



## Calcot Schools COVID-19 Contingency Plan [Version 1)

**This plan sets out what we do if children, pupils, students or staff test positive for COVID-19; actions to take in the event of PHE thresholds being reached and how we would operate if advised to reintroduce any additional measures to help break chains of transmission.**

Based on government guidance found in the [Contingency Framework - GOV.UK](#); the [schools operational guidance](#) and the [Additional Guidance for Special Schools and Other Specialist Settings](#), provided by the Department for Education (DfE).

### Actions to take and key information in the case of a COVID-19 case(s) in school

Actions if pupils or staff report a COVID-19 case:	Person/Role responsible
1. Calcot Schools will follow the actions in the West Berkshire Action Cards and refer to the PHE Educational Settings Outbreak Pack. The West Berkshire Action Cards can be viewed in the appendices of this document.	Headteacher, Deputy Headteacher
2. Inform the Headteacher or Deputy Headteacher, if not already aware.	Headteacher, Deputy Headteacher
3. If the positive result is from an LFD test then the individual should seek a confirmatory PCR test in the usual way. This test should be sought within 2 days of the LFD test result and will only override the result of the LFD test if this is the case.	Person who tested positive for COVID-19
4. If the positive case is a member of staff you will need to contact the Self-Isolation Hub. You will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.	Staff member, Headteacher, Deputy Headteacher
5. Individuals should not return for 10 days, either from date the symptoms started or from the date of the test if asymptomatic. Family to follow <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK</a> .	Person who tested positive for COVID-19
6. A 'warn and inform' letter will be sent to those identified as 'mixing closely' to encourage vigilance and to reiterate the Covid symptoms. Examples of mixing closely are given in the <a href="#">Contingency Framework - GOV.UK</a> and are no longer based on distances and time. This does not constitute contact tracing and not all of those families may be contacted by Test and Trace.	Headteacher, Deputy Headteacher, School Offices



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<p>7. Calcot Schools will then Log the case on <a href="#">Crest</a>. Support with access to Crest or inputting case details can be sought by emailing <a href="mailto:CrestCovid19@westberks.gov.uk">CrestCovid19@westberks.gov.uk</a>. Only include details of close contacts if aware of those identified by Test and Trace or where staff contacts have been identified.</p>	<p>Headteacher, Deputy Headteacher, School Offices</p>
<p>8. Support with cases and/or guidance will be provided to manage the impact on the school community and keep the school operational as far as possible. Support can be accessed by emailing <a href="mailto:schoolscriticalincidents@westberks.gov.uk">schoolscriticalincidents@westberks.gov.uk</a>.</p>	



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### Actions to take in the event of the thresholds below being reached in school

#### Thresholds (refer to PHE Educational Settings Outbreak Pack on SLA On-line)

For most education and childcare settings, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

**Examples of 'mixing closely' taken from the guidance (see [Contingency Framework - GOV.UK Annex – Guidance for education & childcare settings on managing COVID-19 cases from autumn term 2021 for full list](#)):**

- a class or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

Action	Who will make the decision	Activities	Communication needed
Review and reinforce testing, hygiene and ventilation measures already in place.	Headteacher, Deputy & SBM		
Consider whether any activities could take place outdoors, including exercise, assemblies, or classes.	SLT	Assemblies to be held in class bubbles-remotely and or delivered by class teacher. Use of the hall and equipment to be cleaned between different bubbles using it. Setting for phonics, maths, literacy to be temporarily stopped to minimise groupings.	
Consider ways to improve ventilation indoors, where this would not significantly impact thermal comfort.	Headteacher, Deputy & SBM		
One-off enhanced cleaning focussing on touch points and any shared equipment.	Headteacher, Deputy, SBM, Site Manager		



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**Additional measures that might be implemented upon advice from a Director of Public Health (DsPH) or from the Public Health England (PHE) Health Protection Team (HPT) or directed to by national government**

Measure	How measure will be implemented/managed	How we will ensure every pupil receives the quantity & quality of education & support to which they are entitled	Communication needed
<b>Strengthened communications</b> to encourage pupils and families to undertake twice weekly rapid asymptomatic home testing and reporting.			
<b>Temporarily reinstating face coverings</b> for staff and visitors in indoor and/or communal spaces in the playground at pick up and drop off times and in after school and breakfast clubs.			
<b>Increased frequency of testing.</b>	<ul style="list-style-type: none"> <li>Order coronavirus (COVID-19) tests for the school via <a href="https://www.gov.uk/apply-for-coronavirus-test-kits">Apply for coronavirus test kits - GOV.UK (test-for-coronavirus.service.gov.uk)</a></li> </ul>		
<b>Reintroduction of Shielding.</b>		<ul style="list-style-type: none"> <li>Remote Learning plans &amp; resources available on Google Classroom.</li> <li>Practical resources (including IT equipment) sent home where needed.</li> </ul>	



