



LTE Contingency Plan – Covid 19 Outbreak Management Plan – June 2021

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.

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)

All education and childcare settings should have outbreak management plans (sometimes called contingency plans) outlining how they would operate if any of the measures described in this document were recommended for their setting or area. This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

Prioritising education

The impacts of having missed education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

Decision-makers should endeavour to keep any measures in education and childcare to the minimum number of settings or groups possible, and for the shortest amount of time possible.

Decision-makers should keep all measures under regular review, and lift them as soon as the evidence supports doing so.

Measures affecting education and childcare settings across an area should not be considered in isolation, but as part of a broader package of measures.

Attendance restrictions should only ever be considered as a last resort.

Where measures include attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised.

The government will try to give as much notice as possible of any changes to the way settings should operate.

Outbreak Plans

Area of Concern	Outbreak requirement	Actions to be taken in school to ensure education provision continues.
Face Coverings	Staffa redirected to wear face coverings during lessons.	Staff will wear coverings as directed and endeavour to social distance from staff and children.
Shielding	Shielding is introduced by the Government, either nationally or locally. Shielding can ONLY be introduced by national government.	Staff advised to shield will work from home. Classes in school will be covered by reallocating existing staff in school or through sourcing suitable supply staff.
Residential educational visits	That visits should not go ahead.	Planned visits will be cancelled/postponed. Advice for visits underway will be sought from DFE helpline, with the children returning to school where necessary.
Open days	Open days are not allowed to go ahead.	Open days will be held virtually, with videos and resources being produced to support parents in making their decisions.
Transition or taster days	Transition days are not allowed to go ahead.	Transition will be made available virtually, with videos and resources being made available to parents through the website. New class teachers will contact parents direct to create a link and obtain necessary information.
Parental attendance in settings	Parents are restricted from attending school settings.	School will operate staggered start and collection arrangements and limit the number of parents attending. Parents will not be allowed into the setting and meetings etc will be held virtually or by telephone.
Performances in settings	Parents are not allowed to attend. Children cannot perform.	Any performances will be recorded or virtual. Children will not cross bubbles if performing. Guidance on performing to be followed at all times.

Attendance restrictions

Attendance restrictions will only ever be considered as a last resort. in extreme circumstances and as a last resort.

Where school is required to restrict attendance, e.g. due to bubble closures following a positive Covid result, or as directed by national or local decision makers, high-quality remote education will be provided for all pupils or students not attending in accordance with the school's remote learning policy.

Where possible, priority will continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.

If only 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.

Out-of-school settings and wraparound childcare

If attendance restrictions are needed, vulnerable children and young people will be allowed to attend. For all other children, parents and carers should only be allowed to access these providers for face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education and training.

Restrictions on attendance may need to vary depending on whether provision will be operating during school term-time and/or school holidays, when schools are otherwise closed to ensure sufficient childcare provision remains available to those that need it most. Therefore, the advice outlined above could be subject to change. Further advice will be provided should this be the case.

Summer schools (delivered under DfE's summer school funding scheme)

In most circumstances, children should be allowed to attend summer schools as planned.

Facilities and activities will reflect any local or national restrictions.

If attendance restrictions are needed as a last resort, the academic element of the programme may be delivered remotely.

Safeguarding and designated safeguarding leads

There should be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners:

- local authorities
- clinical commissioning groups
- chief officers of police

If attendance restrictions are needed in any education or childcare setting, we would expect all local safeguarding partners to be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.

School will continue to have regard to any statutory safeguarding guidance that applies, including:

- [Keeping children safe in education](#)

- [Working together to safeguard children](#)
- [Early Years Foundation Stage \(EYFS\) framework](#) - read alongside [Early years foundation stage: coronavirus disapplications](#)

School will review its child protection policy so that it reflects the local restrictions and remains effective. E.g. keeping in contact with children and making necessary safeguarding calls, especially where children are not engaging with the remote learning.

School will have a trained DSL (or deputy) available on site. Where there are operational challenges to this the following will apply:-

- a trained DSL (or deputy) can be available to be contacted via phone or online video, for example working from home
- sharing trained DSLs (or deputies) with other schools across the LTE.

Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader will take responsibility for co-ordinating safeguarding on site.

Vulnerable children and young people

Where vulnerable children and young people are absent, school will:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
- encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate
- focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
- have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so

If school has to temporarily stop onsite provision on public health advice, they will discuss alternative arrangements for vulnerable children and young people with the local authority.

School meals

School will provide meal options for all pupils who are in school. Meals will be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria.

School will also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they:

- are self-isolating
- have had symptoms or a positive test result themselves
- are a close contact of someone who has COVID-19

Further information is available in the guidance on [providing school meals during the COVID-19 pandemic](#).

Educational visits

Any attendance restrictions will be reflected in the visits risk assessment and setting leaders will consider carefully if the educational visit is still appropriate and safe. Only children who are attending the setting will go on an educational visit. School will consult the health and safety guidance on educational visits when considering visits.