

**COVID-19 Contingency Plan/ Outbreak Management  
June 2021**  
**Updated August 2021**  
**Updated 15<sup>th</sup> October 2021**

The following update was received from Surrey CC October 14<sup>th</sup> 2021. The outbreak Management Plan has been adjusted in light of this new guidance.

**UPDATE – Education setting action in response to rising positive COVID-19 cases**

School/setting leaders implementing the Education [Contingency framework](#) to introduce additional protective measures in response to positive cases can;

- introduce face coverings for secondary school age children
- introduce face coverings for staff
- revise seating arrangements within classrooms
- limit visits and events such as: residential educational visits, open days, transition or taster days, parental attendance in schools/settings, live performances in schools/settings
- limits to school assemblies and gatherings
- changes to in school/setting social time/breaks
- (NEW) consider reducing crowding, unnecessary mixing, and allowing additional space between staff and students
- (NEW) increase frequency of LFD testing. Schools may wish to encourage parents to be prepared with additional test kits at home – they can be ordered online [here](#)

**Leaders should:**

- **immediately introduce any of these above mitigations, as appropriate, without waiting for individual advice.**
- **report decisions, rationale and proposed cessation date to [school.relationships@surreycc.gov.uk](mailto:school.relationships@surreycc.gov.uk)**

This plan outlines the actions Greensand schools will take in response to a local outbreak of COVID-19. Public Health England and Local Authorities are responsible for deciding whether there is a local outbreak. This plan will **always** be activated on the direct recommendation of either of these two bodies. **Headteachers may introduce additional measures, such as those listed above, if they deem it appropriate and without waiting for direction from PHE of the local authority.**

National guidance for schools will always be adhered to.

This plan should be read in conjunction with the following documents that are specific to individual schools within the trust:

- Remote Learning Plan
- Covid-19 Risk Assessment
- Covid-19 LFD Testing risk assessment and plan

The school may be considered to have an outbreak and be required to put in place additional restrictions if:

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

If an individual school is advised **or decides** to take any of the following measures the Headteacher should

- Contact the trust central team and Chair of the Local School Committee
- Review associated risk assessments and plans
- Consult with staff, (there may be occasions where consultation is not appropriate)
- Communicate with Parents

The central team will call a meeting of the Trust Rapid Response Committee to review provision. If advice is for one specific school within the trust, the Headteacher and Chair of the Local School Committee will be invited to attend. The Local School Committee will be kept informed.

	EYFS	Primary	Secondary	Associated documents
Testing	x	x	<p>Should Reigate School be advised to set up an Asymptomatic Testing Site.</p> <p>The plan initiated in January 2021 would be reactivated</p> <p>All children,(with permission), will be tested twice in the on-site asymptomatic testing centre before returning to lessons in September</p>	<p>Covid-19 LFD Testing risk assessment and plan</p> <p>Asymptomatic testing Centre risk assessment</p> <p>DfE guidance documents regarding asymptomatic testing</p>
	If a member of staff is identified as a close contact	If a member of staff is identified as a close contact	Should Reigate School be advised to encourage the	Covid-19 LFD Testing risk assessment and plan

	by the NHS and asked to take a PCR test, they will be advised to take LFD tests daily whilst awaiting the PCR result	by the NHS and asked to take a PCR test, they will be advised to take LFD tests daily whilst awaiting the PCR result	<p>increased use of home testing by staff and pupils.</p> <p>The current twice weekly regime would be increased according to the advice given</p> <p>If a child or member of staff is identified as a close contact by the NHS and asked to take a PCR test, they will be advised to take LFD tests daily whilst awaiting the PCR result</p>	
Face Coverings	<p>Should Dovers Green, Holmesdale, Milton Mount, St John's or Wray common be advised that face coverings should be temporarily worn by staff, schools would revert to their March 2021 risk assessments and protocols for staff and visitors.</p> <p>Headteachers may introduce the compulsory wearing of face coverings for adults, should they be concerned about a potential outbreak.</p>	Should Reigate School be advised that face coverings should be temporarily worn by staff and pupils, the school would revert to its March 2021 risk assessment and protocols for staff, pupils and visitor	<p>The Headteacher may introduce the compulsory wearing of face coverings for children and adults in corridors, should they be concerned about a potential outbreak.</p> <p>This could extend to classrooms if deemed necessary.</p>	<p>March 2021 Covid-19 risk assessments</p> <p><b>Covid-19 Risk assessments continue to be updated – All updated prior to September return</b></p>
Shielding	<b>NB</b> Shielding can only be introduced by national government.			Remote Learning Plan

