

COVID-19: outbreak management plan



Approved by: HELEN DRUMMOND **Date:** SEPT 1st 2021

Last reviewed on: Sept 2021

Next review due by: Dec 2021

1. Introduction

Our overall aim is to keep school safely open for all children and adults. Closing school and/or sending any children home to access home learning will be an absolute last resort and will only be implemented after consultation with the agencies below. We are aware that Covid-19 is still a presence in our community and so have produced this contingency plan in case of an outbreak in our school.

We continue to employ the following infection control measures as a matter of course:

- *Lateral Flow Testing of staff continues on a twice weekly basis with results reported to Tina Donovan;*
- *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms access a PCR test and follow isolation rules*
- *cleaning and sanitising hands more often than usual (5-6 times a day)*
- *ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;*
- *cleaning frequently touched surfaces often*
- *ventilating all classrooms and internal areas throughout the day by keeping windows and doors open. In particularly cold weather we will ensure regular air exchanges take place while children are out for breaks and if necessary invite children to wear warmer layers in the classroom*

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), 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 a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:***

- ***There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period***
 - ***10% of pupils or staff who are likely to have mixed closely test positive 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)
- To prevent unsustainable pressure on the NHS

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. HELEN DRUMMOND will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687 dfecoronavirushelpline@education.gov.uk) as well as contacting the local authority ESWelfareGroup@westsussex.gov.uk

3. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

4. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email with a text notification once a decision has been made.

If recommended, we will limit:

- Educational visits
- Open days
- Transition or taster days
- Parents/helpers coming into school
- Peripatetic teachers in school
- Parent consultations
- Live performances
- Sports clubs

If recommended, we will (re)introduce:

- Bubbles, to reduce mixing between groups
- A more staggered drop-off and pick-up
- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

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

If 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 home learning plans established during the last lockdown on our website.

Those pupils who need to borrow devices in order to access home learning can do so by contacting the school office. We have a limited number but will aim to support those most in need with this.

The school will continue to provide lunch parcels or vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. We will distribute these directly and contact those who are eligible.

5.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays 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 our DSL HELEN DRUMMOND (or deputy HANNAH WOOLLARD) can't be on site, they can be contacted remotely by TINA DONOVAN (Bursar)

If our DSL (or deputy) is unavailable, we will share a DSL with Storrington First School. Their DSL can be contacted by HELEN DRUMMOND, HANNAH WOOLLARD or TINA DONOVAN

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

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision