



COVID CONTINGENCY PLAN

What is a Contingency Plan?

The Contingency Plan describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in Broadwater School. This is based on a Contingency Framework published by the Department for Education and available [here](#). The Contingency Framework outlines the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in all education and childcare settings, covering:

- the types of measures that settings should be 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 individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. This Contingency Plan will enable Broadwater School to follow those directions swiftly and safely should they be required.

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.

However, 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)

Broadwater School's Contingency Plan (outbreak management plan) outlines how we will operate if any of the measures described in this document were recommended for our setting

or area. This includes how we would ensure every student receives the quantity and quality of education and care to which they are normally entitled.

Measures detailed in this plan include:

- Testing: the possibility of the reintroduction of asymptomatic testing sites
- Face Coverings: the possibility that it is advised that face coverings should temporarily be worn more widely in settings in our area
- Shielding: the possibility that staff and student on-site attendance could be affected by the reintroduction of shielding for the shielded patient list (SPL)
- Limitations to wider extra-curricular school life: the possibility that we are advised to limit some activities
- Attendance Restrictions: the possibility that we are advised to limit attendance

Testing

Broadwater School's Contingency Plan covers the possibility that the reintroduction of asymptomatic testing sites (ATS) is advised for settings in our area.

This could include advice to increase the use of home testing by staff, students and students. These measures may be advised:

- for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or
- for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate

ATS Implementation

Broadwater School's on-site asymptomatic testing capacity fully meets the requirements of the whole school. A large group of support staff and parent volunteers have been fully trained in the process and have carried out mass rapid testing effectively on prior occasions. The space and facilities required are organised in the main hall.

ATS at Broadwater School would not negatively impact on the education provided as classroom teaching can continue throughout. A rota of testing times could be devised so that designated groups of students access testing as part of their normal school routine. Furthermore, spaces for social time and roll call can be redistributed from the main hall to the sports hall or Bistro.

If required an increase in the use of home testing by staff and students could be arranged. Kits can be easily distributed through tutor time and guidance for parents can be updated through our Gateway. Our Broadwater School website has a dedicated Covid Home Testing page which shares all required information.

Face Coverings

Broadwater School's Contingency Plan covers the possibility that it is advised that face coverings should temporarily be worn more widely in settings in our area.

This may include face coverings in communal areas (for students and students) and/or classrooms (for both students, students and staff).

Broadwater School guidance will allow for reasonable exemptions for their use. These measures may be advised:

- for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or
- for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate

Broadwater School has well established routines regarding the use of face coverings. Expectations for face coverings are outlined on our school website. Our trained Student Services team are able to support students and parents with providing face coverings as well as discussing exemptions. Morning roll call routines enable effective checking for all students to ensure they have the required face covering. Standardised posters are used throughout the school to promote their safe wearing. Finally, Broadwater School's behaviour policy includes details of how expectations regarding face coverings will be maintained. Should this measure be required Broadwater School could swiftly respond to reimplement all these well-established routines

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 can only be reintroduced by national government. Broadwater School's Contingency Plan covers this possibility

-Shielding for staff

All staff members who have an underlying medical requirement can access an individual Risk Assessment completed alongside the Headteacher, HR manager and line manager. Through these meetings those staff members on the SPL will be identified. Should shielding be reintroduced adaptations will be made to enable those staff members to fulfil duties from

home. On the most part adaptations can enable their duties to remain closely aligned to their full job description, for example remote teaching. If required adjustments to the scope of their work can be made, for example taking on additional administrative or planning tasks that are better suited to home working.

-Shielding for students

Students identified on the SPL will be able to access the curriculum from home through our remote education platform. Designated members of staff, those working closely with those students with medical needs, will make daily contact via phone and/or online learning platforms like Stachel1/Showmyhomework

Limitations to wider extra-curricular school life

Broadwater School's Contingency Plan covers the possibility we are advised to limit:

- residential educational visits
- open days
- transition or taster days
- parental attendance in settings
- performances in settings

Should this be required many activities can be completed remotely. Broadwater School has well established routines using interactive online systems like Microsoft Forms, Parents Evening platform and Crowdcast to continue to allow functions like Parents' Evenings, Open Evening and Transition Days.

Broadwater School ensures comprehensive use of insurance policies for residential educational visits to limit financial implications of any required cancellations. Decisions regarding cancellations or rearrangements will be made swiftly and communication through the usual home-school contact means will be made to ensure all those affected are well informed of changes to plans. Broadwater Schools Education Visits Co-Ordinator (Sarah Busby) oversees all trips and will ensure appropriate measures are taken.

Performances, including Drama and Music can be amended if required. Our Performing Arts teachers (Sue Loosely and Emma Green) will be able to make full use of remote recordings and/or socially distant audience organisation to enable essential performances, for example those linked directly to curriculum requirements, to go ahead in a safe limited way. Our Deputy Headteacher (Nathan Smith-Rogers) takes responsibility for timetable organisation and can implement short term changes to scheduled performance lessons to enable the teaching of theoretical rather than practical curriculum should these be required.

Attendance Restrictions

Attendance restrictions should only ever be considered as a last resort. Broadwater School's Contingency Plan covers the possibility that we are advised to limit attendance. High-quality remote education will be provided for all students or students not attending. In all circumstances, priority will continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.

If some attendance restrictions are needed, all vulnerable children and young people (this includes all students in the Coin Centre and those with EHCPS), children of critical workers, students in years 10 and 11 and other students who are due to take external exams this academic year will still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.

Remote Education

Broadwater School has a fully resourced Remote Education curriculum organised via the Greenshaw Learning Trust. Should Remote Education be required this curriculum alongside live remote teaching, weekly feedback, remote extra-curricular provision and remote tutor contact will be in place. Information about Remote Education will be posted via Showmyhomework/Satchel1 and main school students will use Satchel1 and TEAMS to share work, receive feedback and interact with staff. Daily contact will be made through remote roll call and live teaching. Weekly one-2-one contact will be made via phone. Live teaching will be held via Microsoft Teams. Broadwater School has and will continue to ensure access to ICT and internet connection for all students. This includes loaning equipment where necessary.

Education Workforce

Leaders at Broadwater School will, if required, determine an "on-site rota" to education that the education workforce is able to effectively meet all requirements. Where possible, staff will be able to work from home. Leaders at Broadwater School have regard to the guidance on clinically extremely vulnerable people and will use this, alongside individual Risk Assessment, to determine whether working "on-site" is appropriate for those individuals affected.

Broadwater School will continue to implement the system of controls set out in the COVID-19 coronavirus operational guidance. Measures that are put in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment will be shared with all staff to ensure risks have been thoroughly mitigated for those working "on-site" during this phase.

Safeguarding

If attendance restrictions are needed Broadwater School's safeguarding team, led by our Designated Safeguarding Lead (Jenny Hanson, Assistant Headteacher) alongside 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.

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

- Keeping children safe in education
- Working together to safeguard children

A review of our Child Protection and Safeguarding Policy will be made to ensure it reflects any specific local restrictions and remains effective.

A trained DSL will be on-site as part of the on-site rota throughout. This could either be the DSL Jenny Hanson, or one of the 4 trained Deputy DSL Broadwater School has in our wider safeguarding team.

Broadwater School will ensure a higher frequency of contact for any student deemed to have a safeguarding or wellbeing risk as part of our remote pastoral support. Higher frequency and/or more specialised remote contact will be made via the safeguarding, pastoral and/or student services team. Provisions for ELSA, EIKON etc will remain if there are attendance restrictions, however these provisions may be organised via live remote sessions, phone calls, home visits or, where possible, socially distant on-site in person sessions.

Vulnerable children and young people

Where vulnerable children and young people are absent, Broadwater 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 Broadwater School has to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with Surrey Council local authority.

Transport

Transport services to Broadwater School should continue to be provided as normal. This includes the use of Surrey LA transport for those students with EHCPs. Where required Broadwater School can provide transport support for young people either via the school minibus service or using registered transport providers

School Meals

Broadwater School will provide meal options for all students who are in school via our school canteen. Meals are available free of charge to all students who meet the benefits-related free school meals eligibility criteria.

We will also continue to provide free school meals support in the form of lunch vouchers for students 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

Provision of free school meals and FSM vouchers is organised by our dedicated Student Services manager Carole Thompson.