



# Schools COVID-19 Outbreak Management Plan

If you have been alerted, via an official channel, to a school or local outbreak go straight to **Section 3** for immediate actions to take.

School Name	Stone Soup Academy
Type of School	Alternative Provision
School address	14 High Pavement, Nottingham, NG1 1HN
Operating hours (including extended services)	Monday to Friday: 8am - 4:45pm
Number of staff	34
Number of pupils	69
Age range of pupils	11 to 16
Office telephone number	0115 822 1834
Office email address	admin@stonesoupacademy.org.uk
School website	<a href="https://www.stonesoupacademy.org.uk/">https://www.stonesoupacademy.org.uk/</a>
Plan owner	[Headteacher]
Plan author	Susan Murphy - Head of Finance and Operations
Date of approval by governing body (and date of the next review)	7th October 2021

Date of last update	1st September 2021
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- This plan (when completed) is a protected document (shared with key staff and appropriate school governors only).
- Do not allow any information to be copied or shared without prior approval from the plan owner.
- Ensure that all key staff are aware of the contents and location of the current version of this plan and have a full understanding of the actions required within it.
- Ensure that all staff and school governors are aware of its existence.

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# 1. Introduction

This outbreak management plan details the actions school leaders should take after they have been notified through an official channel of a school or local outbreak to reduce the risk of transmission of coronavirus (COVID-19), including responding to variants of concern, including:

- the types of measures that school should be prepared for
- how decisions are made
- who can recommend these measures and where
- when measures should be lifted

All education and childcare settings should have outbreak management plans outlining how they would operate if there were an outbreak in their setting or local area. If you have several confirmed cases within 14 days, you may have an outbreak. The [Contingency Framework for Educational and Childcare Settings](#) gives further information on the thresholds which should be used to identify if you have an outbreak. You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You should also call the dedicated advice service if there is evidence of severe illness associated with your setting (e.g. students or staff members admitted to hospital or a death as a result of a confirmed COVID-19 infection). You can reach them by calling the **DfE helpline on 0800 046 8687** and selecting option 1 for advice on the action to take if you are concerned about transmission in your setting or there is severe illness.

Local authorities, Directors of Public Health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks and can recommend measures (described below) in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

This outbreak management plan should describe how this school would operate if specific measures were recommended and should also include how the setting would ensure every, pupil receives the quantity and quality of education and care to which they are normally entitled.

## a. Risk assessment

- You must comply with health and safety law and put in place proportionate control measures.
- **This plan does not replace the need to keep your school risk assessment up to date.**
- **The most recent COVID-19 school risk assessment model template should be used to fulfil this requirement.**
- It is important that this risk assessment is a live document that is kept up to date as required.

## b. Guidance links

Completion of this template will be achieved in conjunction with the following list of guidance, however, **please note that this guidance is constantly being updated and it is important that you make sure you are working from the latest version**

- [Contingency framework: education and childcare settings \(www.gov.uk\)](https://www.gov.uk/guidance/contingency-framework-education-and-childcare-settings)
- [Coronavirus \(COVID-19\): Education, universities and childcare \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-education-universities-and-childcare)
- [Moving to step 4 of the roadmap \(www.gov.uk\)](https://www.gov.uk/guidance/moving-to-step-4-of-the-roadmap)

## c. Key points for consideration

- The impacts of having missed education during the pandemic are severe for children, young people and adults. The school understands and will continue to carefully manage the impact on all staff, governors, visitors and volunteers. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.
- Decision-makers should endeavour to keep any measures to the minimum number of schools 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 education across an area 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.**
- Where measures include pupil attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised.

## 2. Roles and responsibilities

### a. List of individuals/organisations who play an important role in providing support and advice to schools

Person/Organisation	Contact details
Department for Education	The <b>DfE helpline on 0800 046 8687</b> (selecting option 1) can help with advice on the action to take if you are concerned about transmission in your setting or there is severe illness.
Director of Public Health (DsPH) and Nottinghamshire County Council Public Health Team	Contact via <a href="mailto:coronavirusph@nottscc.gov.uk">coronavirusph@nottscc.gov.uk</a>
Local authorities (LAs)	Contact via <a href="mailto:school.questions@nottscc.gov.uk">school.questions@nottscc.gov.uk</a>

