

Escomb Primary School

Version 4 School Outbreak Plan December 2021

1. Purpose

The outbreak plan template for schools aims to guide schools in the actions which they need plan for to respond to either a local outbreak of COVID-19 (including variants of concern) or an outbreak in their setting.

This V4 template has been revised in accordance with the most recent version of the national contingency framework for education and childcare settings and should be read alongside this national document.

Contingency framework: education and childcare settings (updated 14th December 2021)

Link: www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings

The contingency framework describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in education and childcare settings and sets out that local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks and that they play an important role in providing support and advice to education and childcare settings. The measures described in the contingency framework are reflected in this template.

2. Context

Schools COVID-19 operational guidance (updated 14th December 2021)

Link: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

The preventative measures which schools need to maintain are outlined and covered in this guidance. Schools require a current risk assessment and proportionate control measures including: good hand hygiene, good respiratory hygiene, environmental cleaning, good ventilation, testing in accordance with current guidance and the management of cases and contacts in line with current public health advice.

In addition, if there is an outbreak of coronavirus in school then some additional measures which may be advised on a temporary basis in an outbreak situation. These measures are reflected in this template.

3. Thresholds for Action

National guidance recommends that for most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned and appendix 1 provides details of the process for contacting Durham County Council.

Mainstream primary and secondary schools:

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

Or

If any case of COVID-19 in school has resulted in that person being hospitalised

*in the same cohort, for example class/year group/activity group/friendship group/home to school transport

Special schools:

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

Or

If any case of COVID-19 in school has resulted in that person being hospitalised

*in the same cohort, for example class/year group/activity group/friendship group/home to school transport

4. Outbreak definition

A standard outbreak definition is two or more confirmed COVID-19 cases associated with the setting with an onset of illness in the last 14 days and:

- where the cases are likely to have been exposed to each other using the close contact definition (within 2m for more than 15 minutes, within 1m for 1 minute, within 1m and face to face for any amount of time, shared a small vehicle for any amount of time)

Or

- where there is no sustained community transmission

5. Outbreak assessment

An assessment of an outbreak is undertaken, in most instances when the threshold for action is reached, by working with public health who will advise on public health actions and this assessment is made taking into account the current position regarding COVID-19 in the population.

6. Outbreak Management Plan Template

All education and childcare settings should have outbreak management plans outlining how they would operate if any of the measures described below were recommended for their setting or area.

This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

Public Health Actions to be included:

1) Prevention measures:

Review the current COVID-19 risk assessment and ensure that all prevention measures are fully implemented. Where needed seek advice from your health and safety advisor.

Review individual risk assessments for staff and pupils. Where needed seek advice from your occupational health advisor and/or health and safety advisor.

2) Bubbles

Bubbles may need to be reintroduced.

Each individual class will return to being a bubble. Bubbles will not mix indoors or outdoors. Where possible, staff will avoid crossing bubbles. Within bubbles and around school: Bubbles will visit hand washing and sanitising stations separately. Each bubble will have a separate area of the playground/field where breaktimes need to be shared.

From Year 2 – 6, classroom tables and chairs will be arranged in rows and children should not sit in a face to face position.

From Year 2-6. Sharing of equipment will be avoided. If absolutely necessary, then sanitising procedures will be implemented between uses.

Assemblies will only take place within classes for each bubble or virtually. No singing will take place.

3) Face coverings

Face coverings may need to be reintroduced for staff (all schools) and students (secondary age pupils/schools and colleges), and as previously there will be reasonable exemptions for their use.

This may include face coverings in communal areas (for pupils, students and staff) and/or classrooms (for both pupils, students and staff).

4) Testing:

Increased testing may be advised this may include:

Increased use of home testing by staff (all schools) and pupils and students (secondary age pupils/schools and colleges).

In accordance with the testing guidance in the current risk assessment schools may be advised to:

Request more frequent use of home LFD testing by some staff (all schools) and pupils and students (secondary age pupils/schools and colleges) for a specified period, for example 7 days.

Please refer to the section covering testing in your current risk assessment.

And/or

Request the use of home PCR testing by some staff (all schools) and some pupils (all schools) by accessing testing via NHS 119.

And/or

There may be a requirement for asymptomatic testing to take place at school. This may include scaling up the asymptomatic test site retained at school, the reintroduction of an asymptomatic test site or setting up a new asymptomatic test site. This would be agreed with the school and support would be available from DCC.

5) Shielding

People previously considered to be clinically extremely vulnerable (CEV) will not be advised to shield again.

Individuals previously identified as CEV are advised to continue to follow the guidance on how to stay safe and help prevent the spread of COVID-19. Individuals should consider advice from their health professional on whether additional precautions are right for them.

6) Other activities

A range of activities may be paused or restricted during an outbreak including: educational visits, residential educational visits, open days, transition days, parental attendance, live performances and use of the school premises by other organisations.

7) Contact tracing

Contact tracing may be reinstated and in this situation DCC will work with schools to ascertain the contacts of cases during their infectious period and will provide a template letter for schools to share with identified contacts advising the contact to seek a PCR test and where not exempt, to self-isolate.

For primary school age pupils the whole class would usually be considered contacts of a case.

For secondary school age pupils contacts would usually be those pupils/staff who meet the standard contact tracing definition which is a person who has been within 2m for more than 15minutes, within 1m for 1minute, within 1m and face to face for any amount of time, shared a small vehicle for any amount of time during the infectious period for the case.

8) Attendance restrictions

Settings should make sure their outbreak management plans cover the possibility they are advised to limit attendance, although this would be a measure of last resort.

High-quality remote education should be provided for all pupils or students not attending.

In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.

9) Additional school actions may include:

Communications:

Key methods of communication will be through:

- School telephone or email
- Teachers2Parents email & texting service
- Class email addresses if appropriate
- School website

We will ensure that all parents have access to at least one method of communication, prioritising the school website when and if remote learning needs to be posted.

IT Access:

Additional IT resources are available for families with limited access to IT to enable them to access remote learning or communications. Families will be contacted to ensure that they have the necessary facilities. Engagement with communications and home learning will be monitored to ensure adequate access to appropriate resources.

Safeguarding:

All staff will adhere to our school Keeping Children Safe in Education Policy. Additional measures will include weekly contact with any child not attending school to monitor welfare. This will include a familiar member of staff having a conversation with the child and/ or parents. Children or families identified as vulnerable will have additional contacts from members of the SLT and safeguarding leads. Where there are concerns about a child then the usual procedures from the school policy will be followed.

Parents – what you need to know about school routines in case of an outbreak:

Below is a range of information that will help you get a better understanding of what a return to school in the case of an outbreak will look like and will outline the measures we are putting in place to ensure the safety and wellbeing of pupils, staff and our whole school community.

It is very similar to how we are currently operating and we have found that everything runs very smoothly.

Start and End of the School Day Entering school

We will continue with the ways in which we access and exit school premises.

All pupils will enter school through three separate entrances, the usual pedestrian gate and the car park gate and Reception yard gate. To ensure safety, one of the car park gates will be closed to prevent vehicles entering the site when children are around. We ask that parents leave children at the main gates and do not enter the school premises. Gates will be monitored by staff and additional staff members will monitor internal gates and the playgrounds. Timings have been staggered 8.30-8.55 a.m. so that not everyone is trying to enter the site at the same time and so minimising contact between parents, staff and children. We ask that parents do not arrive at school too early and wait outside of school for their time slot but try to arrive within their time allocation and to leave children at the gates and move away quickly to reduce congestion.

Class	Entry gate
Reception	Reception yard gate - closest to classroom. Children will be greeted by a member of staff and come straight into school through the current entry door.
Year 1	Reception yard gate - opposite the hall doors. Children will be greeted by a member of staff and come straight into school through the hall door.
Year 2 Year 3	Quiet yard. An area will be designated to each class and this is where they will wait for the bell to go at 8.55a.m.

Year 4	Car Park gates. A member of staff will greet the children at the gate and they will then go straight to their designated area of the school playground to wait for the bell to go at 8.55a.m.
Year 5	
Year 6	

Leaving school:

Only one parent should collect children. Year 6 pupils should be encouraged to walk home if at all possible.

Time	Class	Exit
3.15p.m.	Reception	Reception yard – same door as used now. If parents can wait in the half of the yard that is closest to the classroom and staff will hand children over.
	Year 1	Reception yard - hall doors. If parents can wait in the half of the yard that is closest to the hall doors and staff will hand children over.
	Year 2	Quiet yard. Children will exit from the main door.
3.25p.m.	Year 3	Quiet yard. Children will exit from the main door.
	Year 4 & 5	Car Park gates. A member of staff will bring the children round from the classroom.
	Year 6	We will dismiss Year 6 children from the car park gates as soon as Year 4 & 5 have left. We will give Year 6 the option to walk home but we will seek your permission when we return in September. We will take those Year 6 children who walk home to the rear of the school to exit school straight onto the black path.

Attendance

We will communicate attendance requirements according to government or local guidance at the time in response to the situation.

Classes

Children will continue to be taught with the rest of their year group and will remain in this 'bubble' for all activities. Mixing of groups will not be allowed. Children will be seated shoulder to shoulder (except the very youngest where this is impossible) to prevent any spread of infection. Staff and visitors will wear face-coverings in the corridor and communal areas e.g. the hall, but not in classrooms.

Curriculum

The Government has made their expectation clear – we are required to teach an 'ambitious and broad curriculum in all subjects'. Teachers will plan this carefully. We will place the greatest focus on the basics of phonics, reading, increasing vocabulary, writing and maths to ensure gaps in children's learning are identified and filled as well as ensuring that we focus on our children's physical and mental well-being.

Breakfast and After School Clubs

After school clubs – where the children are from more than one year group will be cancelled.

Breakfast Club – we will up-date this as necessary as currently (Dec 2021) we are not operating a Breakfast Club.

Uniform and Equipment

We would like children to continue to wear school uniform. Footwear – Children will be unable to get changed for PE lessons. We ask that shoes are sensible: no heels, with good grips (trainers are a sensible choice) and easy for children to manage. (Children need to be able to tie their own shoe laces. If they cannot do this the Velcro fasteners will be best).

