

# **Covid-19 Planning Principles**

## **Phase Four Planning**

### **National Lockdown Strategy**

#### **January 2021**



## Covid- 19 Planning Principles

As a result of the Government's National Lockdown announcement on 4 January 2021, the Trust has reviewed its Covid-19 response planning principles to ensure all revised government, PHE and HSE guidance continues to be followed and arrangements to move to a remote learning programme for the majority of pupils are implemented safely. From 5 January 2021 Trust schools will be open for face to face teaching of nursery children and vulnerable and critical worker children only. The Trust is committed to the following underpinning planning principles:

- The safety and welfare of pupils and staff remains the Trust's paramount principle for all planning.
- Schools will organise themselves in ways that are fully compliant with the Public Health England Endorsed System of Controls
- Schools will follow all Government guidance around the National Lockdown [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)
- The Trust and schools will respond to the latest restrictions with a strong and proactive commitment to providing remote education in line with the Coronavirus Act 2020 – Provision of Remote Education Continuity Direction. [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/923539/Remote Education Temporary Continuity Direction - Explanatory Note.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf)
- In all risk assessments schools will keep the HSE Hierarchy of Controls under constant review
- Schools will have robust monitoring systems in place to ensure controls are and remain effective
- The Trust and schools will make decisions that meet the needs of local communities, in line with advice from local public health teams and will act at pace as and when required.

To ensure schools are able to continue to function effectively and safely to provide remote education as well as face to face provision for nursery, vulnerable and critical worker pupils, the Trust is continuing to work closely with all schools to ensure planning, systems and processes are universally implemented. This will ensure the Trust is confident that the safeguarding of children, staff and parents is as secure as possible and all possible precautions have been taken for safe real and online learning.

## Phase Four National Lockdown Strategy

The Trust Phase 4 National Lockdown Strategy November 2020 continues to have 9 work-strands. These form the basis of all planning and are supported by the planning principles above. All plans and documents have been developed following detailed consideration of the full range of guidance as well as information and evidence presented from other external sources e.g. professional associations and union advice.

The work-strands are:

<b>Work-strand One:</b>	Maintaining oversight - PHE Endorsed Systems of Controls <b>(THE MUSTS)</b>	
<b>Work-strand Two:</b>	School Operations, Infection Control and Management	
<b>Work-strand Three:</b>	<b>Remote Learning Programme</b>	Curriculum, Behaviour, and Pastoral Support
<b>Work-strand Four:</b>		Assessment and Accountability
<b>Work-strand Five:</b>	Staff Safety and Wellbeing	
<b>Work-strand Six:</b>	Communication and Information Sharing	
<b>Work-strand Seven:</b>	Finance and Resourcing	
<b>Work-strand Eight:</b>	Leadership, governance and safeguarding	
<b>COVID-19 ONGOING RISK REGISTER AND ASSESSMENT CHECKLIST</b>		

At Trust level, each work-strand is owned jointly by senior leaders within the Trust.

## Outcome drivers

The planning principles used to shape the Trust's actions are monitored using three fundamental outcome drivers:

- A safe environment
- Safe children and families
- A safe workforce

Across all three areas, the Trust will adopt a **TEST, LEARN, REVIEW** model to ensure that plans are kept under constant scrutiny and are flexible enough to be adapted quickly if required.

	<b>A Safe Environment</b>
<b>1.</b>	The Trust and its schools will work together as one organisation to ensure universal planning, systems, and processes. No school will act on its own.
<b>2.</b>	Ongoing actions will be managed with extreme caution and care so that the whole Trust community are confident that all necessary protective measures have been put in place for both face to face and online learning.
<b>3.</b>	The Trust will continue to fully implement the Public Health England (PHE) Endorsed Systems of Controls and HSE Hierarchy of Controls.
<b>4.</b>	In line with government requirements, Trust leaders and headteachers will be responsible for monitoring and evaluating the implementation of guidance over the period of the national lockdown.

5.	School leaders know the unique circumstances of their schools and, working within the overarching Trust Plan, may need to adapt actions following their own risk assessment and review of context.
6.	All schools will follow common systems and processes to ensure: <ul style="list-style-type: none"> <li>• a strong Remote Learning Programme</li> <li>• on-line safety for all pupils</li> <li>• support for parents/carers with home learning expectations</li> <li>• effective infection protection and controls</li> <li>• effective risk management and mitigation</li> <li>• enhanced cleaning schedules</li> <li>• enhance hygiene practices</li> <li>• appropriate PPE equipment is available as required</li> <li>• effective management of pupils/staff who fall ill on site</li> <li>• safe fire evacuation and lockdown processes</li> </ul>
7.	The Trust and school leaders will continue to work with local public health teams to understand and respond to the local context and Covid-19 alert level data
8.	All planning will continue to consider the impact for Clinically Extremely Vulnerable (CEV), clinically vulnerable (CV) pregnant staff and those who are vulnerable for other reasons e.g. health status, race, and disability etc.
9.	Levels of virus transmission in local areas will be kept under constant review by trustees and senior leaders to consider the potential impact on school safety.
<b>Safe Children and Families (both at home and school)</b>	
1.	School leaders will continue to keep under review how nursery, vulnerable and critical worker pupils enter and leave the school premises. This may involve continued staggering of groups to ensure safety and avoid parents congregating at the start and end of the day.
2.	Content and timing of communications to parents will be planned across the Trust so common messages are provided.
3.	Safeguarding practices will remain under constant review by all schools with continued compliance with updated KCSIE 2020 especially Annex C with regard to safe on-line practices.
5.	Behaviour policies and practices will reflect the Trust's Phase 4 National Lockdown drivers and support the reduction of risk as far as possible. Individual pupil risk assessments will be kept under regular review for pupils still attending schools and where there is concern about their capacity to adhere to safe arrangements e.g. physical distancing requirements.
6.	The Trust and its schools will work together to develop and implement its Remote Learning Curriculum Programme.
7.	The physical and organisational structures needed to limit risk and movement around buildings will be kept under review and will continue to recognise the individual context of each school site and the numbers of pupils in attendance.
8.	Alongside pupil safety, planning will continue to include mental health, pastoral and wider wellbeing support for pupils and staff e.g. bereavement support, anxiety, and trauma. This will be extended to include support for parents/carers with home learning expectations
9.	Pupils who are unable to attend school will be provided with a digital device asap if they meet eligibility requirements and the devices can be sourced.
<b>A Safe Workforce</b>	
1.	The safety and wellbeing of staff will always remain the paramount consideration in all ongoing planning.

<b>2.</b>	The content and timing of formal staff communication(s) will be agreed by Trust leaders and headteachers together.
<b>3.</b>	Staff who are formally recognised as CEV will be expected and supported to work from home.
<b>4.</b>	Staff will continue to adhere to statutory safeguarding guidance as set out in Keeping Children Safe in Education 2020 (KCSIE) and associated Trust safeguarding procedures. The area of on-line pupil safety will be a key focus.
<b>5.</b>	All staff will receive ongoing training in order to implement any new arrangements confidently and successfully.
<b>6.</b>	Staff and senior leader workload expectations will be reviewed regularly as the national lockdown progresses.
<b>7.</b>	Any new leadership roles and responsibilities under the new arrangements will be disseminated clearly to all staff.

**Signed:**



**Trust CEO**

**Date: 5 January 2021**