

ACORN EDUCATION TRUST. COVID BUSINESS CONTINUTIY PLAN

School: Keevil CofE Academy

School Specific Plan – Keevil CofE Academy

Signed by:

_____ Headteacher Date 11th September _____

_____ Acorn Education Trust Director of School Services _____

Key Documentation:

1. Appendix 1 – Actions on Positive Test Result
2. Appendix 2 – Learning In Event Of Bubble Closure
3. Appendix 3 – Key Admin Information for Business Continuity Plans
4. Appendix 4 – Catering Business Plan
5. School Action Card
6. Latest Flow Chart
7. Government Tiers of Escalation for School Closure

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 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 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:

- (i) Actions – see Appendix 1
- (ii) Provision – see Appendix 2

Teaching in the event of staff absence (non-Covid)

- (i) If one member of teaching staff off can cope internally for 48 hours.
- (ii) If one member of teaching staff off for 14 days, move to a weekly rota system in either KS1 or KS2 depending on which teacher is absent. Keyworker/Vulnerable Children provision offered Monday-Thursday for class not in school.
- (iii) If two teachers off for 14 days, move to a weekly rota system with 1 KS1 and 1 KS2 class in each week. Keyworker/Vulnerable Children provision offered Monday-Thursday for classes not in school.
- (iv) If three teachers off, Trust would obviously assist, but possibility of closing whole school to reorganise.

In the event of two or more teachers being unwell. The school will move to a weekly rotation.	In the event of stretched leadership capacity These four classes would be closed on a one week rotation basis
WEEK 1: Spring and Autumn Classes in school; Winter and Summer Classes remote learning. KW/V provision for Summer and Winter Classes.	1. If Head down, EM and AM to share leadership. 2. If AM or EM unwell as well as Head, Trust support brought in and a review undertaken.
WEEK 2: Winter and Summer Classes in school; Spring and Autumn Classes remote learning. KW/V provision for Spring and Autumn Classes.	

Key and critical worker children will be provided for. If more than one class 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.

See second box above

Admin staff

1. In the event of Admin Officer off, support from Clarendon and Central Team at Trust. Depending on reason for absence a large amount can be done from home.
2. Trust support. Potential TA support. Potential part-time member of staff working increased hours.
3. Ensure document containing key passwords and documents is accessible to Headteacher – see Appendix 2.
4. Ensure invoices can be emailed or scanned to Ali Harris in finance – Admin Staff working from home.
5. Ensure emails can be sent on to Head or another – Admin Staff working from home.
6. Use Karen Bannister to support
7. Ensure SCR can be maintained – see Appendix 2, responsibility of DSL and DDSL.

Tier 4, return to original lockdown procedures

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 END OF DOCUMENT IN CONJUNCTION WITH THIS)

Keevil's risk assessments will continue to be adhered to and meets the requirements set out in the DfE's system of controls.

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 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 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/local HPT (**See information at the front of this document**). The individual's close contacts at school will be sent home to self-isolate for 14 days and encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

Transport

Pupils and staff that have to attend Keevil 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.

If a child who travels to school on a school bus (Steeple Ashton or Bulkington/Great Hinton) tests positive, then all children who travel on the bus with them will be asked to isolate for 14 days.

Remote education in the event of lockdown

See detailed plans in Appendix 2

Teaching and learning – refer to Appendix 2

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 can order 4 laptops, tablets and 4G wireless routers 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.

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

(Please ensure that there is highly accurate information on what provision is needed)

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 Appendix (4) - 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 our food providers to ensure 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. Jo Ronxin (Head of Acorn Communication) will oversee all communication. Template letters have been prepared in advance, using Trust 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
- 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.

Actions for Keevil:

1. Flowchart of actions to take on bubble closure
2. Comms with parents: be very open about what and why ASAP.
3. Be clear that children on bus, from whatever bubble, also have to isolate if a bubble shuts.
4. Online learning plan.
5. Be clear on systems if bus children ill/teacher ill.
6. Map of school
7. Weekly timeable
8. Include spreadsheet.

Appendix 1 - Keevil CofE Academy Actions To Be Taken Following A Positive Covid Test Result

Positive Covid test result

- Affected bubble(s) to be closed immediately for children and staff - class (and bus, if required).

