



# COVID OUTBREAK MANAGEMENT PLAN

Queenswood Primary School

Written By	T&W Health Protection Team		
Adapted By	MS/AO	Version	06/09/21
Agreed By	NW		

# Queenswood Primary School

## COVID-19: Outbreak Management Plan

### 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, provided by the Department for Education (DfE) and will be used alongside the latest Government Guidance and the controls that are already in place for hand hygiene, ventilation and enhanced cleaning in the Covid Risk assessment.

The purpose of this plan is due to the government making it a national priority that education and childcare settings continue to operate as normal during the COVID-19 pandemic. The DfE's COVID Contingency Framework states that schools should have an outbreak management plan, which describes how they would operate if there were an outbreak in school.

The measures in this plan will be implemented in response to recommendations provided by the local authority (LA), director of public health (DPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage increased transmission of COVID-19 within the school when the following thresholds are reached (whichever threshold is reached first, and on advice from the Health Protection Hub)
  - 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
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC) or a variant under investigation (VUI)
- If thresholds are exceeded an outbreak occurs, we will work with Telford & Wrekin Health Protection Hub (HPH) to help identify individuals who may have been in contact with known infectious individuals

We will notify the HPH if we are aware of any staff or pupil that has been hospitalized due to Covid -19

## 2. Roles and Responsibilities

### Roles and Responsibilities

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks. They provide health protection support and advice to education and childcare settings. We will notify the HPH of all confirmed positive cases in staff and pupils using the online notification form

[https://www.telford.gov.uk/info/20692/coronavirus\\_covid-19/4040/i\\_want\\_to\\_report\\_suspected\\_or\\_confirmed\\_cases](https://www.telford.gov.uk/info/20692/coronavirus_covid-19/4040/i_want_to_report_suspected_or_confirmed_cases)

Role	Who
Production of the plan	Nicola Weston ((Head of School)
Authorisation of the plan	Sarah Passey ( Executive Headteacher)
Review and updating the plan in the light of new guidance and situations	Nicola Weston (Head of School)
Implementation of the plan	Sarah Passey Nicola Weston (Head of School) Elizabeth Willoughby (Deputy Head)

## 3. Clinically Extremely Vulnerable

We are aware of the CEV pupils and staff within the school setting and we will follow national guidance on CEV pupils and staff.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>.

Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. National government only can reintroduce shielding.

In the event that shielding is re-introduced, we will contact the T&W HR Team and follow their advice.

## 4. Other measures

If recommended, we will:

Review:

- cleaning and infection control measures and respond to any suggestions for additional measures from HPH or PHE
- 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

Limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances

Reintroduce:

- Face coverings for staff who are not exempt when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas e.g. staff rooms .
- Bubbles and social distancing

Follow public health advice on testing, self-isolation and managing confirmed cases of Covid 19

*Appendix 1 has a template for recording the actions necessary to implement the actions above*

## **5. Attendance restrictions**

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

### **5.1 Eligibility to remain in school**

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Reception, Year 1 and Year 2 pupils

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

## **5.2 Education and support for pupils at home**

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our Remote Learning Policy.

The school will continue to provide lunch for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

This will be by issuing Meal Vouchers by email/text or post.

Wellbeing calls will be conducted, via phone/TEAMS (by the pastoral team and/or teachers), to all vulnerable pupils.

## **5.3 Wraparound care**

We will limit access to 'before and after-school' activities and wraparound care during term time to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

## **5.4 Safeguarding**

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

If restrictions means one of our DSL's cannot attend site, the DSL's will have an on-call-rotas so someone is always available remotely, contactable by mobile phone.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

<b>APPENDIX 1</b>		
<b>Outbreak Management Principle</b>	<b>How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training</b>	<b>Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.</b>
<b>Testing (Adults)</b>	<p>LF Test Kits are available in the Office – Ready for distribution when required.</p> <p>Administrator to keep stock levels available</p> <p>Staff to sign for Kits on collection</p> <p>Staff to report results to Headteacher/Administrator</p> <p>Administrator to report any positive results to local HPT.</p> <p>Headteacher to keep staff/parents advised of any issues.</p>	<p>In place 23/8/21</p> <p>In absence of the senior administrator the family and pupil support worker will take over duties.</p> <p>In absence of Head – Deputy will take over duties</p>
<b>Face Coverings (Staff/Parents)</b>	<p>Headteacher to advise staff/parents if guidelines/advice changes and face-coverings are required.</p> <p>Head will follow HR/H&amp;S and HPT advice on where and when to recommend face coverings.</p> <p>Administrator to maintain a stock of masks available</p>	<p>In place 23/8/21</p> <p>In absence of the senior administrator the family and pupil support worker will take over duties.</p> <p>In absence of Head – Deputy will take over duties</p>
<b>Re-introduce Bubbles</b>	<p>Head will follow governmental, H&amp;S and HPT advice on where and when to recommend re-introduction of bubbles.</p> <p>Admin to inform parents of new schedules</p> <p>SLT to work with staff to ensure new schedules are in place and effective</p>	<p>In absence of Head – Deputy will take over duties</p>

