

## Contingency plan for Covid 19 Outbreak

### Introduction

The situation regarding Covid 19 can quickly change. We are continuing to follow all government guidance and any disruption to education will be a last resort.

<b>Issue</b>	<b>Potential Impact</b>	<b>Action</b>
A member of the school community has symptoms.	Disruption to child's education. Any health clinics will need to be cancelled or relocated.	Pupils/ staff to stay at home if they have symptoms and obtain a <b>PCR test</b> . If symptoms start during the school day a member of staff will go straight home. A pupil with symptoms will go to the isolation room (Health room) and parents will be called to collect their child.
A member of the school community tests positive.	Disruption to education.	Parents/ Carers/ staff will receive a letter via email to inform them that there has been a positive case in school. Parents will be contacted via email to inform them that there has been a positive case and if their child has been a close contact. If the child has been a close contact, they will be <b>advised to obtain a PCR and lateral flow for 10 days. They will not be able to attend school if they showing symptoms.</b> <b>Adults (over 18 and 5 months) who have been in close contact and have not been fully vaccinated will be required to self isolate for 10 days. Adults who have been in close contact and are fully vaccinated will be advised to have a PCR and to carry out a lateral flow test daily for 10 days.</b>

		Staff will be contacted in person/ email.
A member of the teaching staff/ support staff has a positive test.	Disruption to the class.	Supply staff will be used to maintain safe staff: pupil ratios. If a high number of pupils are off in a class surplus staff will support other classes. Safe ratios are dependent on the needs of the pupils in the class. If staff: pupil ratios can not be safely maintained a class will be closed. This is a last resort and will be done in consultation with the chair of Governors. Parents will be fully informed of the situation and the virtual offer will be put in place. Teachers will work remotely when possible.
A class needs to close due to multiple cases or staff shortages.	Disruption to education. Support for families at home.	Parents will be informed by email and asked to confirm that they have received the email. Parents who do not receive emails will be phoned by the school office. If the class closure is longer than 3 days social workers will be emailed to inform them as a wider support network for the families. Virtual offer will be implemented. All families to be contacted on a weekly basis in addition to work and activities.
A member of SLT has a positive test.	Disruption to the whole school.	The member of staff will self-isolate. In school roles and responsibilities will be delegated within the team. Support from the trust if needed.  SLT will work remotely when possible.
A member of the safeguarding team tests positive.	Impact on safeguarding	There is a large team at Riverwalk and all safeguarding responsibilities will continue to be met. My Concerns can be accessed from home and member of staff will continue to

		access and review My concerns remotely when possible.
A member of the premise team has a positive test.	Disruption to opening up and locking the buildings. Cleaning and hygiene maybe compromised.	SLT will ensure that the building is secure overnight and that it is opened in the morning. EYFS teachers will be asked to alarm the EYFS building. Focus for after school tasks will be cleaning to ensure the highest standards are maintained.
Multiple cases in school	Disruption to the whole school.	If the cases are confined to one area e.g. post 16/ eyfs, or concentrated in one class those classes will be closed for 10 days and after 72 hours there will be a deep clean of the classrooms. If cases are more widespread advice will be gained from the Suffolk Covid Support Team. <b>The covid team needs to be contacted if there are 5 positive cases in school.</b>
Multiple cases affecting school transport	Pupils can not be transported into school. Disruption to education.	Virtual offer to be implemented.

Date completed: November 1<sup>st</sup> 2021

Review date: December 1<sup>st</sup> 2021