

COVID-19 Outbreak Management Plan

(To be kept in conjunction with Coronavirus Risk Assessment)

School : Ely St Mary's Junior School

Approved by : Joanne Patterson Health & Safety Manager 10/9/21

Written date : 24th August 2021

Last Reviewed Date : 24th August 2021

Next Review Due date: January 2022

This form is based on the [Contingency framework: education and childcare settings - GOV.UK](#) published by the DfE (Department of Education).

It will only be implemented in response to recommendations by relevant authorities including LA (Local Authority), PHE (Public Health England) or the National Government

Reasons to implement part or all of the plans may include

- Manage a Coronavirus outbreak in the school
- Local community infection rates are very high, and we are instructed to do so.
- Part of a package of measures to combat a VoC (Variant of concern)

“Most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds is reached first:

- **5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or**
- **10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.**

Actions to consider once a threshold is reached

At the point of reaching a threshold, education and childcare settings should review and reinforce the testing, hygiene and ventilation measures they already have in place. Settings should also consider:

- *whether any activities could take place outdoors, including exercise, assemblies, or classes*
- *ways to improve ventilation indoors, where this would not significantly impact thermal comfort*
- *one-off enhanced cleaning focussing on touch points and any shared equipment*

Settings may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. A director of public health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. They might advise the setting to take some of the other measures described in this document.” (DFE August 2021)

1. Attendance Restrictions and Groups

If required to do so, we will as a last resort, restrict attendance in school and stay open for the following groups in the following order, as capacity and safety measures allow:

- Vulnerable pupils
- Children of Critical workers
- Year 6
- Year 3
- Year 5
- Year 4

If further restrictions are required, the school will only remain open for the following:

- Vulnerable pupils
- Children of Critical workers

2. Remote Education and Support

Children not able to attend school due to restrictions will be taught via remote education, whilst still ensuring quality and quantity of work received is matched to what would be received during in-school learning.

Details of our Blended Learning policy, plans and other relevant information can be found in the following location on our school website under the heading 'Curriculum & Remote Education':

https://www.elystmarys.org.uk/web/home_learning/459011

Our Blended Learning Policy details the remote education to be provided in the following scenarios:

- Individual isolation. This is for individual children who can't attend school because they have Covid or have been requested to isolate by NHS Track and Trace. In this event, live lessons would be unavailable due to the class teacher remaining in school delivering face to face education. Regular phone and email/ Dojo contact will continue to be made.
- Bubble (class/year group) closure or Whole School Closure. This is for whole classes/ groups in the event of an outbreak within the setting or should the school be affected by a package of Local or National measures.

We will continue to provide lunch for those pupils eligible whilst remote learning.

Meals will continue to be provided for those on site.

Those in receipt of free school meals who are not on site will either be provided with vouchers, a school packed lunch or a food parcel.

The provision will be dependent on the length of time a pupil/ group of pupils is isolating. For example, where a pupil is required to isolate for 10 days, a voucher will be provided. Where the length of time is unknown or the family is unable to access the supermarket due to isolation, packed lunches or a food parcel will be offered. Where capacity allows, senior leadership and pastoral support staff will endeavour to facilitate the home doorstep delivery of packed lunches and food parcels however should staff absence be so, families may be requested to collect from reception, contactless and socially distanced.

3. Wraparound Care

The school will, if required, limit before and after school childcare clubs to those groups eligible under relevant authority guidance and in order of the list above. This information will be communicated to all parties once decisions on restrictions are made.

Other After School Clubs (ASC) are due to resume, however they may be requested to temporarily stop in line with guidance in the event of a setting or local outbreak. Daily practice is for club registers to be taken each session to support the school and parents in providing NHS Track and Trace with a clear list of close contacts in the event this is required, and for the school to track patterns of contact in the event of multiple cases.

Where possible, clubs will be asked to deliver activities outdoors to ensure good ventilation and distancing too.

4. Safeguarding

We will ensure safeguarding is always prioritised to remain effective. If required, policies and procedures will be adapted to coincide with current restrictions.

Where possible, a Trained DSL or deputy DSL will be always on site. Where this is not possible a member of SLT will take responsibility for ensuring safeguarding on site and will have telephone contact with a school DSL and the Inclusion Team at the academy Trust.

In the event of individual families isolating, parents will be asked to make contact with the school office each day in line with school absence procedures, so we know pupils are safe and well.

In the event of restricted attendance for larger groups of pupils, staff will be expected to make weekly contact with all pupils in their class. This may take place during weekly Zoom meetings, but where pupils do not attend, contact should be sought via telephone or email, with any concerns raised following school safeguarding procedures via CPOMs and in good time to enable DSLs to action and follow-up required that same day/week.

Our Blended Learning Policy details guidance on safe live lessons which we ask all staff, parents and pupils to implement if delivering or engaging with live lessons at any stage. Staff are able to log any concerns from virtual lessons following the school safeguarding procedures.

- Designated Safeguarding Lead: Rachel Clarke, rclarke@esm.school (Interim Headteacher, Deputy Headteacher)
- Deputy Safeguarding Lead: Helen Atkinson, hatkinson@esm.school (Pastoral Support Officer)

Effective October 2021, 2 additional members of staff will join the DSL team:

- Emma Briggs, ebriggs@esm.school (Y6 Teacher)
- Nicki Handscomb, nhandscomb@esm.school (SEMH Intervention TA)

Location of safeguarding policy and procedures:

<https://www.elystmarys.org.uk/web/policies/392977>

5. Shielding

The school will continue to follow guidance in relation to those on the SPL (Shielded Patients List) [People at higher risk from coronavirus \(COVID-19\) - NHS](#)

We will liaise with those required to shield to ensure appropriate controls measures are in place or arrangements are made for home working.

6. Other Measures

If required to do so, we will implement these additional measures to minimise risk and increase control in the short term:

- a) Reinstate and implement the school's specific Covid 19 Risk Assessment (version 8) where applicable and necessary.
Reinstate the included measures, examples including:
- b) Reinstate year group bubbles – year groups will not mix for sessions such as whole school collective worship, at lunch times, for interventions, in the library etc. During such sessions, year groups will also be asked to sit in classes to further reduce the breadth of close contacts and to contain the spread of the virus.
- c) Reinstate 2 staffrooms. Staff breaks are currently staggered to reduce mixing and the new PPA room would temporarily become a second staffroom to enable year group staff to maintain bubbles. Staff will also be requested to sit socially distanced and limit blocks of time in the staffroom.
- d) Clubs – see section above.
- e) Restriction of on-site visitors, including governor visits, unless essential
- f) School open days, Transition days to be postponed or delivered virtually if required.
- g) Sports days & Live performances – as above.
- h) Parents coming onto site will be limited to one per child. Parent consultations, if able to go ahead, to be offered making use of outdoor and socially distanced venues and for a maximum of 10 minutes to aid track and trace.
- i) Educational visits including those involving overnight stays to be postponed unless accommodation and activities can be restricted to our school bubble only or delivered outside only – this year's residential has been altered (Norfolk Lakes in lieu of London) to provide this flexibility.
- j) Deliver whole staff CPD in larger, well ventilated venues, moving to virtual as required.
- k) Where rooms and equipment are timetabled to be used by more than one year group, surfaces and equipment should be ventilated and cleaned in between sessions.
- l) For PPA coaches and HLTAs, LFD testing should be increased and carried out daily Monday-Wednesday/ when redeployed for cover (as appropriate to individual roles) to ensure any positive cases are caught before crossing year group bubbles.
- m) Staff will be requested not to car share, for example, to reduce the number of close contacts and therefore the risk of an infection spreading.
- n) Toilets will resume to a 1 in, 1 out process to avoid mixing and breaking of bubbles.
- o) The water fountain will be out of use.

Restrictions listed above will only be restricted as a last resort and only for a short a time as required to bring infection rates under control or as given guidance by relevant authorities.

7. Additional Controls

If required to do so, we will reimplement these additional controls to minimise risk and increase control in the short term.

All these controls will be temporary and only after guidance from relevant authorities/persons

- Use of bubbles/groups as per Risk Assessment and as stated above
- Use of face coverings in areas where social distancing cannot be maintained
- Reintroduction of social distancing as required by current guidelines
- Restriction on school attendance

8. Preventative Controls

Measures such a regular handwashing, availability of hand sanitiser, fomite cleaning, staff LFD testing x2 weekly will continue this year to support the maintenance of good hygiene regardless of outbreak status.

“All education and childcare settings should continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keep occupied spaces well ventilated, and follow public health advice on testing and managing confirmed cases of COVID-19.

7. All settings should continue their strong messaging about signs and symptoms, isolation advice and testing, to support prompt isolation of suspected cases. Settings should also continue to encourage vaccination uptake for eligible students and staff.” (DFE August 2021)