

Contingency planning arrangements - Yaxham CE VA Primary School January 2022

Measure	Related contingency planning information	Actions that will be taken
Communicating requirements	<ul style="list-style-type: none"> Produce template communications that can be tailored depending on the specific measures being introduced. Assigned responsibility for updating, approving and disseminating communications in preparation for use Consider who may need communicating with in the event that measures need to be reintroduced e.g. staff, visiting professionals, parents/carers, transport providers 	<ul style="list-style-type: none"> JM to continue use template later to inform community of changes to measures in place based on management of cases. Weekly newsletter to communicate and reinforce key messages. Staff to receive email updates. Site rules shared with all visitors. Parents to receive regular updates and information as necessary Up to date guidance on the website
Increase the use of home tests	<ul style="list-style-type: none"> Identify how you will increase your supply of and access to test kits Consider how you will distribute an increased number of test kits Complete and review your risk assessment for the storage and distribution of test kits 	<ul style="list-style-type: none"> JM/SF continue to continue to order and supply testing kits for staff Staff to increase to daily testing Parents informed of the option of regular testing
Face coverings – staff (all settings)	<ul style="list-style-type: none"> Ensure communication material includes how to put on, store and take off coverings Ensure you have signage prepared and available to assist with reminders regarding face coverings around the setting. Maintain a supply of face coverings to offer to those who do not have access to them or have forgotten them. 	<ul style="list-style-type: none"> All staff received training on correct use of face masks and other PPE. Guidance regarding use of masks is clear for all staff and visitors Face masks available in school

	<ul style="list-style-type: none"> Consider how you will mitigate for the educational drawbacks in the use of face coverings Ensure you have additional bins available for disposal of discarded face coverings 	<ul style="list-style-type: none"> Face masks are not used when teaching and therefore will not have educational impact Bins available for masks
Bubbles/Cohorting	<ul style="list-style-type: none"> Maintain plans for bubbling staff and pupils in line with previous approaches Discuss with dedicated transport providers how they would reintroduce this where applicable 	<ul style="list-style-type: none"> Staff are aware of the need to return to bubbles if cases increase and this is likely to have a positive impact, providing sufficient staffing is in place. No transport used
Contact records	<ul style="list-style-type: none"> Introduce daily contact records, including visitors noting that it may need to be retrieved for the previous 21 days 	<ul style="list-style-type: none"> Contact records retained
Events and parent attendance	<ul style="list-style-type: none"> When planning events etc. include a plan for cancelling or revising the event for example how you will set up virtual tours or live streaming performances. 	<ul style="list-style-type: none"> No large events planned, retaining virtual elements etc. Where parents are invited they will be informed that cancelling is part of our contingency plan and they will be informed as soon as possible
Educational visits	<ul style="list-style-type: none"> When planning an educational visit include a plan to cancel or modify the visit in line with attendance and other restrictions in the setting. Review the settings insurance to understand what is covered in relation to cancellations or modifications 	<ul style="list-style-type: none"> Educational visits to contain a contingency plan agreed with venue. Insurance checked.
Attendance restrictions	<ul style="list-style-type: none"> Consider how you will reintroduce remote education for individuals and groups of pupils or students including those that are isolating, shielding, in hospital or who are not in a priority group for in person education. Settings will need to be prepared to implement the requirements at short notice. Ensure you have access to the Local Authority contacts to discuss and provide alternative 	<ul style="list-style-type: none"> Continue to review remote learning plan termly JM to have access to contact details where vulnerable pupils unable to attend

	arrangements for vulnerable pupils where necessary	
Education workforce	<ul style="list-style-type: none"> • Maintain a list of clinically extremely vulnerable and other staff at increased risk to understand the impact of shielding requirements and other arrangements that may need revised control measures • Consider the core staff that will be required to provide onsite education to the priority groups • Consider where and how remote working can be applied • Consideration given to and individual assessments reviewed where appropriate. • Consider how you will access supply and temporary staff should you need to 	<p>n/a</p> <ul style="list-style-type: none"> • Maintain previous staffing levels for onsite provision • Remote learning plan in place for all children • Access to agency staff where possible
Safeguarding and designated safe guarding leads	<ul style="list-style-type: none"> • Review child protection policy to reflect the possible local restrictions and ensure it remains effective (led by the designated safeguarding lead or a deputy) • Ensure you have an adequate number of trained DSL or deputies so that you can maintain an onsite presence. • Plan for access to a DSL or deputy in circumstances where an onsite presence cannot be maintained for example through: <ul style="list-style-type: none"> - A trained DSL from the setting can be available via phone or online video - Shared trained DSLs or deputy with other settings are available 	<ul style="list-style-type: none"> • Addendum to CP policy remains in place • School has contact with local trained DSLs should they be required

	<ul style="list-style-type: none"> Identify a senior leader to take responsibility for co-ordinating safeguarding on site 	
Vulnerable children and young people who are absent	<ul style="list-style-type: none"> Identify a person(s) responsible for following up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence, discuss concerns, welfare arrangements and encourage attendance or provision of alternative education. Develop a procedure to maintain contact and ensure they are able to access remote education support 	<ul style="list-style-type: none"> DSLs remain in contact with Social workers as well as parent and carers if vulnerable children are isolating. All class teachers retain responsibility for remaining in contact with families All parents informed of route/expectation of remote education should children be well enough to access
Meal options	<ul style="list-style-type: none"> Consider alternative options to sourcing and providing meals where restrictions or staffing shortages prevent the usual offer to be provided Develop plans for the provision of free school meals to eligible pupils/students and who are not attending school because they: <ul style="list-style-type: none"> are self-isolating have had symptoms or a positive test result themselves are a close contact of someone who has COVID-19 	<ul style="list-style-type: none"> where children entitled to FSM are self-isolating, school to give option of daily packed lunch collection/delivery.