Text message sent to affected families

- Admin Officer to use Teachers2Parents to send out message "*BUBBLE NAME* is to be closed immediately for 14 days due to a positive covid test result. Please come to collect your child from school NOW. Only call school in an emergency."

Head to contact Acorn Exec Team

- Rob Price (07595 597026; rbp@clarendonacademy.org)
- Charlotte Robinson (07588 591350; cr@acorneducationtrust.org)
- Jo Ronxin (07787 573962; ro@acorneducationtrust.org)
- Max Burr (07802 682261; mb@acorneducationtrust.org)

Admin Assitant/TA to contact DfE Helpline

- Using school mobile phone call DfE Helpline 0800 046 8687 option 1.
- Head to speak to DfE once call has connected.

If a bus bubble is affected

- Admin Officer to contact Wiltshire Transport (Simon White - 01225 713311) to inform them of the situation, and follow any advice given.
- Admin Officer to contact Beeline (Rob Wickett - 07867 494502; 01985 213503) or A&G Minibuses (Allan - 01985 218754) to inform them of the situation.

Admin Officer to assemble Track and Trace documentation for Head

- Staffing Timetable
- Staffing Spreadsheet
- Visitor Forms
- Plan of school

Head to speak to any other affected members of staff and/or others

- Conversations with anyone who has possibly had contact with the affected individual.
- Decisions made as to whether or not they need to isolate.

Email contact with affected families

- Admin Officer/Head to send email confirming length of isolation period and conditions of this (standard letter).
- Classteacher/TA to contact families regarding plans for remote learning by the end of the day from home.

Letter sent out to rest of school informing them of bubble closure

- Admn Officer/Head to send standard letter by email through Teachers2Parents, and also a text home.
- Paper letter to also be given to every child remaining in school

Appendix 2. Learning in the event of a bubble shut down.

All remote learning will aim to continue the sequence and progression of learning in the classroom at the point of a class being closed.

Where teachers are unable to direct learning, through their own illness or through having to lead classes in school, signposted learning activities will be specific and will follow the school's curriculum

	TEACHER	TA	ON-LINE
Class Closed <i>Teacher well</i>	<ul style="list-style-type: none"> • 9am Zoom chat with whole class to start day. • Small group Zoom teaching English and maths daily, ideally so every child has at least one of each over the 2 weeks. • Targeted larger group Zoom teaching – phonics, whole class reading etc • Posting on-line work. • Marking and feeding back to work submitted. 	<ul style="list-style-type: none"> • Small group Zoom teaching/support English and Maths daily. • Support teaching of phonics and/or whole class reading. • 1:1 Zoom interventions for specific children. 	<ul style="list-style-type: none"> • Daily maths and English activities – differentiated. • One other subject daily – weekly project or different each day.
Class Closed <i>Teacher not well</i>		<ul style="list-style-type: none"> • Small group Zoom teaching/support English and Maths daily. • 1:1 Zoom interventions for specific children. 	<ul style="list-style-type: none"> • Daily maths and English activities signposted (eg. Oak Academy) • Weekly project
Group of Class Isolating <i>Bus bubble closed</i>	<ul style="list-style-type: none"> • A Zoom call with each child each week. 	<ul style="list-style-type: none"> • At least one Zoom call with each child each week – time out of class. 	<ul style="list-style-type: none"> • Daily maths and English activities signposted (eg. Oak Academy) • Weekly project
Individual Isolating <i>under medical direction</i>	<ul style="list-style-type: none"> • A Zoom call with each child each week. 	<ul style="list-style-type: none"> • At least one Zoom call each week – time out of class. 	<ul style="list-style-type: none"> • Daily maths and English activities signposted (eg. Oak Academy) • Weekly project
Whole School Closed	<ul style="list-style-type: none"> • 9am Zoom chat with whole class to start day. • Small group Zoom teaching English and maths daily, ideally so every child has at least one of each over the 2 weeks. • Targeted larger group Zoom teaching – phonics, whole class reading etc • Posting on-line work. • Marking and feeding back to work submitted. 	<ul style="list-style-type: none"> • Small group Zoom teaching/support English and Maths daily. • Support teaching of phonics and/or whole class reading. • 1:1 Zoom interventions for specific children. 	<ul style="list-style-type: none"> • Daily maths and English activities – differentiated. • One other subject daily – weekly project or different each day.