### b. List of individuals or teams within the school with a role within this plan

Person/Role	Responsibilities / contact details
Principal - Kerrie Henton	Planning and coordinating any outbreaks and contacting the relevant outside agencies and staff internally. 0115 822 1834 khenton@stonesoupacademy.org.uk
Head of Business and Operations - Susan Murphy	Liasing with the Principal to plan and coordinate any outbreaks and contacting relevant outside agencies and staff internally. 0115 822 1834 smurphy@stonesoupacademy.org.uk
Senior Vice Principal - Kevin Wildrienne	Liasing with the Head of Business and Operations to plan and coordinate any outbreaks and contacting relevant outside agencies and staff internally. 0115 822 1834 kwildrienne@stonesoupacademy.org.uk
Vice Principal - Younes Henini	Liasing with the Senior Vice Principal to plan and coordinate any outbreaks and contacting relevant outside agencies and staff internally. 0115 822 1834 yhenini@stonesoupacademy.org.uk

## Stepping measures up and down

- Schools will need to refer to the current threshold measures being adopted locally, and report cases in line with these measures. Please refer to the [Contingency Framework for Educational and Childcare Settings](#) for details of threshold measures.
- Schools should monitor cases notified by parents and staff and use the current thresholds, and the examples of groups which are likely to have mixed closely with, to decide whether they should seek to activate the measures in this plan.
- Schools can seek advice on whether the thresholds are met from the DfE helpline on 0800 046 8687.
- Some elements of your plan will need to be discussed with local health protection teams / Public Health teams – the DfE helpline advisors will inform you if this is the case, including in the event that a threshold is reached.”
- You do not need to activate measures within this plan until you receive confirmation of an outbreak from either the local director public health or their team, a Public Health England (PHE) Health Protection Team, or a relevant person from the local authority.
- Do not act on information from unofficial sources – seek more information from one of the above contacts first.
- Whoever receives confirmation should ask for, and record, as much information as possible.

<b>a. Procedure for reacting to a school or local area outbreak</b>	
Information to record	[Who was the source of the alert? Is this a school or local outbreak? What advice are they currently giving?]
Named contact(s) for responding to the alert	Kerrie Henton - Principal Susan Murphy - Head of Business and Finance
Specific actions required	Contact staff, parents, students, referrers, DfE, NHS helpline and any significant outside organisations.

The same applies for stepping down additional measures - wait for, or seek, assurance from the source who issued the alert that is safe to relax restrictions before doing so.

<b>b. Procedure for stepping down measures</b>	
Named contact(s)	Kerrie Henton: Principal Susan Murphy: Head of Business and Finance
Information to record	The Principal would have gained relevant information for stepping down measures whether that would be a phased return from working from home and seeking relevant advice

	<p>from the appropriate outside organisations. Informing staff, students, referrers, parents with regular updates and signed posting them to our website.</p>
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## 4. Control measures

Details in this section outline how this school will respond should any of the following measures be reintroduced into the school or local area.

### a. Testing

Procedure for reintroduction of <b>asymptomatic testing sites (ATS)</b> for pupils and staff	
Named contacts(s)	Younes Henini: Vice Principal Kevin Wildrienne: Senior Vice Principal Susan Murphy: Head of Business and Finance Kerrie Henton: Principal
Location	14 High Pavement, Nottingham, NG1 1HN Richmond House, 3 Canal Street, Nottingham, NG1 7NG
Testing schedule	To be determined at the time of the outbreak
Communications	Parents and students would be advised with regular updates via letter and the website that the Academy was carrying out Asymptomatic testing and the dates would be relayed back to parents and carers once they were confirmed. Staff would be advised via email with regular updates.
Specific actions required	As above
Weblink to guidance	Awaiting guidance <a href="http://www.gov.uk">Ordering test kits for schools and FE providers - (www.gov.uk)</a>

Procedure for <b>additional testing</b> , e.g. encouraging more home testing, on-site rapid LFD testing in secondary schools, increased frequency of testing	
Named contacts(s)	Younes Henini: Vice Principal Kevin Wildrienne: Senior Vice Principal Susan Murphy: Head of Business and Finance Kerrie Henton: Principal
Communications	Who is responsible? The Principal.



	<p>How are staff and pupils encouraged to increase home testing? They are given lateral flow tests to take home and encouraged to take them everyday at home. Parent letters advising students to continue with lateral flow tests.</p> <p>What communications will be used, and within what timescale? Parent letters, telephone calls and verbal daily communication from personal coaches. This is signposted to our website.</p>
Specific actions required	To be determined at the time of the outbreak
Weblink to guidance	<p><a href="http://www.gov.uk">Ordering test kits for schools and FE providers - (www.gov.uk)</a></p> <p><a href="http://www.gov.uk">Getting a free PCR test to check if you have coronavirus (COVID-19) (www.gov.uk)</a></p>

## b. Face coverings

**NOTE:** In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.

Children of primary school age and early years children should not be advised to wear face coverings.

Procedure for establishing the use of <b>face coverings</b>	
Named contacts(s)	<p>Kerrie Henton: Principal</p> <p>Susan Murphy: Head of Business and Operations</p>
Communications	<p>The Principal communicates to staff, students, parents, referrers. Site Managers will ensure that the academy sites have sufficient stock of PPE including face masks.</p> <p>Stone Soup Academy COVID-19 Risk Assessments will state that all visitors to school sites including parents and contractors are to wear face coverings at all times and letters will go out to parents/students and staff will be informed via email and in meetings.</p>
Specific actions required	<p>Signage will/is available around the Academy and this will be updated as required by the Operations team.</p> <p>Is guidance available to staff, pupils, governors, parents and visitors on suitable/expected face coverings, exceptions and</p>

	how to fit/wear them? How will they be informed of this guidance?]
Use of face coverings	<p>We currently don't enforce face covering as a mandatory requirement</p> <p>However, if staff and students do require the need to use one we do have a supply of face masks, which can be provided on request for students, staff or visitors.</p> <p>How long is the requirement for face coverings expected to be in place, or when will the initial review be? (Guidance states that this would usually be temporary for 2 weeks)</p>
Weblink to guidance	<a href="http://www.gov.uk">Use of PPE in education (www.gov.uk)</a>

### c. Shielding

**NOTE:** Shielding for staff and pupils will only be introduced by national government.

Procedure for reintroduction of <b>shielding for pupils</b>	
Named contact(s)	Kerrie Henton - Principal
Communications	Provision of advice in line with Public Health guidance to anyone (staff or students) who is known to be at increased risk of severe infection - Not formal shielding as such, but people in this category could be offered extra guidance on preventing spread of coronavirus.
Specific actions required	<p>We encourage all students and staff to inform the Principal should there be any changes to their health, so we can accommodate any changes. All students and staff have access to our risk assessment which is updated regularly and on our website.</p> <p>What actions will you take to ensure that CEV pupils are able to follow the shielding guidance, if this is brought in nationally?</p> <p>Communications with parents and provision of remote education for CEV pupils.</p>

Procedure for reintroduction of additional <b>shielding measures for staff</b> (including staff who are pregnant)
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Named contact(s)	Kerrie Henton: Principal
Specific actions required	The Academy will continue to implement the system of controls set out in the COVID-19 operational guidance for educational settings.
Risk assessment	The COVID-19 Risk Assessments explain to staff the measures that have been put in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment.

#### d. 'Bubbles'

**NOTE:** From 19<sup>th</sup> July 2021, the move to Step 4 means there will no longer be a requirement to keep children in consistent groups ('bubbles'), meaning that bubbles will no longer need to be used for summer provision or in the autumn term, however, local authorities, Directors of Public Health and PHE Health Protection Teams may recommend the reintroduction of 'bubbles' as a temporary measure.

Procedure for the reintroduction of 'bubbles'	
Named contact(s)	Kerrie Henton: Principal
Specific actions required	<p>We would re-adopt the previous bubble structure, since the academy is split over 2 sites. This was shown to be effective previously.</p> <p>The Principal will communicate this with staff, students, parents, referrers. Information regarding this will be signposted to the website. Physical arrangements will be undertaken as previously completed to ensure there is not a significant drop in attendance to the best of our ability. Support students with remote lessons and where this is not applicable we will send work out in the post and offer slow return to vulnerable students and students with key working parents first.</p>
Weblink to guidance	

#### e. Other measures

**NOTE:** Local authorities, Directors of Public Health and PHE Health Protection Teams may recommend these precautions in one setting, a cluster of settings, or across an entire area.