<p><b>Additional Cleaning</b></p>	<p>Administrator to advise T&amp;W Cleaning services of any changes to procedures/ positive cases in school. To organise a deep clean of any affected areas.</p> <p>Head to employ additional cleaning support for break/lunchtime to reduce infection</p>	<p>In place 23/8/21</p> <p>In absence of the senior administrator the family and pupil support worker will take over duties.</p> <p>In absence of Head – Deputy will take over duties</p> <p>Casual cleaner is already in post and has been safeguarding checked.</p>
<p><b>Work with the HPH in event of an outbreak. Notification of all cases of Covid 19</b></p>	<p>Head or Administrator to report to HPH any positive cases as soon as school is informed. Initial contact to be made with HPH prior to contacting parents, in case of procedural changes being required</p> <p>Head or Administrator to keep HPH contact details, and guide to completion of online form on Sharepoint, to ensure Finance Administrator can access in case of absence.</p>	<p>In absence of the senior administrator the family and pupil support worker will take over duties.</p>
<p><b>Clinically Extremely Vulnerable</b></p>	<p>Headteacher and Administrator to maintain a list of clinically extremely vulnerable staff and pupils.</p> <p>Administrator to keep list up-to-date (including contact numbers/emails for ease/speed of contact)</p> <p>Headteacher to ensure priority information is given to those on this list, and contingency working/learning arrangements are in place to support in case of isolation being required</p>	<p>List to be compiled 1/9/2021 (when upload of new starter details is completed)</p>

<p><b>Educational Visits</b></p>	<p>Trips are to be reviewed by Administrator, before booking, to ensure refunds available in case of cancellation.</p> <p>Administrator to check any changes to travel advice before the trip can take place</p> <p>Visit Lead to review COVID regulations and ensure trip and plans are compliant with latest regulations. RA's to be inclusive of COVID management.</p> <p>Headteacher to review trip plans, and RA, at least one week prior to trip taking place</p> <p>Any child/staff member displaying possible symptoms will be advised not to attend.</p> <p>Parents to be informed in advance of any trips and any concerns will be evaluated for merit.</p> <p>Headteacher to have final decision before trip leaves.</p>	<p>In place since June 2021</p> <p>Deputy to have decision rights in case of Headteacher absence.</p>
<p><b>Open Days</b></p>	<p>Headteacher to review necessity of open days</p> <p>Open days only to be allowed where COVID compliance can be met</p> <p>Headteacher to cancel event if COVID guidance changes/bubbles isolate/HPH advise.</p> <p>Admin team to use Text/Email/Dojo to contact attendees.</p> <p>Headteacher to make final decision.</p>	<p>1/9/2021</p> <p>In absence of Head – Deputy will take over duties</p>
<p><b>Parental Attendance</b></p>	<p>Headteacher to review necessity of parental attendance. Where attendance is necessary (meetings etc.) then it is to be conducted in an open space (such as the library) to limit close contact.</p> <p>Parental attendance only to be allowed where COVID compliance can be met otherwise it is to take place via TEAMS.</p> <p>Admin team to use Facebook/Text/Email/Dojo to contact attendees.</p> <p>Headteacher to make final decision.</p>	<p>1/9/2021</p> <p>In absence of Head – Deputy will take over duties</p>



<p><b>Performances and Sport</b></p>	<p>Sport to be carried out outdoors where weather permits.</p> <p>Sport indoors to be carried out in the school hall where distance can be more easily maintained, and ventilation is good.</p> <p>Sport is mainly carried out either in class groups or small groups limiting cross contact and allowing for spacing between individuals.</p> <p>Performances to be held only where COVID regulations allow. Attendees to be limited to allow for adequate and appropriate spacing.</p> <p>Both sports events and performance only take place at the Headteachers discretion, based on current COVID advice (from HPH and Government) at the time of the event.</p> <p>Headteacher to cancel the event if there is any cause for concern over safety.</p>	<p>1/9/2021</p> <p>In absence of Head – Deputy will take over duties</p>
<p><b>Restricting attendance</b></p>	<p>Headteacher to follow government guidance, HPH guidance and HR guidance when deciding to restrict attendance.</p> <p>Headteacher will always act in the best interests of pupils and staff, ensuring their safety is paramount.</p> <p>Headteacher to have final decision on any restriction to attendance.</p> <p>SLT to support Head in ensuring any remote learning is immediately available, either on a group or individual basis, should this occur. Using website/class dojo format set out in previous lockdowns/isolations</p> <p>Administrator to ensure any FSM children (not in attendance due to COVID restrictions) receive meals vouchers (in line with any changes to government advice).</p> <p>DSL's to set up a list of vulnerable children, and a rota of contact.</p>	<p>FSM Voucher system in place since Sept 2020.</p> <p>Vulnerable Learners list in place since Sep 2020 but to be reviewed in Sept 2021 for any new starters.</p> <p>Remote learning system in place since September 2020 – lessons to be updated in line with current curriculum when required.</p>
<p><b>Report all positive COVID-19 cases to OFSTED</b></p>	<p>Headteacher to advise OFSTED of positive cases</p>	<p>As of September 2021</p>

<p><b>Maintaining quantity and quality of education and care</b></p>	<p>SLT to support Head in ensuring any remote learning is immediately available, either on a group or individual basis, should this occur. Using website/class dojo format set out in previous lockdowns/isolations</p> <p>See Remote Learning Policy</p>	<p>Remote learning system in place since September 2020 – lessons to be updated in line with current curriculum when required</p>
--	---	---