Appendix 4. Catering Business Plan

Catering Business Continuity Plan

Provider: LATACA

Insufficient staff available for food preparation

- Parents to provide packed lunch for pupils.
- School to inform parents of this as soon as notice is received from LATACA.
- FSM parents to be reimbursed monies owed.

Food for Year group not in school.

- **Food provided for FSM pupils only.**
- School to inform LATACA of any closures.
- LATACA to produce weekly food parcels for FSM pupils containing bread, sandwich filling (cheese etc), yogurts, fruit, etc.
- School to co-ordinate collection/distribution of food parcels to families.

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>SUSPECTED Case: continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia)</p> <p>CONFIRMED Case: laboratory test positive case of COVID-19 with or without symptoms</p> <p>Contact</p> <ol style="list-style-type: none"> 1. Direct close contacts: 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. 2. Proximity contacts: Extended close contact (within 2m for more than 15 mins) with a case 3. Travelled in a small vehicle with a case <p>Note: Household of CONTACTS do not need to isolate</p> <p>Infectious Period: The infectious period is from 48 hours prior to symptom onset to 10 days after, or 48hrs prior to test if asymptomatic</p> <p>Outbreak: Two or more confirmed cases among individuals who are direct close contacts, proximity contacts or in the same cohort or 'bubble'.</p> <p>Cluster: 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>Only notify LA PH (PHTracing@wiltshire.gov.uk) and PHE SW HPT (swhpt@phe.gov.uk) if:</p> <ul style="list-style-type: none"> - suspected case has been admitted to hospital with Covid symptoms - suspected case won't or can't get tested - there is a cluster of possible cases/ increased absenteeism - suspected case has link to definite case. 	<p>Contact LA PH by email (PHTracing@wiltshire.gov.uk) to notify of confirmed case. See 'Information for notification email' section below.</p> <p>Also contact PHE SW HPT (swhpt@phe.gov.uk) if case involves a boarding school or special educational needs school</p>	<p>Contact LA PH (PHTracing@wiltshire.gov.uk) and PHE SW HPT (swhpt@phe.gov.uk) 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 - *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

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 – 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
- 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
- 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
 - Lesley Lowe (East) lesley.lowe@wiltshire.gov.uk
 - Simon Watkins (West) simon.watkins@wiltshire.gov.uk
 - Helen Southwell (South) helen.southwell@wiltshire.gov.uk
- Louise Lewis - Head of Service louise.lewis@wiltshire.gov.uk
- *Wiltshire Council Public Health – 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