Procedure for <b>alternative teaching locations/methods</b>
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Named contact(s)	Kerrie Henton: Principal Kevin Wildrienne: Senior Vice Principal Younes Henini - Vice Principal
Specific actions required	At the event of Variant of Concern, lessons can be held remotely via Google Classroom.  If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10 and 11. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.
Weblink to guidance	

<b>Procedure for alternative locations/methods for staff and visitors</b>	
Named contact(s)	Kerrie Henton: Principal Kevin Wildrienne: Senior Vice Principal Younes Henini - Vice Principal
Specific actions required	Staff meetings will be held remotely to ensure all staff are briefed and kept up to date with all procedures and steps to proceed.  All visitors are asked to wear a mask if necessary and notified we have a supply of these if they fail to have their own. We have sanitary products on both sites that can be used. Meetings can be held remotely or onsite, where we see appropriate.  Consider alternative arrangements for the following: <ul style="list-style-type: none"> <li>● Volunteers</li> <li>● Meetings with parents</li> <li>● Appraisals</li> <li>● Welfare meetings</li> </ul>
Weblink to guidance	

<b>Procedure for limitations around residential educational visits</b>	
Named contact(s)	Kerrie Henton: Principal

	<p>Kevin Wildrienne - Senior Vice Principal</p> <p>Rebekka Ashmore - Head of Engagement</p>
Specific actions required	<p>Educational Day Visits were able to resume from 12th April 2021. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations and a full risk assessment in relation to all educational visits must be undertaken to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Academy Leaders should consult the health and safety guidance on educational visits when considering visits.</p> <p>Educational Day Visits will be reviewed and potentially postponed in the event of a Variant of Concern.</p>
Weblink to guidance	

<b>Procedure for limitations around open days</b>	
Named contact(s)	<p>Kerrie Henton: Principal</p> <p>Kevin Wildrienne: Senior Vice Principal</p>
Specific actions required	<p>In the event of a Variant of Concern, transitional, taster and open days will be managed through the completion of a thorough risk assessment in line with agreed system of controls and align with the advice contained from the Government roadmap out of lockdown.</p> <p>Open days will be reviewed and potentially postponed/cancelled in the event of a Variant of Concern.</p> <p>In the event of cancellation, remote transitional, taster and open days will be managed by school leaders.</p> <p>Individual site risk assessment will be completed and will include:</p> <ul style="list-style-type: none"> <li>● Parents/carers will be asked to produce a negative COVID-19 test before entry to site.</li> <li>● Separate entry and exit points to the academy.</li> <li>● Minimum number of participants.</li> <li>● All visitors are to wear face coverings and regularly wash/sanitise hands.</li> </ul>
Weblink to guidance	

Procedure for limitations around <b>transition or taster days</b>	
Named contact(s)	Kerrie Henton: Principal Kevin Wildrienne - Senior Vice Principal
Specific actions required	In the event of cancellation, remote transitional, taster and open days will be managed by school leaders.  Individual site risk assessment will be completed and will include: <ul style="list-style-type: none"> <li>• Parents/carers will be asked to produce a negative COVID-19 test before entry to site.</li> <li>• Separate entry and exit points to the academy.</li> <li>• Minimum number of participants.</li> <li>• All visitors are to wear face coverings and regularly wash/sanitise hands.</li> </ul>
Weblink to guidance	

Procedure for limitations around <b>parental attendance and visitors</b>	
Named contact(s)	Kevin Wildrienne: Senior Principal
Specific actions required	There are currently no limitations around parental attendance and visitors.
Weblink to guidance	

Procedure for limitations around <b>performances</b>	
Named contact(s)	Kerrie Henton: Principal Oliver Sillito: Assistant Principal
Specific actions required	If the academy is planning an indoor or outdoor face-to-face performance in front of an audience, staff should continue to follow the latest performing arts guidance, and the guidance on delivering outdoor events. Performances will be reviewed and potentially postponed/cancelled in the event of a variant of concern.
Weblink to guidance	

## f. Tracing close contacts

From Step 4 onwards contact tracing will be done via NHS Test and Trace. Contacts from a school setting will only be traced by NHS Test and trace where the positive case specifically identifies the individual as being a close contact. You may be contacted in exceptional cases to help identify close contacts.?

Procedure for requests for contact details from <b>NHS Test and Trace</b>	
Responsible person(s)	Kerrie Henton: Principal Kevin Wildrienne: Senior Vice Principal Younes Henini: Vice Principal Susan Murphy: Head of Business and Finance
Identification approval	How do you guarantee that these are genuine calls/requests before giving out details? Due to GDPR laws the Academy should only give information to authorised Test and Trace callers, local guidance is available online with more information on this.
Information released	The process used and information released is expected to be the same as for managing other infectious diseases.

## 5. Attendance restrictions

### ATTENDANCE RESTRICTIONS SHOULD ONLY EVER BE CONSIDERED AS A LAST RESORT

As part of their outbreak management responsibilities, local authorities, the Director for Public Health and Public Health England (PHE) Health Protection Teams may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.

The cohorts described below should be used to guide decisions about restricting attendance, as well as prioritising groups to return to face-to-face education.

#### a. Types of teaching provision

Procedure for limiting attendance in the <b>main education provision of the school</b>	
Named contact(s)	Kerrie Henton: Principal Kevin Wildrienne: Senior Vice Principal Younes Henini - Vice Principal Oliver Sillito: Assistant Principal
Specific actions required	If a student cannot attend on-site education we offer the classes to be delivered remotely via Google Classroom. Student work is also sent in the post to ensure that they don't miss out if they cannot access the class remotely.  Regular calls and supervised visitors are made to vulnerable children or children in need to comply with safeguarding concerns that may arise whilst they are not on-site.
Weblink to guidance	<a href="https://www.gov.uk/guidance/school-attendance-guidance-for-schools">School attendance: guidance for schools (www.gov.uk)</a> <a href="https://www.gov.uk/guidance/contingency-framework-education-and-childcare-settings">Contingency framework: education and childcare settings (www.gov.uk)</a> - contains further prioritisation advice, grouped by type of setting – see section headed Attendance Restrictions.



Procedure for limiting attendance in the <b>alternative provision</b>	
Named contact(s)	Kerrie Henton: Principal Kevin Wildrienne: Senior Vice Principal Younes Henini - Vice Principal
Specific actions required	If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10 and 11. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.
Weblink to guidance	

Procedure for limiting attendance of <b>out-of-school and wraparound childcare</b>	
Named contact(s)	N/A
Specific actions required	N/A
Weblink to guidance	<a href="https://www.gov.uk/guidance/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings">Protective measures for holiday or after-school clubs and other out-of-school settings (www.gov.uk)</a>

Procedure for limiting attendance of <b>summer schools</b> (delivered under DfE's summer school funding scheme)	
Named contact(s)	N/A
Specific actions required	N/A
Weblink to guidance	N/A

Procedure for limiting attendance of <b>holiday activities and food programme</b>	
Named contact(s)	N/A
Specific actions required	N/A
Weblink to guidance	<a href="https://www.gov.uk/guidance/holiday-activities-and-food-programme">Holiday activities and food programme (www.gov.uk)</a>

## b. Types of teaching provision (support)

Procedure for supporting the <b>education of pupils in hospital</b>	
Named contact(s)	Younes Henini - Vice Principal
Specific actions required	Remote learning
Weblink to guidance	<a href="http://www.stonesoupacademy.org.uk">www.stonesoupacademy.org.uk</a>

## c. Other considerations where attendance has been restricted

- **Remote education**

Where appropriate, pupils who need to self-isolate because they have tested positive will be supported to learn from home if they are well enough to do so.

Procedure for providing <b>remote education</b> to pupils	
Named contact(s)	Kerrie Henton: Principal Kevin Wildrienne: Senior Vice Principal Younes Henini - Vice Principal Oliver Sillito: Assistant Principal
Specific actions required	If a student cannot attend on-site education we offer the classes to be delivered remotely via Google Classroom. Student work is also sent in the post to ensure that they don't miss out if they cannot access the class remotely.
Weblink to guidance	<a href="http://www.gov.uk">Get Help with Remote Education (www.gov.uk)</a> <a href="http://www.gov.uk">Get help with technology during coronavirus (www.gov.uk)</a> <a href="http://www.gov.uk">Remote Education Temporary Continuity Direction: explanatory note (www.gov.uk)</a>

- **Safeguarding and designated safeguarding leads**

Procedure for ensuring <b>safeguarding</b> is maintained	
Named contact(s)	Kerrie Henton: Lead DSL Laura Hendren: Deputy DSL

	<p>Kevin Wildrienne: Deputy DSL</p> <p>Younes Henini - Deputy DSL</p> <p>Susan Murphy: Deputy DSL</p> <p>Osiris Santana :Deputy DSL</p> <p>Oliver Silitto: Deputy DSL</p> <p>Rebekka Ashmore - Deputy DSL</p>
Specific actions required	Regular calls and supervised visitors are made to vulnerable children or children in need to comply with safeguarding concerns that may arise whilst they are not on-site.
Weblink to guidance	<p><a href="#">Keeping children safe in education</a></p> <p><a href="#">Working together to safeguard children</a></p> <p><a href="#">Early Years Foundation Stage (EYFS) framework</a></p> <p>- read alongside <a href="#">Early years foundation stage: coronavirus disapplications</a></p>

