



Reach for the Stars

# Contingency/Outbreak Management Plans for 1<sup>st</sup> January 2022

These plans should be read in conjunction with our Remote Learning Policy.

Written in conjunction with the following government produced documents

- [Schools COVID19 Operational Guidance](#) December 2021
- [Education and Childcare Guidance updates during COVID-19](#) constantly updated.
- [Contingency Framework, Educational and Childcare Settings](#) December 2021 Signed:

*REWilliams* Executive Headteacher

Signed: J Cartwright Chair of Governors

**The contingency Plan** describes the principles of managing local outbreaks of Coronavirus (COVID-19) (including responding to variants of concern) in our setting, covering:

- the types of measures we should be prepared for
- who can recommend these measures and where
- when measures should be lifted
- how decisions are made

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures in individual education and childcare settings as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis.

The priority is that children remain in school receiving face to face teaching in as normal an educational environment as possible as we continue through the pandemic and pandemic response.

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

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

There is a requirement that all education and childcare settings have contingency plans describing what they would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce any measures to help break chains of transmission.

### **PARENTS, PUPILS AND STAFF MUST:**

Pupils, staff and other adults are expected to follow public health advice on [when to self-isolate and what to do](#). **They should not come into school** if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in school develops [COVID-19 symptoms](#), however mild, they will be sent home and should follow public health advice. A negative PCR result will be required before they return to school.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

Anyone who displays symptoms must book a PCR test as soon as possible and self-isolate.

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. The daily results should be reported online and to the school. Daily testing of close contacts applies to all contacts who are:

- Fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance](#). They must then [get a free PCR test](#) to check if they have COVID-19.

Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil / member of staff can return to school.

Pupils, staff and other adults should follow [public health advice on when to self-isolate and what to do](#)

Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing.

Further information is available in [NHS Test and Trace: what to do if you are contacted](#) and in the [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

### **Roles and Responsibilities for Effective Management of Reported Cases:**

**In the event of a positive case, ie: a PCR test** has returned a positive case of COVID19.

#### **In a child:**

- The parent will contact the school and let them know when the PCR result was received or symptoms began.
- Office staff will advise that the child needs to be isolated until 10 days after the PCR test (day zero is the day of the test) or 10 days after symptoms were first seen (again day zero).
- Siblings and household members will be advised to take a lateral flow test for seven days, reporting it online and to the school. If any are positive a PCR test must be taken and the contact must isolate and only stop isolating if a negative PCR result is obtained within two days of the lateral flow test. If no PCR is done then the child will need to isolate for 10 days with day zero being the day of the positive lateral flow device. Adults should self-isolate if not vaccinated.
- Office staff or senior management will report the single case through an [online form to Public Health Shropshire](#). They will then print and save the copies (electronically as well) in order to be aware of when school has met thresholds.
- Public Health Shropshire may identify school members as close contacts and they may be advised to get a PCR test or do LFTs for seven days, but in the event of one case nobody would need to isolate whilst awaiting the result as long as they meet the criteria mentioned previously and this includes all primary aged pupils, so no child should be sent home as a contact.
- If the child has tested positive and is well, online learning will be set up and pupils are expected to engage. Any concerns or problems doing this must be reported to the office and help with resources or technology will be sourced immediately.

#### **In a staff member:**

- If the staff member is a teacher, administrator or WAC supervisor they will ring the Headteacher at the earliest opportunity and confirm the self-isolation period. If well the staff member could be set some work/ teaching tasks to do from home.
- If the staff member is a support member of staff contact the school office as soon as possible who will advise and check the isolation period and then pass on the information to senior staff. Again if there are tasks that can be done at home and the staff member is well enough then this can be set up.
- No children will be advised to isolate with one member of staff positive but Public Health advice will be sought to identify close contacts and advise whether a PCR test or LFT tests are necessary.

#### **In a parent:**

- The parent would inform school of the situation. The school will advise that the child/ren can attend school and are not required to isolate, however there may be transportation issues caused by the parents isolation period. The office will seek EWO advice as to the coding associated with this circumstance if the parent has no way of getting the child/ren into school (eg through a neighbour / family etc) and remote learning will be implemented.