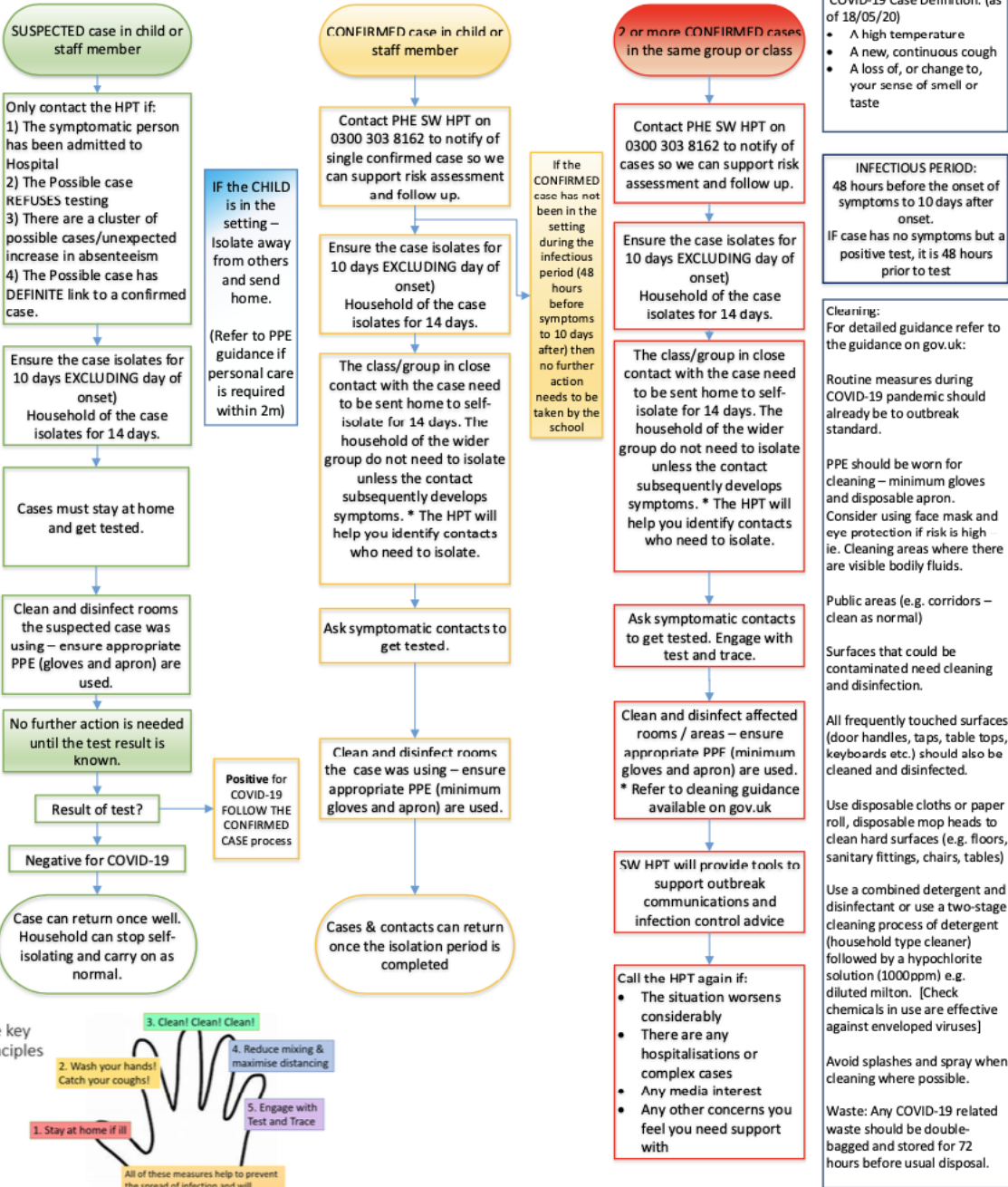
For detailed information see:

- [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 16th 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/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

PHE SW HPT: Guidance for Childcare and Educational Settings in the management of COVID-19

Version 4.0 Date 05.08.2020

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.
 GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance
 TESTING: Visit nhs.uk/ask-for-a-coronavirus-test or call 119.



Government 'Tiers' of escalation for school closure.

Tier 1

The default position for areas in national government intervention is that education and childcare settings will remain open. An area moving into national intervention with restrictions short of education and childcare closure is described as 'tier 1'. There are no changes to childcare, and the only difference in education settings is that where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

All nurseries, childminders, schools, colleges and other educational establishments should remain open and continue to allow all their children and young people to attend, on site, with no other restrictions in place.

Tier 2

Early years settings, primary schools and alternative provision (AP) providers, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools move to a rota model, combining on-site provision with remote education. They continue to allow full-time attendance on site to vulnerable children and young people and the children of critical workers. All other pupils should not attend on site except for their rota time. Further education (FE) providers should adopt similar principles with discretion to decide on a model that limits numbers on site but works for each individual setting.

In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 3

Childcare, nurseries, primary schools, AP, special schools and other specialist settings will continue to allow all children/pupils to attend on site. Secondary schools, FE colleges and other educational establishments would allow full-time on-site provision only to vulnerable children, the children of critical workers and selected year groups (to be identified by Department for Education). Other pupils should not attend on site. Remote education to be provided for all other pupils.

In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.

Tier 4

All nurseries, childminders, mainstream schools, colleges and other educational establishments allow full-time attendance on site only to our priority groups: vulnerable children and the children of critical workers. All other pupils should not attend on site. AP, special schools and other specialist settings will allow for full-time on-site attendance of all pupils. Remote education to be provided for all other pupils.

In all areas of national government intervention, education settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained