

Covid 19 – Educational Setting Contingency Plan

School: Greenmead School (147 Beaumont Road, Southfields, SW19 6RY)

Date of Plan Completion: November 2021

Date of Plan Review: TBA (every half-term or following changes in guidance)

School Description: SEN/ Special School

Purpose of Plan:

Following government guidance, identify measure and actions that may need to be taken following a rise in positive Covid cases that meet the directed threshold for Special Schools. The plan will identify how these measures will be rolled out and which members of staff will be responsible for carrying out various actions.

Covid Threshold for Special Schools:

'2 or more pupils, staff or in school contacts that have mixed closely within a 10-day period and have now tested positive for Covid'.

All action following a positive Covid case is taken in consultation with PHE, DfE and LA Infection Control Officers. Greenmead reports any positive Covid case directly to PHE within 24 hours of being notified.

Senior Leaders remain contactable during school holidays and weekends so the school can be kept informed of any Covid developments and can report them as necessary.

Immediate in School Consideration Areas in the event the Covid 19 threshold is met

Area	Action	Staff Responsible
What educational/ therapy activities can take place outdoors	<ul style="list-style-type: none">- Staff to identify and carry out activities that could be adjusted to happen outside, while still engaging the same level of participation from pupils.	Deputy Head, Class Teachers/ Leads, Clinical Therapy Lead. Therapy Team
Improve ventilation that does not significantly reduce thermal comfort	<ul style="list-style-type: none">- Each room to be assessed and guidance given on maximum level of ventilation that must be engaged, that does not impact on thermal comfort or activities for that specific room.- How ventilation should be engaged to be explained to users of each room and monitored.	School Business Manager, Premises Officer
Additional contact cleaning of any shared equipment.	<ul style="list-style-type: none">- Contact points within the building are scheduled to be cleaned twice daily (once at lunch time and once at end of the day).- In this instance shared equipment would also need to be cleaned between each user. This could be shared resources in a class room, shared resources in staff breakout space or shared office resources.	All users of shared equipment. Class staff would be required to clean shared equipment used by pupils.

Possible Measures that may be introduced under the direction of PHE or LA

The following table indicates each possible infection control reduction measure that is part of the governments overall contingency plan for educational settings (PHE may insist that we follow these). It also highlights key consideration that will need to be thought of for each measure (following consideration areas) highlighted in government guidance. It also highlights staff with responsibility for each measure.

Measure	
Increased Lateral Flow Testing (more than 2 x per week)	
Staff Members Responsible	Head of Care, Clinical Therapy Lead, School Nursing Team
Description	<ul style="list-style-type: none"> - As Greenmead pupils are of primary age, they will not be asked to carry out routine LFTs. - If the school meets the Covid threshold for Special Schools, PHE may request that staff complete LFT more than twice a week. This could be up to once a day.
Consideration	Actions to be put in place quickly
Actions	<ul style="list-style-type: none"> - HoC or SN to order more LFTs - CTL to enquire about getting additional LFT supply for St Georges, but therapist to have access to school supply. - HoC and SN to complete guidance info for testing schedule. - Staff not willing to take part in testing to identify themselves to HoC and he will liaise with PHE. - Staff that receive a POSITIVE LFT should follow the reporting guidance already in place.
Consideration	Quality of Education Support (including Therapy Provision)
Actions	<ul style="list-style-type: none"> - Increased testing will help to identify those that are covid positive and so break the chain of infection. An increase in infection levels may cause more staff to be required to isolate. - If there is a sharp increase in the number of staff that test positive this could impact staffing number considerably and Senior Leaders would need to decide if it was safe to have children in school with the staffing level and skill set that is available. Remote education provision may need to be engaged.
Consideration	Communication of Changes
Actions	<ul style="list-style-type: none"> - For staff, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate. - For pupils, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate.

