St Vincent's Catholic Primary School

To love, serve and learn as Jesus shows us

Contingency /Outbreak Management Plan

Responsible person for Plan	Dominic Vernon (Head Teacher)
Date approved by Governors	
Review date	

This document forms part of a suite of COVID-19 school documents which should be read together and includes the COVID-19 School Risk assessment which can be found on the school website: www.stvincentsprimary.org/

COVID-19 is a changing situation and this document will be regularly updated according to local and national policy. School will continue to work with Public Health Warrington to ensure that we are as up-to-date as possible. This document has been written in line with the following documents:

- Contingency framework: education and childcare settings: August 2021 Contingency_Framework
- Schools COVID-19 Operational Guidance: August 2021 DfE operational-guidance

1.0   Introduction

This document outlines what school would do if children, pupils, students or staff test positive for COVID-19, and how school would operate if we were advised to take extra measures to help break chains of transmission.

Given the detrimental impact that restrictions on education can have on children and young people, any measures in school will only ever be considered as a last resort and for the shortest amount of time possible.

Any additional action will be taken on the recommendations of Public Health Warrington and will be consistent with actions described for managing local outbreaks of Coronavirus in the Warrington Outbreak Plan.

2.0   Definition of an outbreak

The DFE Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. It states that schools should 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 in the DFE guidance as an indication for when to seek public health advice are:

- 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

Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples.

For early years, this could include:

- a friendship group who often play together
- staff and children taking part in the same activity session together

For schools, this could include:

- a class
- a friendship group mixing at break times
- a sports team
- a group in an after-school activity

If the thresholds above are reached, school will consult with Warrington Education and Public Health Team to discuss if further measures are needed the mechanism for doing this is detailed below.

Public health advice will be sought if a pupil, student, child or staff member is admitted to hospital with COVID-19. This will be done by contacting Public Health Warrington and Warrington Education Team. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

3.0   Contingency planning

3.1   Working with Warrington Education and Public Health Team

Where a pupil or staff member confirms a positive case of COVID-19, this information will be shared as soon as possible with the Education and Public Health team through the online survey tool

Information shared will allow the local authority who are responsible for managing localised outbreaks to provide timely support and advice.

The Director of Public Health Warrington or the Public Health Team may give schools 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. If they judge that additional action should be taken, they might advise school to take some or all of the other measures described in this document.

3.2   Baseline Measures

The DFE Operational Guidance sets out baseline measures that all education settings should have in place to manage transmission of COVID-19. This includes:

- Ensuring good hand hygiene for everyone
- Maintaining appropriate cleaning regimes
- Keeping spaces well ventilated
- Following public health advice regarding testing, self-isolation and managing confirmed cases of Covid-19

At the point of reaching a threshold, school will review and reinforce the testing, hygiene and ventilation measures already in place.

3.3 **Details of the types of Control Measures that could be considered in the event of an outbreak in school**

Wherever additional measures are considered, the objective is to maximise the number of children and young people in face-to-face teaching and minimise control measures that disrupt education, balanced against the risks of COVID-19 transmission.

The following measures, which are not in any particular order and are not exhaustive, would be considered in the event of an outbreak in school. Any measures put in place would be for the shortest period of time possible, and as a last resort following consultation with Warrington Public Health and the Education Team:

- Reintroducing face coverings for staff/visitors in all educational settings and staff communal areas
- Limiting educational visits including residential visits and parental attendance
- Restricting attendance such as sending home a class or year group (in extreme cases)
- Reintroducing groups/bubbles

(See Action Plan Template in Appendix 1)

3.4 **Ensuring that every child / student receives the quantity and quality of education and support to which they are entitled in the event of an outbreak in school**
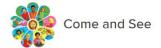
3.41 **Remote education offer**

In the event that pupils need to work from home, high-quality remote learning will be provided for all students well enough to learn.

The school uses Microsoft Teams to share remote learning for children in Years 1 – 6 and Tapestry for children in Reception class. Remote learning will make use of a range of resources, including but not limited to:

See Remote Learning Policy for further details.

3.42 **SEN pupils / vulnerable pupils**

On-site provision will be retained for vulnerable children and young people and the children of critical workers. This includes pupils who have Special Educational Needs and who have an EHC plan.

If a vulnerable child (defined here as a child with a social worker and/or an EHCP) has to isolate then schools are asked to inform Warrington Education Team of this through the Vulnerable Pupil survey

3.43 **Safeguarding processes**

Where vulnerable children and young people are absent, school will:

- 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

- encourage the child or young person to attend school, 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 or young person's attendance would be appropriate
- focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
- 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

School will discuss alternative arrangements for vulnerable children and young people with the local authority.

3.45 Access to school meals

From September, school meals will be provided in dining rooms to pupils. Where schools encounter an outbreak then the school meals service will work closely with the school leader to agree the best approach for that school around the delivery of school meals whilst the outbreak is contained.

Where pupils are eligible for benefits-related free school meals and are required to self-isolate at home, the service will continue to provide good quality lunch parcels. This will ensure that eligible pupils continue to be supported whilst they are unable to attend school. Where school leaders would prefer vouchers for families, please contact the service and we will work with you to put in place.

For the provision of food parcels / vouchers the school will be required to email the following information to School Meals:

- Child's name

- DOB / Year Group

- Isolation start and end date

- Preference of food parcel / voucher.

3.46 School systems to provide access to FSM if a child is isolating

Arrangements will be made on an individual basis with parents or carers of children eligible for benefits-related free school meals

3.47 Communication about changes to control measures

Good communication is key to outbreak management. Communicating advice and guidance is an important public health tool to ensure that parents/carers, students and staff have a clear understanding on the current situation and if any changes are to be implemented in response to the outbreak. School will communicate these changes in a timely manner through the following mechanisms:

- Letters / Newsletters
- Email / test message on ParentPay
- School website

Appendix 1 – Action Plan:

Control measure (examples listed below – this list is not exhaustive)	Rationale for implementing measure	Actions to be taken	Date control measure was implemented	Date to review control measure	Responsible person
Reintroduction of face coverings for staff in educational settings/staff communal areas					
Additional measures for clinically extremely/clinically vulnerable staff and pupils					
Attendance restrictions					
Improved ventilation					
Limiting educational visits including residential visits and parental attendance					
Restricting the education Workforce Consideration of essential operational roles: safeguarding					
Reintroduction of groups or 'bubbles'					