 10:45 – 11 M/W 1:30 – 1:45
Work in other subjects will be uploaded to the class page on the website. This may be worksheets, research or links to to online learning sites.		Learning activities in other subjects will be uploaded to the class page on the website. This may be practical activities or games/activities on online learning sites.