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		<ul style="list-style-type: none"> <li>• Teachers to support parents and give feedback on learning via email/phonecalls/Google Classroom and Teams.</li> <li>• ELSAs to support vulnerable parents and families by phoning them on a weekly basis to offer help and advice.</li> </ul>	
<b>Limiting educational visits.</b>	<ul style="list-style-type: none"> <li>• Consider a 'virtual visit' instead if needed.</li> <li>• Postpone the trip for a later date.</li> </ul>		
<b>Limiting visits to site</b> such as parental attendance on site, visits by professionals, open days, transition events, live performances.	<ul style="list-style-type: none"> <li>• Use Google Meet or MS Teams.</li> </ul>	<ul style="list-style-type: none"> <li>• Try to ensure key visitors can continue to attend site (e.g. music teachers, Social Workers, Ed Psychologists, etc).</li> </ul>	
<b>Reintroduction of 'bubbles'</b> to reduce mixing between groups.	<ul style="list-style-type: none"> <li>• Consider staggered start/finishes break times and lunchtimes to reduce mixing of pupils/staff.</li> <li>• Consider reinstating one way systems, additional/alternative access and egress points to improve social distancing.</li> <li>• Reintroduce eating lunch in the classroom.</li> </ul>		
<b>Reintroduction of social distancing measures</b> in communal and office areas for staff.	<ul style="list-style-type: none"> <li>• Consider working from home where possible to reduce the number of staff contacts.</li> <li>• Limiting the occupancy of rooms to allow for social distancing.</li> </ul>		
<b>Reintroduction of attendance restrictions.</b>		<ul style="list-style-type: none"> <li>• Stay open for vulnerable pupils and children of critical workers.</li> <li>• Remote Learning plans &amp; resources available on Google Classroom.</li> </ul>	



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		<ul style="list-style-type: none"> <li>● Practical resources (including IT equipment) sent home where needed.</li> <li>● Google Meet and Teams lessons used.</li> <li>● Teachers will support parents and give feedback on learning via e-mail/website/Google Classroom/Teams.</li> <li>● If total closure discuss alternative arrangements for vulnerable children and young people with the local authority.</li> </ul>	
<p><b>Safeguarding</b> following reintroduction of attendance restrictions.</p>		<ul style="list-style-type: none"> <li>● Review child protection policy to make sure it reflects the local restrictions and remains effective.</li> <li>● Aim to have a trained DSL or deputy DSL on site at all times.</li> <li>● On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.</li> <li>● Maintain good communication with vulnerable families and review this through weekly meetings.</li> <li>● When vulnerable pupils are absent, we will:             <ul style="list-style-type: none"> <li>○ speak to parents/carers and, where applicable, social workers and the LA, to establish reason for absence.</li> <li>○ encourage attendance.</li> <li>○ ensure vulnerable pupils can access appropriate education and support while at home.</li> </ul> </li> </ul>	



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		<ul style="list-style-type: none"> <li>o maintain contact, and check regularly that the pupil is able to access remote education.</li> </ul>	
<p><b>Wraparound care</b> following reintroduction of attendance restrictions.</p>	<ul style="list-style-type: none"> <li>• Consider reinstating bubbles and limiting access.</li> <li>• Increased cleaning and other control measures in line with the rest of the school.</li> </ul>		
<p><b>Workforce management of Clinically Extremely Vulnerable (CEV) people</b> following reintroduction of attendance restrictions.</p>	<ul style="list-style-type: none"> <li>• Have regard to the guidance on <a href="#">clinically extremely vulnerable people</a>.</li> <li>• Review all CEV and CV risk assessments for staff and pupils. Consider implementing additional controls.</li> </ul>		
<p><b>Continued provision of Free School Meals</b> to those eligible for benefits related free school meals and who are not attending school.</p>		<ul style="list-style-type: none"> <li>• Provide food parcels and or vouchers for children isolating/shielding and unable to attend school.</li> </ul>	



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### ACTION CARD – Covid in mainstream schools and academies.

An individual(s) within the school community displaying symptoms or has tested positive for COVID-19, with or without showing symptoms, and from either a LFD or PCR test.

#### School Actions

1. If symptomatic in school then remove to a separate, well ventilated space and send home immediately.
2. Record details of the positive case, including any wider symptoms experienced (if symptomatic) and including the type of test taken and the relevant dates.
3. Following a positive test (either LFD or PCR) the individual should be sent/remain at home and should isolate for at least 10 days.
4. Clean any rooms the confirmed case has used in the 48hrs prior to developing symptoms, as recommended by [COVID-19: cleaning in non-healthcare settings - GOV.UK](#).
5. Close contacts will now be identified via NHS Test and Trace. Schools can identify those that have 'mixed closely' as set out in [Contingency Framework - GOV.UK](#).
6. [Issue the 'warn and inform' letter to those identified as mixing closely.](#)
7. [Contact the Self Isolation](#) Service Hub on 020 3743 6715 as soon as you have been made aware of any member of staff that has tested positive.
8. You can contact the DfE Helpline for advice via [dfc.coronavirushelpline@education.gov.uk](mailto:dfc.coronavirushelpline@education.gov.uk) or on 0800 046 8687.
9. Formally notify the LA by logging the case on [Crest](#).
10. If any of the following escalation criteria is met please contact the DfE Helpline on [dfc.coronavirushelpline@education.gov.uk](mailto:dfc.coronavirushelpline@education.gov.uk) or on 0800 046 8687 and they may escalate to the Health Protection Team :

For most education and childcare settings, whichever of these thresholds is reached first:

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- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

11. [If the thresholds are met then follow the actions for an outbreak in your Contingency Plan. The Contingency Framework - GOV.UK contains further information on outbreaks and actions.](#)



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