



## St John's C E (C) Infant Schools/Settings Outbreak Management Plan Template



<b>School Name:</b>	<b>St John's C E (C) Infant School</b>
<b>Completed By:</b>	<b>A Blackburn</b>
<b>Date Completed:</b>	<b>14.09.21</b>
<b>Review Due Date:</b>	<b>When required. Latest 01.01.22</b>

### Introduction

This plan is based on the contingency framework for managing local outbreaks of COVID-19, provided by the Department for Education (DfE). We will implement some, or all, of the measures in this plan in response to recommendations provided by our 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 measures and activate this plan in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school
- 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)

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

The Governments Contingency Framework identifies three principles for outbreak management plans

- Prioritising education
- Collaboration
- Roles and responsibilities

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### **Prioritising education**

The impacts of having missed education during the pandemic are severe for children, young people and adults.

In all cases, any benefits in managing transmission should be weighed against any educational drawbacks. Decision-makers should endeavour to keep any disruptive measures in education and childcare to the minimum number of settings or groups possible, and for the shortest amount of time possible.

### **Collaboration**

Decision-makers (head/CEO etc) should keep all measures under regular review, and following consultation, lift them as soon as the evidence supports doing so.

Measures affecting education and childcare settings 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 attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised. The government will try to give as much notice as possible of any changes to the way settings should operate. Local Authorities, DPH's and DfE's regional school commissioners should maintain close working relationships with DHSC.

These teams are made up of:

- Public Health England (PHE) regional directors
- Contain regional convenors
- Joint Biosecurity Centre (JBC) regional leads

Where decisions about measures in education and childcare settings are made at a national level, DfE will work with the Department of Health and Social Care (DHSC), JBC, NHS Test and Trace, the Chief Medical Officer, PHE and other government departments, as well as relevant Local Authorities and DPH's. The government will take into account the available evidence and the judgement of public health professionals.

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### **Roles and responsibilities**

Local Authorities, DPH's and PHE Health Protection Teams (HPTs) are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings. Local Authorities, DPH and HPTs can work with their regional partnership teams (RPTs) to escalate issues from the local level into the regional and national command structure.

RPTs support local areas in managing outbreaks and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Central Government and local partners consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context. In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees but this should be by exception only.

(Individual roles within the setting are listed below)

### **Measures that settings should plan for:**

The contingency framework describes the measures that all education and childcare settings should have in their outbreak management plans outlining how they would operate if any of the measures described below were recommended for their setting or area.

This Outbreak Management Plan for St John's C E (C) Infant School details our operational intentions in relation to each of the measures identified by the contingency framework and needs to be read in conjunction with the most recent risk assessment for school. We recognise that this is fluid and that educational settings play a vital role in helping their immediate and wider communities come to terms with learning to live with Covid 19.

This plan will be updated as and when government advice changes.

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On activation of this Plan, the school/setting will dynamically consider the implementation of some, or all of the control measures listed below. In the majority of circumstances, decision about the implementation of some of the control measures will be made by central Government, or local command structures, and not the school/setting.

CONTROL MEASURE/THEME	ACTIONS/CONSIDERATIONS TO IMPLEMENT THE MEASURE	RESPONSIBLE INDIVIDUAL(S)
<b>Shielding</b>	<ul style="list-style-type: none"> <li>• We will adhere to national guidance on the reintroduction of shielding. We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.</li> <li>• 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.</li> <li>• Shielding can only be reintroduced by national government.</li> <li>• At St John's, guidance dependent, other roles where possible will be allocated to those shielding. These roles will be set by the Headteacher, Mr A Blackburn or in his absence another member of the Senior Leadership Team (SLT).</li> </ul>	A Blackburn
<b>Testing</b>	<ul style="list-style-type: none"> <li>• Testing is school has never been advised for Primary Schools.</li> <li>• Families are encouraged to test using LFT methods, twice a week.</li> <li>• Families may also find it beneficial to test using LFT methods if they have been in contact with a positive case.</li> </ul>	Parents
<b>Face Coverings</b>	<ul style="list-style-type: none"> <li>• Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The government has currently removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</li> </ul>	All staff. A Blackburn to monitor.

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	<ul style="list-style-type: none"> <li>In the event of an outbreak, as defined by the Headteacher in conjunction with Kirklees Emergency Planning and/or Public Health, staff will be encouraged to wear face coverings that are to a medical standard in communal areas in school. Face shields and/or other face coverings will be advised in classrooms.</li> </ul>	
<b>Good Hygiene inc. Hand Washing</b>	<ul style="list-style-type: none"> <li>Frequent and thorough hand cleaning is now regular practice. We will continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</li> <li>The 'catch it, bin it, kill it' approach continues to be very important.</li> </ul>	All Staff
<b>Enhanced Cleaning</b>	<ul style="list-style-type: none"> <li>High frequency touch points schedule increased to hourly in communal areas and regular points within classes.</li> <li>Deeper cleans will be carried out by Kirklees Cleaning Services where needed.</li> </ul>	Caretaker
<b>Use of PPE</b>	<ul style="list-style-type: none"> <li>Face coverings to a medical standard to be available for all staff.</li> <li>Automatic hand sanitisers situated around school and spray sanitisers available in all rooms in school.</li> <li>Full disposable PPE available (aprons, gloves and masks) to use and on hand in changing areas and first aid stations.</li> <li>Staff advised to wear PPE during times of changing and for first aid.</li> <li>Changing beds wiped with antibacterial cleaner after use.</li> <li>For specific SEND children, named resources to be used for that specific child only. Other children to use school general stock.</li> </ul>	All staff and A Blackburn to monitor
<b>Managing Suspected Positive Cases</b>	<ul style="list-style-type: none"> <li>We will follow all guidelines and advice issued by Central Government, Local Authority and Public Health.</li> <li>Parents and staff will be notified of positive cases within school.</li> </ul>	A Blackburn
<b>Contact Tracing</b>	<ul style="list-style-type: none"> <li>We will follow all guidelines and advice issued by Central Government, Local Authority and Public Health.</li> <li>Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</li> </ul>	NHS Test and Trace

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	<ul style="list-style-type: none"> <li>As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. 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. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</li> <li>From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</li> <li>Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</li> <li>Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a DPH might advise a setting to temporarily reintroduce some control measures.</li> <li>Classes will not need to close due to the confirmation of a positive case.</li> </ul>	
<b>Ventilation</b>	<ul style="list-style-type: none"> <li>When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</li> <li>Good ventilation will be carefully considered at all times but especially when visitors are in school.</li> </ul>	Caretaker and Class Teachers
<b>Social Distancing and 'Bubble Management'</b>	<ul style="list-style-type: none"> <li>We will follow all guidelines and advice issued by Central Government, Local Authority and Public Health.</li> <li>It is possible that we may need to revert back to bubbles and to reduce mixing or tighten up on current procedures by re-introducing elements in the Risk Assessment dated April 2021. This will be for a temporary period.</li> </ul>	A Blackburn

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	<ul style="list-style-type: none"> <li>Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</li> </ul>	
<b>Remote Education</b>	<ul style="list-style-type: none"> <li>Not all people with COVID-19 have symptoms. Where appropriate, we will support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the <a href="#">remote education temporary continuity direction</a> are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.</li> <li>In line with our remote learning plan, we will maintain our capacity to deliver high-quality remote education, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.</li> <li>The remote education provided should be equivalent in length to the core teaching pupils would receive in school.</li> <li>We will work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.</li> <li>Class Dojo will continued to be used as the learning platform for delivery. This will be monitored and staff will respond to work with a 24-hours (working days only).</li> </ul>	A Blackburn and all teachers
<b>Attendance restrictions/Remote Education</b>	<ul style="list-style-type: none"> <li><i>Attendance restrictions will only ever be considered as a last resort in extreme circumstance.</i></li> <li>Usual school procedures in place should a decision be made to close the school temporarily at any point.</li> <li>Parents and staff communicated via Class Dojo and the website. Letters and telephone calls used where needed.</li> <li>Staff to be contacted via email and whats app about any changes in rotas, closures or procedures.</li> </ul>	A Blackburn and S Dhangar

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	<ul style="list-style-type: none"> <li>• If shortage of staff due to illness then the following priority will be put in place: Key Worker children then Vulnerable children then Year 1 then Reception then Year 2.</li> <li>• Headteacher to communicate effectively with all staff about any arrangements. First day before school opening all staff to be in school, possibly in 2 groups and headteacher to hold staff meeting to brief staff on procedures and protocols.</li> <li>• Weekly staff bulleting via email to be communicated with staff for updates. This will also be shared in the staff room. Daily matters arising will be communicated with staff by messages left at the signing in screen and where needed emergency meetings in school to take place.</li> <li>• A member of SLT to always be available to speak to any staff or parents throughout the school day.</li> </ul>	
Safeguarding	<ul style="list-style-type: none"> <li>• <i>There should be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners:</i> <ul style="list-style-type: none"> <li>• <i>local authorities</i></li> <li>• <i>clinical commissioning groups</i></li> <li>• <i>chief officers of police</i></li> </ul> </li> <li>• <i>If attendance restrictions are needed in any education or childcare setting, we would expect all local safeguarding partners to be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.</i></li> <li>• <i>All settings must continue to have regard to any statutory safeguarding guidance that applies to them, including:</i> <ul style="list-style-type: none"> <li>• <a href="#"><i>Keeping children safe in education</i></a></li> <li>• <a href="#"><i>Working together to safeguard children</i></a></li> <li>• <a href="#"><i>Early Years Foundation Stage (EYFS) framework</i></a> - read alongside <a href="#"><i>Early years foundation stage: coronavirus disapplications</i></a></li> </ul> </li> <li>• In the absence of all DSL's in school, Headteacher at a local primary school would act as a DSL for our school so school could remain open. Also Safeguarding Partnership on hand to support other member of Senior Leadership team.</li> <li>• No member of SLT available for a sustained period of time e.g. over half a day then school would have to close.</li> </ul>	A Blackburn

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	<ul style="list-style-type: none"> <li>Paediatric first aiders in school at all times when children are in.</li> </ul>	
<b>Out of school Activities/Wraparound care</b>	<ul style="list-style-type: none"> <li>Breakfast club and after school to have limited number of children. Maximum of 15 per session.</li> <li>Children to eat and carry out activities in class bubble groups at a designated table top.</li> <li>Removal of physical activity in sessions. Children to work on table tops or given the option of watching something on the screen.</li> <li>Parents not to enter the building. Drop off and collection from breakfast club entrance only. If parents or staff need to communicate with each other then this should be done 2m from behind the class if necessary.</li> <li>Children to sanitise hands on entry/exit.</li> <li>Designated activities provided for children that involve children encourage them to be 2m apart where possible and limited amount of resources that are shared.</li> <li>Any eating or drinking equipment to be put in dishwasher immediately after use. Dishwasher in school kitchen to be used.</li> <li>All staff to wear appropriate PPE e.g. face shields or masks.</li> </ul>	A Blackburn
<b>Education Workforce</b>	<ul style="list-style-type: none"> <li>Staff safety to be of a high priority. Risk assessment to show this.</li> <li>Where there is not sufficient staff to cover classes, some classes may have to close and be offered remote learning.</li> </ul>	A Blackburn
<b>Vulnerable children and young people</b>	<p>Where vulnerable children and young people are absent, education settings should:</p> <ul style="list-style-type: none"> <li>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</li> <li>encourage the child or young person 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 or young person's attendance would be appropriate</li> </ul>	A Blackburn

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	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.</li> </ul>	
<b>Educational Offsite Visits</b>	<ul style="list-style-type: none"> <li>• In the absence of a severe outbreak, education off site will be suspended in the interest of health and safety.</li> </ul>	A Blackburn
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Usual school procedures in place should a decision be made to close the school temporarily at any point.</li> <li>• Parents and staff communicated via Class Dojo and the website. Letters and telephone calls used where needed.</li> <li>• Staff to be contacted via email and whats app about any changes in rotas, closures or procedures.</li> <li>• If shortage of staff due to illness then the following priority will be put in place: Key Worker children then Vulnerable children then Year 1 then Reception then Year 2.</li> <li>• Headteacher to communicate effectively with all staff about any arrangements.</li> <li>• Weekly staff bulleting via email to be communicated with staff for updates. This will also be shared in the staff room. Daily matters arising will be communicated with staff by messages left at the signing in screen and where needed emergency meetings in school to take place.</li> <li>• A member of SLT to always be available to speak to any staff or parents throughout the school day.</li> </ul>	A Blackburn and office staff
<b>Movement of Individuals Around School (including the start and end of the school day)</b>	<ul style="list-style-type: none"> <li>• Staff to only use main entrance on arrival and rear entrance on to playground when exiting the building.</li> <li>• Office staff to sign staff in and out rather than using signing in screen. Staff to use their own pens.</li> <li>• Automatic anti-bacterial hand sanitiser available at reception and all staff asked to use before entering into school.</li> </ul>	A Blackburn

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	<ul style="list-style-type: none"> <li>• On entering the building staff then to put personal belongings in classrooms/staff room/office before then washing hands for at least 20 seconds in classrooms/toilets.</li> <li>• Staff then allowed to commence other duties.</li> <li>• Staff advised to travel to work by car if possible and on their own. Avoid using public transport and if needed use PPE provided by school.</li> <li>• All visitors and parents to use the intercom service.</li> <li>• Office staff to speak to visitors through the intercom wherever possible.</li> <li>• Only if deemed essential should visitors enter school.</li> <li>• If parents need to speak to staff then advised to do this through email, telephone, intercom service or if needed and member of staff is willing to then they can speak to the parent outside but ensuring a social distance of 2m is maintained where possible and in line with government guidance. The glass between the office and the entrance should remain closed.</li> <li>• If documents need passing on and cannot be emailed then the letterbox should be used (reverse - in to outside). Alternatively, the document should be left in a safe place without contact closer than 2m.</li> <li>• Essential visitors should be advised to come when the children are not in the building. However if this is not possible due to the health and safety of people in school then PPE must be available for them to use if they wish. All visitors will be signed in by office staff and receive a stickered badge – no shared lanyards. Visitors to be supervised by school staff from 2m at all times to ensure social distancing is maintained as much as possible. Hand sanitiser readily available.</li> <li>• Only for a child's safety, well being or educational benefit should a visitor or parent be allowed into the classroom for a short, allocated period of time and must wear PPE.</li> <li>• Essential meetings e.g. safeguarding and SEND meetings should take place in the Rainbow room and fully sanitised after use.</li> <li>• Signs around school asking all children and adults to keep to the social distance of 2m apart.</li> <li>• Only one parent/carers allowed to drop off or collect their child.</li> <li>• All parents/carers will be required to wear a face mask on school site or will be asked to leave the premises and wait at the school gates.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Different start and finishing times for different year groups – maximum of 2 teaching bubbles with the same start and finishing times.</li> <li>• For reception children, one-way system in place where child and parent queue around the road markings in the playground, standing on 2m marked out spots. Children move down the spots on the road with their parent and hand over to teacher at the door. Parent then leaves. Next parent not called forward until the exiting parent is 2m away. Teacher to call for next adult and child to come forward.</li> <li>• If any children in Reception are upset then parents asked to take their children on to the grass and access the outdoor activities until all the other children are in and staff can then help them out. Parents to remain with them during this time.</li> <li>• For KS1 children, children to line up in the Teaching bubble groups. Each teaching bubble to have one of the marked out numbered lines. Parents leave the child in the playground. Child joins relevant line. When asked, one by one children are asked by teachers to walk into school via classroom door. Members of staff outside and inside. Walkie Talkies to be used if needed to communicate how busy cloakrooms are.</li> <li>• Children directed by staff to their relevant teaching area – no more than 30 children together in one designated area.</li> <li>• All information above communicated to parents via Class Dojo prior to children starting back at school.</li> <li>• Black and yellow tape to help enforce social distancing/boundaries where needed.</li> </ul>	
<b>Management of Visitors/Deliveries</b>	<ul style="list-style-type: none"> <li>• All visitors and parents to use the intercom service.</li> <li>• Office staff to speak to visitors through the intercom wherever possible.</li> <li>• Only if deemed essential should visitors enter school.</li> <li>• If parents need to speak to staff then advised to do this through email, telephone, intercom service or if needed and member of staff is willing to then they can speak to the parent outside but ensuring a social distance of 2m is maintained where possible and in line with government guidance. The glass between the office and the entrance should remain closed.</li> </ul>	A Blackburn and Caretaker and office staff

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	<ul style="list-style-type: none"> <li>• If documents need passing on and cannot be emailed then the letterbox should be used (reverse - in to outside). Alternatively, the document should be left in a safe place without contact closer than 2m.</li> <li>• Essential visitors should be advised to come when the children are not in the building. However if this is not possible due to the health and safety of people in school then PPE must be available for them to use if they wish. All visitors will be signed in by office staff and receive a stickered badge – no shared lanyards. Visitors to be supervised by school staff from 2m at all times to ensure social distancing is maintained as much as possible. Hand sanitiser readily available.</li> <li>• Only for a child's safety, well being or educational benefit should a visitor or parent be allowed into the classroom for a short, allocated period of time and must wear PPE.</li> <li>• Essential meetings e.g. safeguarding and SEND meetings should take place in the Rainbow room and fully sanitised after use.</li> </ul>	
<b>Parental attendance in School/Setting</b>	<ul style="list-style-type: none"> <li>• Parental attendance will be cancelled temporarily unless it is a safeguarding or SEND issue that cannot be done remotely.</li> <li>• All other communication will be remote, via phone or communication outdoors, using PPE.</li> </ul>	A Blackburn
<b>Transition/Taster Days</b>	<ul style="list-style-type: none"> <li>• Transition will be limited and children to remain in small groups.</li> <li>• Parents will be in small groups or transition done online in the case of the outbreak.</li> </ul>	A Blackburn

To assist with this plan, the risk assessment dated April 2021 should be used to implement many of the controls needed. School should be run in a very similar way to this.