## **Cases meeting Thresholds** (outlined by Public Health Shropshire)

### **In the event of a CLUSTER of cases in school:**

**A cluster** is defined as where two or more test-confirmed (PCR positive) cases of COVID-19 occur that are associated with an education setting with illness onset dates within a 14-day period, but the cases are not linked. The online reporting form would have been filled in for each case and would demonstrate no links therefore is kept to support continued isolation for the positive cases and no isolation for others unless informed otherwise by Public Health Shropshire.

### **An outbreak in our setting:**

We will take extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below will be used as an indication for when to seek public health advice:

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.

When the threshold is met a senior leader will carry out a risk assessment with Public Health and step up measures will be put in place. Advice from PH will be followed at all times and classes or cohorts will only close if they cannot be staffed safely or school is advised that closure will limit transmission. However, targeted interventions will only be recommended by the team if considered necessary with minimum disruption to face-to-face learning.

**Note:** We may be asked by Shropshire Council's COVID-19 cell to provide a list of positive COVID-19 cases as part of an incident management process. The saved online reporting form should support our management of these incidents.

### **Management of a suspected or confirmed outbreak**

If a threshold is met or there is a high reported absence which is suspected to be COVID-19 related, the PHE (West Midlands) and Shropshire Council Public Health Team's COVID-19 cell should both be contacted and informed of the suspected / confirmed outbreak. They will offer advice and support in relation to outbreak control & management.

#### **Contact PHE (West Midlands)**

Contact PHE (West Midlands) and report the outbreak using the following [link](#)

#### **Contact Shropshire Council Public Health COVID-19 cell**

Contact the COVID-19 cell via the service desk on 01743 251234 9am-5pm Monday-Friday and 9am-1pm on weekends and bank holidays / by emailing the team at [shropshirepublichealth@shropshire.gov.uk](mailto:shropshirepublichealth@shropshire.gov.uk)

This will be picked up by one of the health protection practitioners in the Shropshire Council COVID-19 cell.

#### **Strategic Co-ordination (Outbreak)**

Once PHE (West Midlands) and the Local Authority have been informed of an outbreak the Local Authority (Shropshire Council's COVID-19 cell) will risk assess the need for an **incident meeting**. If an incident meeting is required, the Local Authority will lead the response by contacting the setting and organising a virtual meeting (usually via Microsoft teams).

The Local Authority will invite key members of staff from the educational setting, PHE, the local authority's communications team and the Infection Prevention & Control Team to the meeting. In advance of the meeting a line-list of positive COVID-19 cases will be provided by the educational setting and the meeting will be chaired by either a member of Shropshire Council's COVID-19 cell / PHE (West Midlands).

As part of the incident management process, the setting will review its own current risk assessment to check if any control measures need to be put in place. This will be completed with support from Shropshire Council's COVID-19 cell, if required.

### **Infection Prevention and Control**

Advice will be provided by Shropshire CCG Infection Prevention and Control Team, who will provide telephone support / on-site visits following referral by Shropshire Council's COVID-19 Cell in accordance with [Government Guidance for schools](#) and [infection prevention and control guidelines](#).

### **Online Learning**

Our remote learning offer is published on the website and parents, staff and pupils must familiarise themselves with processes and the use of Microsoft teams just in case any local or national restrictions are put in place, additionally if children have to isolate and are well enough to be learning. NB: Children only need to isolate if they have a positive PCR test result.

### **Safety Measures and Class Allocations in September:**

- Our present Risk Assessment will be reviewed and revised for the new term in line with restriction changes, but also ready to respond to any local updates. This contingency plan includes the possibility of bubbles being reintroduced to reduce mixing if any restrictions return.
- All staff and visitors to school, including parents to the school office, must wear masks/ face coverings in communal areas and corridors. Masks are not required or recommended when teaching due to communication problems for learners. Primary children are not expected to wear mask/face coverings in school, but may be required to do so on any transport.
- Classes in 2022 will be:
  - Class 1: Year R, 1 and Year 2
  - Class 2: Year 3/4
  - Class 3: Year 5/6
- Teachers in class are: Nursery: Leanne Allman
  - Class 1: Miss Gray
  - Class 2: Mrs Tomkinson and Miss Langtree
  - Class 3: Miss France
- Parents can continue to contact teachers directly through dojos and emails. Appointments can also be booked through the school office. Parental meetings will be offered in two ways over the coming year – physically in school and on teams, with options for parents to do teams meeting if the physical one is too tricky to attend.
- Regular handwashing opportunities for staff and children – children supported with signs and modelling.
- Tissues and lidded bins in each classroom.
- PPE available in each learning space in case any child displays symptoms of COVID-19 whilst on site.
- Isolation area for anyone waiting to be picked up from site because they are displaying signs of illness.(Reception)
- Bubbles in school will not continue, unless local advice changes as mentioned above. If bubbles are reintroduced as before the school will split into two bubbles one for Nursery and KS1 and one for KS2 or classes depending on connections between infections, eg siblings.
- Contact tracing for positive cases will take place through NHS Track and Trace not school, although school may be asked to support contact tracing of very close contacts.
- All children under the age of 18, therefore all our pupils who are contacted about having close contact with a positive case will be advised to take lateral flow tests for seven days and report results online and to school. This is the same for all adults who have been vaccinated.
- All adults who have chosen not to be vaccinated will be requested to isolate if identified as a close contact of a positive case.

- In the event of an outbreak in school the school will be advised of control measures to put in place by Public Health England.
- Rooms must all remain well ventilated with windows and doors open. CO2 monitors are now in place and staff use them to check on ventilation throughout the day.
- Cleaning of toilets and touch points will continue at lunchtime.
- Staff will be requested to test, using lateral flow tests, twice weekly in 2022, commencing on or directly prior to the day they return to school. Following a positive PCR additional testing of the confirmed case should not be carried out for 90 days following the submission of the positive sample unless the individual has completed their self-isolation period and has developed new symptoms of COVID-19.

### Cleaning

Our cleaner in charge will continue with the cleaning of the premises as usual in the morning and evening each day and is following guidance as set out in [COVID-19: cleaning of non-healthcare settings guidance](#). She will also clean toilets and touch points in the middle of the day.

### Extra measures and procedures kept:

- School gates open at 08:45 and close at 08:55, registration will close at 09:00. Gates will be open at the end of the day at 15:15.
- Staff will be on gates to direct and greet the children, take any messages and deal with any queries.
- Parents can bring their children to the school class 1 side gate and the children will be released at the end of the day from the front door for KS2 and the side gate for KS1. Nursery children will be picked up by staff from the pedestrian path.
- Older KS2 children would be encouraged to walk to the main school gate where adults may be waiting to pick them up or they may walk home, the teacher does need to know who these children walking home would be.
- Please only bring in book bags with necessary items into school, **not large bags**. Children will be able to bring books home and will have a reading book in school.
- Water bottles should be taken home daily to be washed thoroughly, they can be filled up at school.
- **School uniform should be worn** and can be ordered online via the link on our website.
- On a **PE day the children may come into school wearing PE kit**. This will limit the time taken out of PE lessons changing and the problems with finding different areas to change for PE as the children get older. PE days will be Monday and Friday.
- Children will wash their hands before they leave school at home time.
- Please still try to avoid overcrowding in front of the entrances although entrance to the reception area will now be allowed, although a mask is required.

### After School Clubs and Wraparound Care:

There will be a sports club on a Monday after school and a dance club will be available to attend on Tuesday after school. We will be looking at having an increased club offer as we go 2022. These will not start the first week back but time and arrangements will be confirmed in the first couple of days back in school. Wraparound Care is being investigated and currently checked for sustainability. As soon as decisions are made about its feasibility parents will be informed. In the event of an outbreak or local community restrictions after school clubs will be restricted to one bubble, depending on take up.