	<p>Should this be introduced the guidance would be followed and individual risk assessments for staff and pupils covered by the shielding regulations would be undertaken.</p> <p>Schools must review and update their lists of vulnerable staff and pupils at the point of reintroduction. <b>Government update August 2021 removes children from the clinical extremely vulnerable list. Pregnant women remain on the clinically vulnerable list and all other adults identified as clinically extremely vulnerable remain the same.</b></p> <p>Remote Learning plans for individuals may need to be activated</p>			
Other measures	<p>If advised by the Local Authority to limit or prohibit any of the following activities, schools would follow this advice:</p> <p>Residential educational visits Open days Transition or taster days Parental attendance on site Performances</p> <p>The Headteacher may choose to cancel, or restrict any of the above for periods of time, should this be deemed necessary.</p> <p>Headteachers may choose to reintroduce bubbles and other measures to reduce mixing, if deemed appropriate.</p>			March 2021 Covid-19 risk assessments
Attendance	<p>If advised to limit attendance on site, remote learning plans would be reactivated.</p> <p>Provision for vulnerable children and those of critical workers would be in place.</p> <p>Schools should revert to the provision in place January 2021</p>	<p>If advised to limit attendance on site, remote learning plans would be reactivated.</p> <p>Provision for vulnerable children and those of critical workers would be in place.</p> <p>If some, rather than all attendance needs to be restricted, children in Years R, 1 and 2 should still be allowed to attend.</p>	<p>If advised to limit attendance on site, remote learning plans would be reactivated.</p> <p>Provision for vulnerable children and those of critical workers would be in place.</p> <p>If some, rather than all attendance needs to be restricted, children in Years 10 and 11 should still be allowed to attend.</p>	<p>Remote Learning Plan</p> <p>January 2021 Covid-19 Risk Assessments <b>This must be reviewed and updated following specific guidance at the time.</b></p>

		Schools should revert to the provision in place January 2021 for fully restricted attendance.	Schools should revert to the provision in place January 2021 for fully restricted attendance.	
Vulnerable children	<p>Should the school be required to restrict attendance, provision will remain in place for vulnerable children.</p> <p>Where vulnerable children and young people are absent, the school will:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable)</li> <li>• 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 1</li> <li>• 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</li> </ul> <p>If schools have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.</p>			
Breakfast and after school clubs	<p>If attendance restrictions in school are needed. Provision for vulnerable children should remain in place.</p> <p><i>“For all other children, parents and carers should only be allowed access to the provision 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.”</i></p>	x		Covid-19 Risk Assessments
Summer schools	In most circumstances these would continue			
Education workforce	<p>If attendance for children is restricted, individual schools should refer to the appropriate COVID-19 risk assessment to determine which staff are required on site and who should work remotely.</p> <p>Schools should revert to their systems of controls for the appropriate level of restrictions.</p>			Covid-19 Risk Assessments

Safeguarding	<p>All schools must continue to consider the safeguarding needs of all children, with particular regard to those that are more vulnerable.</p> <p>Protocols for monitoring vulnerable children must be reactivated should attendance be restricted</p> <p><b>DSLs will be contactable, including if working remotely</b></p>	Covid-19 Risk Assessments
Transport	Transport services will continue	
Free school meals	Free school meals should continue to be provided. In the absence of a voucher scheme, schools will provide lunch parcels in the same manner as previously organised	
Educational visits	<p>These should reflect the restrictions in place at the time and be appropriately risk assessed</p> <p><b>Any attendance restrictions will be reflected in the visit's risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe.</b></p> <p><b>Only students who are attending the setting will go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits.</b></p>	

Sue Wardlow  
 June 29<sup>th</sup> 2021