



# Warren Park Primary School



## COVID-19: Contingency Outbreak Management Plan

This plan is based on the [Guidance: Contingency framework: education and childcare settings Updated 3 December 2021](#) provided by GOV.UK.

**THIS IS A DYNAMIC RISK ASSESSMENT, AS SUCH, IT IS CHANGEABLE ON INFORMATION RECEIVED VIA LOCAL HEALTH PROTECTION TEAM / LOCAL AUTHORITY AND NATIONAL GUIDANCE**

|                                |   |
|--------------------------------|---|
| Version: 2 – 13/12/21          | Reviewed: in line with latest government guidance |
| Author and Reviewer: Jo Tester |   |

### 1. Principles

This plan is based on the [Guidance: Contingency framework: education and childcare settings Updated 3 December 2021](#) provided by GOV.UK.

The overarching objective of this outbreak plan is to maximise the number of children and young people in face-to-face education or childcare and minimise any disruption and help break chains of transmission in a way that best manages the COVID-19 risk. The school will keep any measures to the minimum and for the shortest amount of time possible. The school will keep all measures under regular review and lift them as soon as the evidence supports doing so.

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), UK Health Security Agency (UKHSA) health protection team or the national government.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a variant of concern (VoC) or to the extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

### 2. Initiating the Outbreak Plan and Timelines

Senior leaders will monitor cases within the school throughout the pandemic. Senior leaders will seek advice from the PHE and, using the following the below statistics, will initiate the outbreak plan for whichever of these thresholds is reached first:

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

Senior leaders will continue to monitor cases within the school during an outbreak and withdraw additional measure as soon as statistics fall below the thresholds.

Where decisions about measures in education and childcare settings are made at a national level the school will refer to the information provided by the DfE.

### 3. Control Measures

#### 3.1 Testing

Response to an outbreak may include increased use of lateral flow device (LFD) testing by staff. This could include advice on increased LFD testing, which may be advised for an individual setting or in areas of high prevalence by DsPH as part of responsibilities in outbreak management.

#### 3.2 Face coverings

We may advise that face coverings should temporarily be worn in setting. This may include face coverings in classrooms, for staff, unless they are exempt or have a reasonable excuse. Children of primary school age and early years children should not be advised to wear face coverings. In primary schools and early year settings, it is recommended that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.

#### 3.3 Shielding

Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, 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.

#### 3.4 Attendance restrictions

High-quality face-to-face education remains a priority. Attendance restrictions will only ever be considered as a short-term measure and as a last resort:

- for individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission
- across an area, on government advice, in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS

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. The school may make decisions as whether to prioritise specific year groups to remain in school. High-quality remote education will be provided to all pupils not attending.

### 4. Other considerations where attendance has been restricted

#### 4.1 Remote Education

All pupils that:

- have tested positive for COVID-19 but are well enough to learn from home
- attendance at their setting has been temporarily restricted

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

We 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 (Lead Chris Ayling School will implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so.

#### 4.2 Staffing

If restrictions on child, pupil and student attendance are ever needed, leaders of childcare and education settings will be best placed to determine the workforce required onsite and if it is appropriate for some staff to work remotely.

Employers should be able to explain the measures they have in place to keep staff safe at work.

### **4.3 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.

### **4.4 Safeguarding**

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

If attendance restrictions are needed all staff and safeguarding leads will be vigilant and responsive with the aim of keeping vulnerable children safe, particularly as more children will be learning remotely.

We will have a trained DSL or deputy DSL on site and available wherever possible.

Our Home School Link Worker and SENCO (Jane Taylor and Lynne Lofting) will still support families remotely.

If our DSLs can't be on site, they can be contacted remotely by email or telephone (Progress Team have contact numbers). As a school we have 5 DSLs (Elizabeth Cooper, Lynne Lofting, Jane Taylor, Kirsty-Jane Angell and James Wood)

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

### **4.5 Vulnerable children and young people**

Where vulnerable children and young people are absent, we 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 concerns
- 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
- 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

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.

### **4.6 School meals**

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals when they are in school and while they are not attending school because of COVID-19 isolation guidelines. This will be through the food voucher scheme.

### **4.7 Educational visits**

Any attendance restrictions will be reflected in the visits risk assessment and leaders should consider carefully if the educational visit is still appropriate and safe. Only students who are attending the setting should go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits.

## **5. Managing cases in school when threshold is reached**

Senior leaders will work with the DfE and UKHSA to decide if there is a need to initiate the outbreak plan and will take into consideration variants of COVID-19 and emerging, more transmittable variants of COVID-19 (Delta, Omicron). The objective will always be clear around maximising the number of children in face-to-face teaching and minimise control measures that disrupt education.

In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a DPH may advise introducing short-term attendance restrictions in a setting, such as sending home a class or year group (as they could for any workplace experiencing a serious infectious disease outbreak).

Senior leaders will work to put these measures in place quickly and communicate changes to the school community (staff, parents and children) using T2P emails and text message services. Templates of communication found in Teachers Resources (Admin and Progress Team).

| <b>Measure</b>                              | <b>One Year Group</b>   | <b>Multiple Year Groups</b>   |
|---|---|---|
| <b>Residential and educational visits</b>   | Year group to postpone to the next suitable date.   | Year groups effected would postpone to the next suitable date. If we had reports of transmittable variants, all trips to be postponed.  |
| <b>Open days</b>                            | Year group to postpone to the next suitable date.   | Year groups effected would postpone to the next suitable date. If we had reports of transmittable variants, all trips to be postponed.  |
| <b>Transition or taster days</b>            | Year group to postpone to the next suitable date.   | Year groups effected would postpone to the next suitable date. If we had reports of transmittable variants, all trips to be postponed.  |
| <b>Parents coming into school</b>           | School to restrict parents on site to prearranged appointments for specific year group. Parents and visitors should be encouraged to take a LFD before coming in to school. | School to restrict parents onsite to prearranged appointments for specific year groups. If we had reports of transmittable variants, all parents onsite to be restricted to prearranged appointments for specific year group. |
| <b>Live performances</b>                    | Year group to postpone to the next suitable date.   | All live performances to be moved to the next suitable date.  |
| <b>Face coverings</b>                       | Face covering to be worn in communal areas. Meetings to ensure distancing possible and additional ventilation.  | All staff to wear face coverings in meetings, where social distancing is not possible or move to zoom meetings.   |
| <b>Bubble Management/Close mixing</b>       | Year group effected to minimize movement around the school and reduce contact with other year groups at playtime and lunchtime (see separate plan on Teachers Resources)    | All year groups to minimize movement around the school and to reduce contact with other year groups at playtime and lunchtime (see separate plan on Teachers Resources)<br><br>Assemblies to be move to year group.           |
| <b>Reinforcing Existing Risk Assessment</b> | Staff to be reminded of ventilation, hand washing and all measures outlined in the current RA   | Staff to be reminded of ventilation, hand washing and all measures outlined in the current RA   |