

Braunton Academy Contingency Plan September 2021

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 education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

This document replaces the previous contingency plan in place for the academic Year 2020-21 and reflects the new DfE guidance published 27th August 2021 for reopening of educational settings in September 2021.

Principles

The overarching objective is to maximise the number of students in face-to face education at Braunton Academy and minimise any disruption, in a way that best manages the COVID-19 risk. The impacts of having missed face-to-face education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks. Decision-makers at the Academy should endeavour to keep any measures in education and childcare to the minimum number of settings or groups possible, and for the shortest amount of time possible. Decision-makers should keep all measures under regular review and lift them as soon as the evidence supports doing so. Measures affecting Braunton Academy should not be considered in isolation, but as part of a broader package of measures. Attendance restrictions should only ever be considered as a last resort and as a result of instruction and agreement at national or regional level.

This contingency complies with the government guidance and includes:

- roles and responsibilities
- when and how to seek public health advice
- details on the types of control measures Braunton Academy might be asked to put in place as advised in the DfE guidance

Collaboration

Multi-agency collaboration and communication is important in ensuring consistency in approach at Braunton Academy in line with local and national expectations, so that no group of children, pupils or students is unfairly disadvantaged. The Academy works with the Local authority, DsPH and DfE's regional schools commissioners (RSCs) through their regional partnership teams (RPTs) to ensure this consistency.

Roles and responsibilities

The local authority, DsPH and HPTs are responsible for supporting Braunton Academy in managing localised outbreaks. They play an important role in providing support and advice to the Academy. The roles within Braunton Academy are outlined in the table below.

Responsibility	Member of staff
Oversight of the Contingency Plan and all Covid-19 safety measures	Fay Bowler
Site Risk Assessment and Health and Safety in relation to Covid-19 requirements	Sally Piper Clive Magson
Reviewing and scrutinising the contingency plan and Covid-19 risk assessment	Mark Juby and the Leadership and Management Governing Body Committee
Staff Track and Trace	Fay Bowler Alice Hellmund
Onsite testing process	Sally Piper Clive Magson
Attendance tracking and monitoring of students in relation to Covid-19	Rob Horton Andy Milton
Safeguarding of students not attending due to covid19 restrictions	Fay Bowler Carolyn Davenport
Remote Education for students with Educational needs and shielding students	Kirsty De Groot Nikki Smart
Remote Education Policy	Fay Bowler Jenny Craig Jamie Frickleton
Covid secure measures for students accessing alternative curriculum	Andy Parsons Kirsty De Groot
Staff CPD to support Remote Education	Andy Parsons Nick Butler

When and how to seek public health advice

From 1st September 2021 the Academy complies with the new guidance published by the DfE on 27th August 2021 which removed many of the previous restrictions related to students being taught in bubbles. The guidance still requires a wide range of restrictions relating to the health and safety of the site, hygiene and cleaning processes and lateral flow testing. The Academy's actions to comply with all DfE guidance is outlined in the Covid-19 risk assessment which has been written with the support of the Local authority and DsPH. Due to the increased levels of Covid-19 in the local area at the beginning of the academic

year the school is reopening with the added restriction instructed by the DsPH that all staff and students are to wear face masks in communal areas.

There are three stages for escalating to further measures dependent on the level of infection within the academy (note that these come into effect after the baseline requirements that students in secondary schools and colleges should be tested twice on site at an Asymptomatic Testing Site (ATS) on return in the autumn term).

The Academy is responsible for monitoring the levels of infection reported to the school and are able to implement **Stage 1 - additional measures** without consultation and without escalating the response to the local authority or DsPH.

Two or more cases are classed as an outbreak. However this is to be managed internally either with no measures or with some or all of the additional prevention measures documented in the section on control measures.

The Academy is expected to escalate the outbreak to public health or the DfE if any of the three following scenarios happens:

1. There are 5 or more cases in the school that are likely to have been caused by close group mixing in school e.g. a close group of friends, students in the same class.
2. There are over 10% of the school who have tested positive, in our case 75+ students.
3. A member of staff or student is hospitalised with covid. They have to be admitted, not just seen at A&E.

When escalating an outbreak the Academy will Inform the **DfE helpline 0800 046 8687 (option 1)** and the **local Public Health Team** using the [smart survey](#) form and indicate support is required

The Academy will also inform the **SW Public Health England Health Protection Team** if it experiences :

- A high rate of severe illness/ complex cases.
- The case(s) are linked to a variant of concern
- There are more than 5 cases in the past 2 weeks or more than three class bubbles are affected
- You've taken all the action outlined but are still seeing more cases in the setting

The Academy should seek public health advice if a student or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern.

If any of these three things happen the Academy must contact public health and they will collaborate to complete a risk assessment with the Academy and then can implement either:

Enhanced measures - e.g. return to a level of bubbling/social distancing for staff

or

Exceptional measure - At this stage there is a meeting with the Local Authority and this could then lead to attendance measures being put in place.