- **Vulnerable children and young people**

<b>Procedure for impact on vulnerable children and young people</b>	
Named contact(s)	<p>Kerrie Henton: Principal</p> <p>Kevin Wildrienne:Senior Vice Principal</p> <p>Laura Hendren: Deputy DSL</p> <p>Helen Spurr: Assistant Principal &amp; SENCo</p> <p>Oliver Silitto: Assistant Principal behaviour for learning</p> <p>Younes Henini: Vice Principal</p>
Specific actions required	<p>Follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns.</p> <p>Encourage the child to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child's attendance would be appropriate.</p> <p>Focus the discussions on the welfare of the child and ensuring that the child is able to access appropriate education and support while they are at home.</p>

	Have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so.
Weblink to guidance	<a href="http://www.gov.uk">Supporting pupils with medical conditions at school (www.gov.uk)</a>

- **Transport**

Transport services to schools should continue to be provided as normal where children are attending school.

<b>Procedure for transport for schools</b>	
Named contact(s)	Kerrie Henton: Principal Susan Murphy: Head of Business and Finance
Specific actions required	In the situation that children will be attending, we will continue to offer transport services to children that were originally offered transport support, in this case it would be taxi's to the academy to limit any loss in attendance and bus passes to students that were previously entitled.
Weblink to guidance	<a href="http://www.gov.uk">Transport to schools during the COVID-19 pandemic (www.gov.uk)</a> <a href="http://www.gov.uk">Coronavirus (COVID-19): safer travel guidance for passengers (www.gov.uk)</a>

- **School meals**

School meals will continue to be provided for all children who are still in school.

Meals will continue to be free for all children who meet the benefits-related free school meals eligibility criteria.

<b>Procedure for continuation of free school meal provision</b>	
Named contact(s)	Kerrie Henton: Principal Kevin Wildrienne: Senior Vice Principal Susan Murphy: Head of Business and Finance
What level of provision will be available?	Lunch Parcels and/or Food Vouchers

Specific actions required	<p>The Academy will continue to provide meal options for all pupils who are in school. Meals will be available free of charge to all pupils who meet the benefits related free school meals eligibility criteria.</p> <p>The Academy will continue to provide free school meals support in the form of lunch parcels and/or Food Vouchers for students who are eligible for benefits related to free school meals and who are not attending school due to school closure in light of a pandemic.</p>
Weblink to guidance	Further information available in the <a href="#">guidance on providing school meals during the COVID-19 pandemic</a>

- **Educational visits**

<b>Procedure for undertaking educational visits</b>	
Named contact(s)	<p>Kerrie Henton: Principal</p> <p>Rebekka Ashmore - Head of Engagement</p>
Specific actions required	<p>Educational Visits can now be undertaken. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance, regulations and risk assessments should be undertaken.</p> <p>Residential Educational Visits will be reviewed and potentially postponed in the event of a Variant of Concern.</p>
Weblink to guidance	<a href="http://www.gov.uk">Health and safety on educational visits (www.gov.uk)</a>

## 6. Recovery

### a. Debriefing

Procedure for debriefing staff after an outbreak	
Named contact(s)	Kerrie Henton: Principal
Specific actions required	The Principal will present a briefing meeting with the staff regarding the outbreak, detailing any measures put in place and any changes that have been made around the academy. Letters will also go out to parents outlining the changes and this will be signposted on the Stone Soup Academy website.

### b. Pupil and staff wellbeing and support

Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on [promoting and supporting mental health and wellbeing in schools](#).

Procedure for promoting and supporting mental health wellbeing in pupils and staff	
Named contacts(s)	Kerry Day: Wellbeing team member Susan Murphy: Head of Business and Operations
Resources for promoting mental health wellbeing	The Academy provides a weekly staff and students wellbeing day, there are also once a term additional wellbeing days for staff and students. We also monitor staff and students wellbeing regularly, we have a wellbeing counsellor along with a wellbeing team. Staff have access to private health care. The Academy signposts information where necessary to students and staff.
Support for mental health concerns	Any concerns of mental health are raised with DSL's and the wellbeing team.
Weblink to guidance	<a href="https://www.gov.uk">Promoting and supporting mental health and wellbeing in schools (www.gov.uk)</a> <a href="https://em-edsupport.org.uk">East Midlands Education Support Service (em-edsupport.org.uk)</a> <a href="#">HR advice on employee-wellbeing</a>