Measure	
On site testing	
Staff Members Responsible	Head of Care, School Nursing Team
Description	<ul style="list-style-type: none"> - If the school meets the Covid threshold for Special Schools, PHE may request routine PCR testing in school for pupils and staff.
Consideration	Actions to be put in place quickly
Actions	<ul style="list-style-type: none"> - HoC or SN to order more PCR tests - SN to gain consent from individual pupil parents for PCR testing. - CTL to enquire about getting additional PCR supply for St Georges, but therapist to have access to school supply. - HoC and SN to complete guidance info for testing schedule. - Staff not willing to take part in testing to identify themselves to HoC and he will liaise with PHE. - Staff or pupils that receive a POSITIVE PCR should follow the reporting guidance already in place.
Consideration	Quality of Education Support (including Therapy Provision)
Actions	<ul style="list-style-type: none"> - Increased testing will help to identify those that are Covid positive and so break the chain of infection. An increase in infection levels may cause more staff to be required to isolate. - If there is a sharp increase in the number of staff that test positive this could impact staffing number considerably and Senior Leaders would need to decide if it was safe to have children in school with the staffing level and skill set that is available. Remote education provision may need to be engaged.
Consideration	Communication of Changes
Actions	<ul style="list-style-type: none"> - For staff, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate. - For pupils, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate.

Measure	
Face Covering (and additional PPE)	
Staff Members Responsible	Whole SLT
Description	<ul style="list-style-type: none"> - If the school meets the Covid threshold for Special Schools, PHE may request that face covering are used in all communal areas of the building for staff. Primary age pupils are directed to wear PPE in any circumstance.
Consideration	Actions to be put in place quickly
Actions	<ul style="list-style-type: none"> - Greenmead is already following the guidance of using face coverings in communal areas. Senior Leaders may decide in the event of meeting the Covid threshold to re-engage the use of higher levels of PPE in the affected groups/pathway for a period of time. If positive cases are spread out in a number of different contact groups, Senior Leaders may decide to reengage a high level of PPE for across the school. - SN may need to run donning/doffing PPE training again. - SBM and PO will need to audit and maintain PEE stock as necessary.
Consideration	Quality of Education Support (including Therapy Provision)
Actions	<ul style="list-style-type: none"> - A higher level of PPE usage may keep the school population safer but it will have an impact on education strategies. - Staff may present with PPE fatigue, allowances may need to be made in timetables and expected workload for this. - Some learning strategies/ activities may not be possible to deliver while wearing PPE so teaching and therapy staff will need to considered necessary adjustments. - Changing PPE regularly will add time to staff activities, timetables may need to make allowances for this.
Consideration	Communication of Changes
Actions	<ul style="list-style-type: none"> - For staff, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate. - For pupils, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate.

Measure	
CEV Pupils and Staff Attendance	
Staff Members Responsible	Whole SLT
Description	<ul style="list-style-type: none"> - If the school meets the Covid threshold, both staff and pupils who are categorized as CVE are allowed to attend school. However, it is suggested that they should consult with their own lead medical professionals to see if they agree that they should still attend school.
Consideration	Actions to be put in place quickly
Actions	<ul style="list-style-type: none"> - HT and SBM to inform CEV staff to consult their GP or lead medical professional and notify them of the outcome. - HT and HoC to inform CEV pupil parents to consult their GP or lead medical professional and notify them of the outcome. - All SLT to be informed of who is currently not able to attend school due to medical advice. - FSM vouchers or food parcels for those PPG children who may be advised to temporality shield will need to be arranged.
Consideration	Quality of Education Support (including Therapy Provision)
Actions	<ul style="list-style-type: none"> - Remote learning will be engaged for pupils who are unable to attend school following the remote learning offers for their pathway. - Therapy activities will be engaged through programmes sent home.
Consideration	Communication of Changes
Actions	<ul style="list-style-type: none"> - For staff, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate. - For pupils, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate.

Measure	
Limit incoming/ outgoing visits	
Staff Members Responsible	Whole SLT
Description	<ul style="list-style-type: none"> - If the school meets the Covid threshold for Special Schools, PHE may request that we limit the contact between pupils and staff and those outside the immediate school community.
Consideration	Actions to be put in place quickly
Actions	<ul style="list-style-type: none"> - Only essential clinics will run - Only essential visits such as social workers will be allowed - Volunteer visit may be reduced - Outings for the impacted pathway may be cancelled - In school activity visitors will be postponed for the impacted pathway or group. - Where possible meeting should be carried out remotely.
Consideration	Quality of Education Support (including Therapy Provision)
Actions	<ul style="list-style-type: none"> - Outings or in school visits will need to be reassessed with the relevant SLT member. - Planned clinics should be reviewed by HoC or CTL and only happen if essential, with appropriate infection control measures. - There is a potential budget loss if activities or outings can not be re-booked or rescheduled. - As current, all visitors visits should be arranged via a member of the SLT team.
Consideration	Communication of Changes
Actions	<ul style="list-style-type: none"> - For staff, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate. - For pupils, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate.

Measure	
Restricted Pupil Attendance – to break infection chain.	
Staff Members Responsible	Whole SLT
Description	<ul style="list-style-type: none"> - Will only happen in extreme circumstances, but PHE may advise sectional or whole school non-attendance in order to immediately break the chain of infection.
Consideration	Actions to be put in place quickly
Actions	<ul style="list-style-type: none"> - Parent/ Carers to be notified by Senior Leaders - 1 days for remote learning preparation, parents directed to youtube channel. - FSM vouchers to be actioned. - Remote learning offer to be engaged - Therapy programmes to be shared with parents/ carers - Staff allocated to support remote learning - Attendance coding to reflect required non-attendance.
Consideration	Quality of Education Support (including Therapy Provision)
Actions	<ul style="list-style-type: none"> - Remote learning offer engaged - Therapy programmes to be shared with parent/ carer
Consideration	Communication of Changes
Actions	<ul style="list-style-type: none"> - For staff, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate. - For pupils, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate.

Measure	
Restricted staff attendance – in order to break chain of infection.	
Staff Members Responsible	Whole SLT
Description	<ul style="list-style-type: none"> - If the school meets the Covid threshold for Special Schools, PHE may request that a section or all staff do not attend school in order to minimise possible infection risk.
Consideration	Actions to be put in place quickly
Actions	<ul style="list-style-type: none"> - Senior Leaders to inform affected staff. - Senior Leaders to decide if reduction in staff means some or all pupils can not attend. - If staff of certain roles such as school nurse' are absent this will limit the range of children that can safely attend. - Remote learning and therapy for those pupils not able to attend will need to engaged.
Consideration	Quality of Education Support (including Therapy Provision)
Actions	<ul style="list-style-type: none"> - DH and Senior Leaders will asses if the number and skill set of staff able to come in enables some or all of the children to come into school. There are likely to be some class or partial class closures.
Consideration	Communication of Changes
Actions	<ul style="list-style-type: none"> - For staff, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate. - For pupils, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate.

Measure	
Ongoing Safeguarding Overview	
Staff Members Responsible	Safeguarding Team
Description	<ul style="list-style-type: none"> - A DSL should be present when pupils are in school. For pupils that are directed to stay at home DSL must wither directly or through other staff make sure pupils and families well-being is monitored. DSLs should refer to social services and other agencies as appropriate.
Consideration	Actions to be put in place quickly
Actions	<ul style="list-style-type: none"> - One member of the team to always be onsite (or at the minimum freely contactable) if there are children in school. - For children of low concern, class team members liaising with the family should report any concerns back to a DSL. - For children of medium concern class team members liaising with the family should report any concerns back to a DSL. Also a DSL should call at least once a week to check in with family. - For children of high concern class team members liaising with the family should report any concerns back to a DSL. Also a DSL should call at least twice a week to check in with family. - IF considered required a DSL may carry out a doorstep visit to the family home. - A safeguarding log of contact will be kept in each child's ongoing monitoring file. - Any concerns will be escalated to the relevant agencies as necessary.
Consideration	Quality of Education Support (including Therapy Provision)
Actions	<ul style="list-style-type: none"> - The monitoring will assist the child to engage positively with learning. - DSLs and CTL will share safeguarding information with each other when it is in the best interests of the child or those working with them, for it to be shared.
Consideration	Communication of Changes
Actions	<ul style="list-style-type: none"> - For staff, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate. - For pupils, Senior Leaders will communicate the changes via e-mail, text, phone call as is appropriate.

Documents used for reference:

[Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](http://www.gov.uk)