See the section of Control Measure for the full breakdown of restrictive measures that could be implemented and the Academy's plans to implement them effectively.

For all cases relating to staff, please also see the guidance for workplaces: NHS Test and Trace in the workplace. The Academy should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate.

Control measures the Academy might be asked to put in place as advised in the DfE guidance

Additional Measures			
Control Measure	Actions to comply swiftly	How the Academy will ensure every student continues to receive the quantity and quality of education and support to which they are normally entitled.	How the Academy will communicate changes to students, parents/carers and staff
Zoning the outdoor spaces and year group entrances to the building	Revert to the plan that was in place last academic year	N/A	Parent mail - letter Published on the school website Information distributed through form tutors Signage around the Academy
Staggered lunches	Revert to the plan that was in place last academic year	N/A	Parent mail - letter Published on the school website Information distributed through form tutors Signage around the Academy
Restrictions on assemblies	Google Classroom in place	Provide remote assemblies using google classroom	Parent mail - letter Published on the school website Information distributed through form tutors
Closing the PE changing rooms	Revert to the plan that was in place last academic year, students attend school in their PE kit on the appropriate days	N/A	Parent mail - letter Published on the school website Information distributed through form tutors

Zoning staff social areas	Revert to the plan that was in place last academic year	Increased communication electronically and meetings greater use of online platforms to hold whole school meetings/briefings	Staff email Department meetings Staff virtual briefings
Enhanced Measures			
Control Measure	Actions to comply swiftly	How the Academy will ensure every student continues to receive the quantity and quality of education and support to which they are normally entitled.	How the Academy will communicate changes to students, parents/carers and staff
Lateral flow testing on site	Use of Isacc Hall as test site Reallocate catering staff to support the testing process Request parents provide packed lunches for students Promote the importance of lateral flow testing and encourage parent to opt in to the process	Publicise to students the routine schedule to limit time outside of lessons KS4 students to be priorities for testing before school and form time to limit lost teaching time Provide FSM students with vouchers to enable them to bring in a packed lunch.	Parent mail - letter Published on the school website Information distributed through form tutors Signage around the Academy
Face Coverings	Continue to hold an emergency supply of face coverings to support students and staff if they forget their mask Prompt the importance of face masks in restricting the virus	AEN students with hearing impairment moved to the front of the classroom Use of TAs to support hearing impaired students	Parent mail - letter Published on the school website Information distributed through form tutors Signage around the Academy
Shielding	Keep up to date lists of staff and	Remote learning provided	Parent mail - letter

	<p>students needing to shield</p> <p>All staff and students provided with individual laptops to provide or access remote learning</p>	<p>Additional remote contact from the ALN department to monitor engagement and level of support needed</p> <p>Increased contact with parents</p> <p>Provide opportunities for enrichment activities and interaction with social friendship groups</p> <p>Increased signposting for mental health support</p>	<p>Published on the school website</p> <p>Regular form tutor, ALN department and Head of Year contact</p> <p>Regular line manager contact, access to all briefings/meetings virtually</p> <p>Increased use of virtual communication</p>
<p>Restriction to residential educational visits</p>	<p>Cancellation of the visit</p> <p>Revert to non residential if possible</p> <p>Ensure all residential visits are insured</p> <p>Updated risk assessments and adapt the visit to required restrictions</p>	<p>Pursue opportunities to provide elements of the experience on day visits only or through activities onsite</p> <p>Reschedule for later in the year if possible</p>	<p>Parent mail - letter</p> <p>Published on the school website</p> <p>Information distributed through form tutors/class teacher</p>
<p>Restriction to open days, transition or taster days</p>	<p>Revert to the plan that was in place last academic year to provide all events remotely</p>	<p>Provide all documentation/activities electronically</p> <p>Provide presentations and talks remotely</p> <p>Provide a platform for prospective parents and students to communicate with the Academy and the AEN department</p> <p>Where possible rearrange later in the year if restrictions are lifted</p> <p>Continue to work closely with</p>	<p>Published on the school website</p> <p>Communication with the Braunton Partnership</p> <p>Newsletters to primary school parents</p> <p>Communication with local Further Education Colleges</p> <p>Communication with externally provided careers service CSW</p>

		<p>feeder Primary Schools through the Braunton Partnership</p> <p>Work with local colleges to provide KS5 information and resources</p> <p>Provide opportunities for remote KS5 taster events with the colleges during P6</p> <p>Provide parents with additional CEIAG materials and contact with the externally provided careers service CSW</p>	
Restrictions to parental attendance in settings	<p>Revert to online platform used last academic year</p> <p>Run virtual Parent information evening</p> <p>Continue with individual parent meetings for admissions/exclusions/mental health etc. support using social distancing measures if permitted</p>	<p>Provide user guide information to parents and students</p> <p>Increase the use of electronic parent and student surveys to collect parent and student voice</p> <p>Conduct individual parent meetings using google meets or telephone.</p> <p>Home visits - not entering the house where certain issues of safeguarding are in place.</p>	<p>Parent mail - letter</p> <p>How to help booklet for parents to access remote platforms</p> <p>Published on the school website</p> <p>Information distributed through form tutors/class teacher</p>
Restrictions to live performances in settings	<p>Either cancellation, use of staff and/or students in the same year group with social distancing if permitted</p> <p>Video performance without an audience</p>	<p>Provide the most authentic experience possible dependent on restrictions</p> <p>If possible provide further opportunities once restrictions have lifted</p>	<p>Parent mail - letter</p> <p>Published on the school website</p> <p>Information distributed through form tutors/class teacher</p>