### Marking

Marking will take place and books can be shared between teachers and pupils although regular handwashing is expected.

### Homework

In order to keep in touch with remote, online learning. Reading, Purple mash maths games, TT Rockstars and spellings will be set by the class teachers through online platforms. No homework will be physically handed in but deadlines will be set and evidence will be expected to be submitted in time via the online platforms.

## Assemblies

Acts of collective worship will begin again on a daily basis.

## Playtime procedures

Morning Playtime will be from 10:30-10:50 am for everyone.

Lunchtime will be from 12-1pm

Afternoon KS1 breaktime will be 15 minutes when best for the class to break their learning.

## Toilets

Each class limit children to one at a time visiting the toilets which would make a maximum of three in the toilets at any one time.

## Lunchtime procedures

- Children will be provided with a daily meal by the kitchen staff from Hinstock Primary School. This will be at the usual price of £2.25 or free to those who are eligible either through Universal Infant Free meals or income based free meals. This will be a hot meal from the menu on the website or an option of sandwiches, crisps, fruit, cake or yoghurt.
- All payments must be made online so contact the office for details if you are unsure of this
- School is now a cashless organisation so please update yourself with online payment details.
- If not ordering lunch then children will be requested to bring in a packed lunch and a water bottle.
- Lunches will be eaten in the hall again. In the event of an outbreak, mixing in the hall will be restricted and distancing between bubbles put in place.
- Children will be able to go out to play following lunch and lunchtime supervision will be in place with Mrs Allman, Mrs Blank and Mrs Henderson, as well as Nursery staff.

## Safety precautions

### Safeguarding

- Qualified Designated Safeguarding Leads will be contactable at all times. Mrs Williams (either on site or at Hinstock) and Miss France.
- All usual policies and procedures for safeguarding apply and have been reviewed and rewritten in line with 2021 Keeping Children Safe In Education Advice for September 2021.

### First Aid

- Appropriate and up to date Risk Assessments have been completed in agreement with the LA based on providing first aid to children or staff.
- All staff have had recent emergency first aid training at work and there are full first aid trained staff. Each area will have their own first aid kit, which they will be responsible for stocking.
- Each area will be provided with appropriate PPE including facial coverings, aprons and gloves.
- Depending upon the severity First Aid can be given on the spot including outside – ensuring staff are protected with PPE. Or if required staff can escort children safely to the class 4 area for treatment.

### Intimate care

- PPE to be worn at all times by staff.
- School intimate care policy to be followed.
- Two members of staff required for intimate care duties but only one in close proximity to the child.

- Sensible use of disabled toilet or toilet spaces for intimate care, depending on circumstances. Nursery follow usual protocol.
- Parents to be contacted.

### Fire Procedures

- In the event of a fire, the main aim is to leave the building safely in an orderly manner. .
- A fire drill will be practised in the first week of a new term and class groups will familiarise themselves with the safest exit point on their return.
- Class attendance clipboards will be kept in classes. Teachers to be responsible for taking these outside with them.
- All other procedures remain the same – Doors closed by HT or office staff, site checked, the signing in book to be taken outside for attendance purposes, HT mobile phone to be taken outside, cordless phone to also be taken out, and teachers to take out their class clipboard.

### Emergency Incident on site procedures

- Updated clipboards will be taken by staff to the designated shutdown points.
- All other procedures for shutdown remain in place as usual. This is an extremely rare event and this action is only taken under the most serious concerns for health and safety.

### Staffing

- The staffroom will return to normal but will be well ventilated with doors and windows open.
- In the event of any breakout or local restrictions then access to the staff room will once again be restricted and staff will be advised to wear masks when in communal areas.
- PPA time – all teachers will receive weekly allocated time to plan, prepare and assess. The staff room and office spaces can be used for this work.
- Extra curriculum management release time will also be done in school.
- Registers will continue online through an excel spreadsheet on the staff server
- Lunch orders to be carried out remotely as well.

[Please also read the Risk Assessment documents produced to be read in conjunction with this procedural document.](#) These will be available on our website before the end of term.