



COVID-19 Contingency Framework

Summary

This Contingency Framework and included Outbreak Management Plan describes the principles of managing a local outbreak of COVID-19 (including responding to variants of concern) at **Newbridge Preparatory School**, covering:

- the types of measures that we are prepared for
- who can recommend these measures and where
- when measures should be lifted
- how decisions are made

Local authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) can recommend measures described here in Newbridge Preparatory School – or a small cluster of settings – as part of our outbreak management responsibilities. Where there is a need to address more widespread issue across an area, ministers will take decisions on an area-by-area basis. In most cases a “cluster” will be no more than 3 or 4 settings linked in the same outbreak.

Who is this guidance for?

This guidance is for:

Early years settings, including:

- Tots
- Nursery

Schools, including:

- Newbridge Preparatory School (including reception class)

Out-of-school settings and wraparound childcare, including:

- breakfast club
- after-school club
- holiday club

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 Newbridge Preparatory School may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within the 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)

This is Newbridge Preparatory School's **Outbreak Management Plan** outlining how the school will operate if any of the measures described in this document were recommended. This includes how the school would ensure every child 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. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

The Headmistress and SLT, in consultation with The Directors, will endeavour to keep any measures in education and childcare to the minimum possible, and for the shortest amount of time possible.

The Headmistress and SLT, in consultation with The Directors, will keep all measures under regular review and lift them as soon as the evidence supports doing so.

Measures affecting Newbridge Preparatory School will not be considered in isolation, but as part of a broader package of measures.

Attendance restrictions will 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.

Collaboration

Multi-agency collaboration and communication is important in ensuring consistency in approach across England wherever issues occur, so that no group of children is unfairly disadvantaged.

Local authorities, Directors of Public Health (DsPH) and DfE's Regional School Commissioners should maintain close working relationships through their [Regional Partnership Teams](#) (RPTs). These teams are made up of:

- Public Health England (PHE) Regional Directors
- Contain Regional Convenors
- Joint Biosecurity Centre (JBC) Regional Leads

Where decisions about measures in education and childcare settings are made at a national level, the Department for Education (DfE) will work with the Department of Health and Social Care

(DHSC), JBC, NHS Test and Trace, the Chief Medical Officer, PHE and other government departments, as well as relevant local authorities and Directors of Public Health. The government will take into account the available evidence and the judgement of public health professionals.

Roles and responsibilities

Local authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) are responsible for managing localised outbreaks. They play an important role in providing support and advice to Newbridge Preparatory School.

Local authorities, DsPH and HPTs can work with their Regional Partnership Teams (RPTs) to escalate issues from the local level into the central [Local Action Committee command structure](#). RPTs support local areas in managing outbreaks, and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context.

In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees (for example Incident Management Teams), but this should be by exception only.

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OUTBREAK MANAGEMENT PLAN & PROCEDURES

This outbreak management plan outlines how the school will operate if any of the measures described below are recommended for the school or Wolverhampton area. This includes how the school would ensure every child receives the quantity and quality of education and care to which they are normally entitled.

Face coverings

Face coverings should be worn more widely in school by adults. This includes face coverings in communal and circulation areas for staff. The school allows reasonable exemptions for the use of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.

Shielding

Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the Shielded Patient List (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. Newbridge Preparatory School acknowledges that this is a possibility and will respond accordingly for affected individuals should shielding be reintroduced by national government.

Other measures

The outbreak management plans restricts :

- residential educational visits
- open days
- transition or taster days / assessment days
- parental attendance inside buildings; including prospective parents
- performances

Local authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) may also recommend these and additional precautions.

Attendance restrictions

If required, the school will limit attendance if it is felt necessary or if attendance restrictions are advised. In these circumstances the school will provide:

- high-quality remote education for all pupils not attending via Microsoft Teams. As far as reasonably practicable, resources required to support learning will be posted or delivered to the child's home.
- As far as reasonably practicable, a full timetable will be offered for Primary aged children including the Reception class. Children in Tots and Nursery will be supported by their Key Practitioner.

- In all circumstances, priority will be given to [vulnerable children and young people](#) and children of critical workers to attend school and follow their normal timetables. These lessons will be shared by 'live stream' whenever possible, with pupils at home; ensuring equity in provision. Lessons will be jointly 'in class' and 'online' at the same time.

Remote education

In addition to the information above, full detail on remote education expectations and the support available to children is available from school.

Decision making principles

As part of their outbreak management responsibilities, local authorities, DsPH and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section. Early years and primary settings should be prioritised to continue to operate as normal.

Early years settings (Tots and Nursery)

If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.

Primary schools (Newbridge Preparatory School, including Reception class)

If 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 Breakfast Club, Before School Club, After School Club and Holiday Club, for face-to-face provision for their children for a limited set of essential purposes. These include:

- 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. Therefore, the advice outlined above could be subject to change. Further advice will be provided should this be the case.

Education workforce

If restrictions on child attendance are needed, the Headmistress and SLT, in consultation with The Directors, will determine the workforce required onsite and if it is appropriate for some staff to work remotely.

The Headmistress and SLT, in consultation with The Directors, will have regard to the [guidance on clinically extremely vulnerable people](#).

The Headmistress and SLT, in consultation with The Directors, will continue to implement the system of controls set out in the COVID-19 operational guidance for our education setting. The Headmistress will explain to staff the measures the school are putting in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment. **This information is continually shared and updated via the 'COVID-19 Risk Assessments and Systems of Control' Team on Microsoft Teams.**

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

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

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

The DSL and Deputy DSLs will review the school's child protection policy so that it reflects the local restrictions and remains effective.

Newbridge Preparatory School will have a trained DSL (or deputy) available on site. However, it is recognised that there may be operational challenges to this due to illness or self-isolation requirements. In such cases, there are two options which will be considered:

- 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 (who should be available to be contacted via phone or online video)

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

Vulnerable children and young people

Where vulnerable children and young people are absent, the 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 to attend, working with the local authority and social worker (where applicable), particularly where the social worker agrees that the child attendance would be appropriate
- focus the discussions on the welfare of the child and ensuring that the child is able to access appropriate education and support while they are at home
- maintain contact and ensure they are able to access remote education support, as required,

and regularly check if they are doing so

If Newbridge Preparatory School had to temporarily stop onsite provision on public health advice, the school would discuss alternative arrangements for vulnerable children and young people with the local authority.

School meals

The school will provide meal options for all pupils who are in school.

Educational visits

Any attendance restrictions will be reflected in the visits risk assessment and the Headmistress and SLT will consider carefully if the educational visit is still appropriate and safe. Only children who are attending the setting should go on an educational visit.

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