<p>Bubbling of Year groups</p>	<p>Revert to the bubble timetable that has been created</p>	<p>Timetable remains the same for students with staff moving to the class</p> <p>Seating plans to be re-written with a focus on AEN and Disadvantaged students where teacher movement around the classroom is restricted due to prevention measures</p> <p>Cancellation of most morning briefings to support staff to organise the movement during the day</p>	<p>Parent mail - letter Published on the school website Information distributed through form tutors/class teacher</p>
<p>Level of staff sickness impacts on ability to cover all classes. (Local context means there is not much possibility of gaining support through supply agency staff)</p>	<p>Increase number of cover supervisors</p> <p>Use of support staff to cover classes</p> <p>Asymptomatic staff supporting the delivery of lessons using livelessons/google meets</p> <p>Use of senior team, HOD/HOY, Teaching staff for emergencies (review of meetings/expectations if this became a common occurrence)</p> <p>Cancellation of meetings/P6 activities</p> <p>Some merging of classes</p>	<p>Keep as many classes covered by subject specialists/members of staff used to Braunton's specific systems and teaching pedagogy</p> <p>Support students to remain in the building for all lessons not having to resort to remote learning</p>	<p>Parent mail - letter Published on the school website Information distributed through form tutors/class teacher</p>

	<p>(Tutor/P6) where appropriate using Isaac hall and the Drama hall</p> <p>Rotation of year groups 7-10 returning to remote learning</p>	<p>If last resort remote learning is implemented for any year group students will access high quality work through google classroom</p> <p>Year 11 will not be part of the rotation to remain in school at all times.</p>	
Exceptional Measures			
Control Measure	Actions to comply swiftly	How the Academy will ensure every student continues to receive the quantity and quality of education and support to which they are normally entitled.	How the Academy will communicate changes to students, parents/carers and staff
Attendance Restrictions	<p>Provision in place to allow all vulnerable students to continue attending school</p> <p>If not able communicate with LA to provide on site provision at a different setting</p> <p>Appoint all vulnerable learners that are not attending a key worker to communicate with the family</p> <p>Attendance officer to provide daily update of vulnerable</p>	<p>Where vulnerable students cannot or chose not to attend they are provided with a laptop to access all lessons</p>	<p>Parent mail - letter</p> <p>Published on the school website</p> <p>Increased electronic or telephone communication through form tutor and Inclusion team</p>

	learners expected to return by 9:30am each day to support attendance processes for vulnerable learners		
	Extended remote learning provision for full class or year group	<p>Engagement in remote learning and remote form time tracked and reported to parents daily Full timetable including form time and P6 provided remotely</p> <p>Where full classes/year groups are not attending remote live lessons or google classroom chat function available for the class teacher to communicate and support learners with their understanding</p> <p>Further CPD for staff on the use of google classroom and planning remote lessons.</p>	<p>Parent mail - letter Published on the school website How to guides Marking and feedback of work completed remotely Class charts Increased electronic or telephone communication from form tutor/class teacher</p>
	Education workforce - staff rota	Staffing levels in the building support school systems to run effectively for partial or full closure	<p>Electronic email Virtua staff briefings/training</p>
	<p>Safeguarding arrangements stay the same with safeguarding measures for partial or full closure enacted.</p> <p>Either designated safeguarding</p>	<p>Students, staff and parents have access to safeguarding support throughout the school day</p> <p>Greater awareness in the community of increased anxiety</p>	<p>Parent mail - letter Published on the school website Increased electronic or telephone communication through form tutor and Inclusion team</p>

	<p>lead or deputy to be onsite every day</p> <p>Refresher training for staff for safeguarding expectations during partial or full closure.</p> <p>Additional signposting to mental health and other safeguarding support provided for all stakeholders</p>	<p>and mental health issues and how to access support</p>	
	<p>Liaison with local transport to ensure students can access the site safely</p>	<p>Students that should attend are able to attend using public transport</p>	<p>Letter Liaison with LA</p>
	<p>School and FE meals All students entitled to FSM either access them through continued attendance at school or through the voucher system Attendance officer to provide daily update for vouchers - To be completed by the Finance Office.</p>	<p>N/A</p>	<p>Parent mail - letter Published on the school website Increased electronic or telephone communication through form tutor and Inclusion team</p>