School will provide all equipment that children will require. We ask that children only bring:

- Coat
- A water bottle
- A packed lunch (in a wipe clean bag/container or disposable packaging)

Lunches

Packed Lunches All packed lunches will be eaten in the classroom (except for children in reception class who will eat in the hall).

School Meals All school meals will be eaten in the hall. A rota system will be in place so there is no crossing of bubbles.

Hygiene Hand

All children will be encouraged to wash their hands at regular intervals throughout the day for example, on entry to school, before lunch and after using equipment such as iPads and play equipment. Hand gel dispensers are positioned outside of the main entrance. Hand gel and hand wipes are also available in each classroom and in key areas around school. These will be used under supervision of class teacher or teaching assistant.

Cleaning

Additional cleaning will occur throughout the day. Our caretaker Mr Jones will also complete spot cleaning during the lunch period e.g. toilets, door handles, light switches etc

First Aid/Illness

First Aid

We have 6 Level 3 Paediatric First Aid trained staff in school.

Mrs Tague and Mrs Hopper are the designated first aiders in the work place.

If the injury is minor e.g. a scrap or small cut, then the child will be supervised to clean the injury with an antiseptic wipe and apply a sticking plaster. Where a child requires close contact first aid, staff can wear whatever PPE they feel comfortable with. First Aid kits are available throughout the school and these contain: gloves, plastic aprons, facemasks, visors and eye protection. A spillage kit for when vomit or other bodily fluids are present is available (this also contains a range of PPE). For more serious accidents or illness, you may be contacted to take your child home.



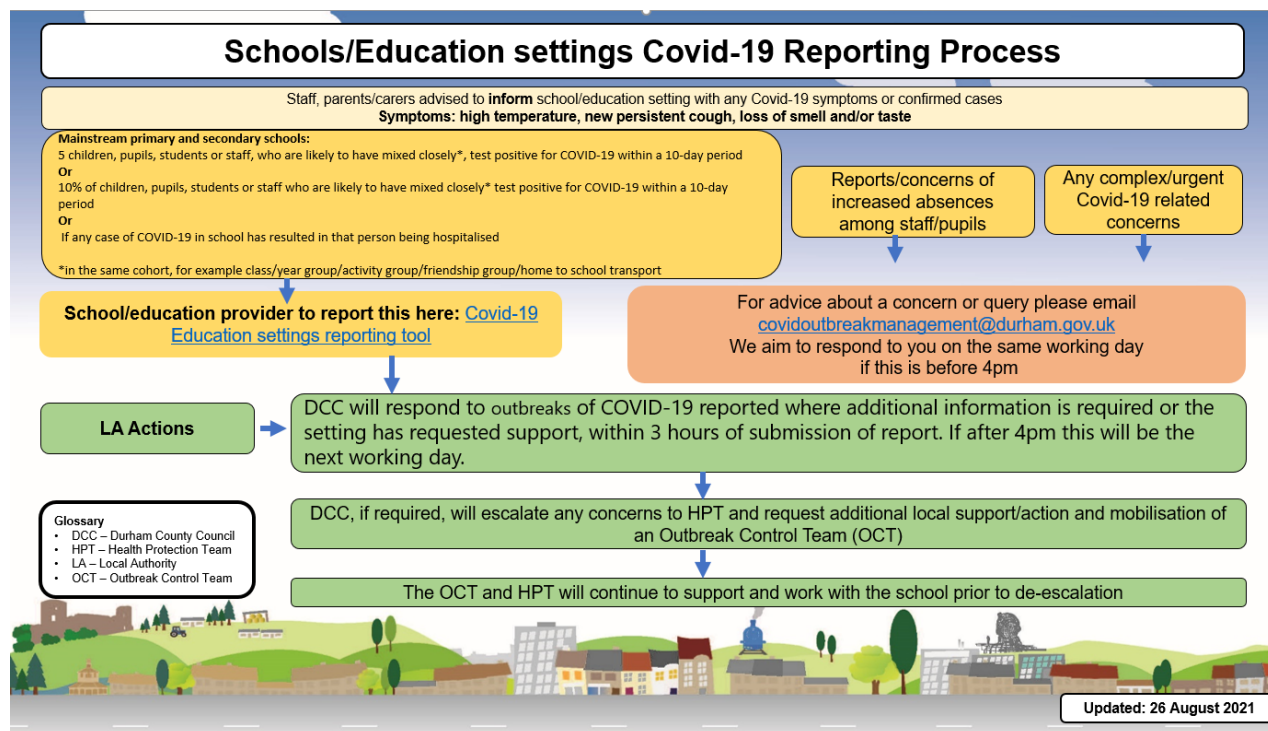
In the event of an outbreak, we will provide further information, in a timely manner to respond to the ever-changing situation.

Appendix 1

DCC reporting process.

Two separate process slides are required as the thresholds for reporting are different between mainstream schools and special schools. Slides will be provided separately to schools.

Mainstream primary and secondary schools process:



Special schools process:

