

## Colmers School COVID Controls and Contingency Plan 2022

### **Context**

This plan sets out the key measures in place to manage COVID controls, updated January 2022 from September 2021.

The measures are based on current DFE Guidance as at August 2021, which sets out the Step 4 approach: [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance), and the Contingency Framework which offers guidance for managing outbreaks: [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/contingency-framework-education-and-childcare-settings)

*“Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.*

*Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.”*

### **Overview:**

Section A sets out our stepped approach to COVID control measures to be implemented based on weekly risk assessments.

Section B sets out the approach to educational continuity in the event staffing levels fall below the level required to safely operate with all students in school.

Section C provides links to the two key DFE Guidance documents.

## A: Colmers COVID-19 Control Measures – Step Up / Step Down Plan

### Decision Making:

The Headteacher in consultation with the Chair of Governors, will take decisions on a weekly basis regarding the stepping up or down of COVID control measures. Public Health will be consulted in the event of an outbreak, defined as:

- 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

Changes will be communicated to staff, students, parents, carers as follows:

Staff	All Staff e-mail & Daily Bulletin
Students	Form Tutor updates, social media and e-mail
Parents and Carers	School website, social media, parentmail (text and/or email)



Baseline Control Measures	Type of Control Measure	Actions <b>Required – Bold</b> <i>Recommended - Italic</i>	Person / people responsible
These control measures will be maintained as a baseline during the Pandemic	Hygiene	<b>Sanitiser and wipes in all classrooms</b> <b>Tissues, bins with lids, Catch it, Kill it, Bin it notices in all classrooms</b>	BBL
	Cleaning	<b>Enhanced cleaning regime: twice daily for all touch points and toilets</b>	BBL
	Ventilation	<b>Classroom doors and 2 windows open in all classrooms and/or mechanical ventilation active.</b>	Class teachers
	Testing, self-isolation and managing confirmed cases of COVID-19	<b>Asymptomatic testing on site for all students (1 test) before term starts</b> <b>Twice weekly testing for all staff and students</b> <b>COVID-area for symptomatic students to wait, with PPE provided for staff supervising</b>	BCA
	Face Coverings	<b>Staff wear face coverings in corridors and when circulating lessons</b> <b>Students wear face coverings in corridors and lessons</b> <b>Staff wear face coverings when circulating in lessons &amp; when at less than 2m in communal areas</b>	All staff Students
	Social Distancing	<b>2m between teachers' desk and student desks*</b> <b>Marking to indicate 2m from front desks (safety zone)*</b> <b>2m distance in communal offices</b> <b>Maintain 1m+ distance from colleagues</b>  <i>*Staff are not recommended to teach in the safety zone, however all staff are expected to circulate the classroom even if only briefly</i>	BBL  All staff



Enhanced Measures	Type of Control Measure	Step Up Options
<p>These additional control measures will be considered as part of our weekly risk assessment</p>	<p>Testing, self-isolation and managing confirmed cases of COVID-19</p>	<p>Daily on-site testing for contacts of positive cases</p>
	<p>Face Coverings</p>	<p>Staff wear face coverings in corridors ✓</p> <p>Students wear face coverings in corridors ✓</p> <p>Staff wear face coverings when circulating in lessons ✓</p> <p>Staff wear face coverings in all communal areas and meetings ✓</p> <p>Students wear face coverings in lessons ✓</p>
	<p>Social Distancing</p>	<p>Re-introduction of split break and separate external areas for each year group for break and dinner.</p> <p>1m+ distance in staff workspaces and all staff meetings less than 15 minutes; 2m+ distance for more than 15 mins. ✓</p> <p>Students do not change in school for PE but wear PE kit on PE days</p> <p>No face to face contact within 1m ✓</p> <p>Teaching within the safety zone ✓</p> <p>Desks facing forwards</p> <p>Virtual whole staff briefings / meetings ✓</p> <p>Virtual team meetings ✓</p> <p>Virtual meetings with parents and visitors ✓</p> <p>Virtual parent/carer evenings, open evening, presentation evening ✓</p> <p>Staggered end to day</p> <p>Limits to visitors on site ✓</p>

**Additional measures for vulnerable staff and those wishing to maintain 2m+ distance:**

All meetings and lessons will provide the opportunity for 2m+ distance for those wishing to observe this strictly; this should be accompanied by an individual staff risk assessment. Circulating the classroom is an integral part of teaching and it is recognised that for staff who are particularly concerned to maintain distance, circulating will remain brief with limited close interactions, still allowing for evaluation of students work and feedback to individuals / the whole class.

The majority of staff have their own classrooms which can be used during break and lunch. In the event that room is timetabled for another group during non-contact time, staff will be able to work in free classrooms and a list of these will be provided on the Staff Portal.

Staff will be offered the option of wearing a 2m+ distance badge which indicates to colleagues and students that they wish to maintain a 2m+ distance and signals a preference for mask wearing during social contact. All staff are expected to be respectful towards those wishing to maintain strict social distancing.

## **B: Colmers COVID-19 Education Continuity Plan**

Every effort will be made to continue educating all students on site. However, we recognise that education may be interrupted during the pandemic due to either of the following scenarios:

- i) An outbreak leads to public health advice that school should be closed to one or more groups of students\*.
- ii) Staffing levels fall below those needed to operate the school safely.

In the event that one or more groups of students are required to work from home, the decision will be taken and communicated to staff, students, parents/carers with as much notice as possible, ideally a minimum of 24 hours in advance but by no later than 8a.m. of any school day.

Every effort will be made to secure supply cover for staff who are absent either due to sickness or due to self-isolation requirements. However, given the risk of an outbreak, it is necessary to make contingency plans for scenarios where staffing levels are insufficient to operate safely.

In the event of insufficient staff to operate the school timetable, groups required to work from home will be rotated on a weekly basis in the following order:

Year 8  
Year 9  
Year 7  
Year 10

Year 11 will only be required to work from home as a last resort in the event there is a full school closure or a public health requirement specific to the year group.

In any partial closure the following measures will be taken to ensure safeguarding of vulnerable students and education continuity for all:

- i) Vulnerable students will be educated on site (subject to Public Health agreement in the event of an outbreak)
- ii) Remote learning arrangements will be put in place for classes not in school, in line with our Remote Learning Plan

### **Safe Staffing Levels:**

Full Operation	We anticipate being able to operate the full school timetable and school day with up to 7 teaching staff and up to 6 associate staff absent, subject to sufficient capacity within specific roles
Operating with a full year group out of school	This will allow for up to 9 teaching staff to be re-timetabled for the duration of the remote learning arrangement
Operating with two full year groups out of school	This will allow for up to 18 teaching staff to be re-timetabled for the duration of the remote learning arrangement



## Section C: Key Links to Government Guidance

Full guidance can be found here:

[Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance),

[Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/contingency-framework-education-and-childcare-settings)