

COVID-19: outbreak management plan

St Charles Catholic Primary School



Person responsible for review:	M Troyano	Version: 1
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Introduction

This plan is based on the [DfE's Contingency Framework](#) which lays out how to manage local outbreaks of COVID-19. The guidance states schools should have "outbreak management plans", outlining "how they would operate" if any of the measures described in the guidance were recommended for their setting or area.

The contingency framework (latest edition) states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings.

This may happen to help manage outbreaks in schools, or if there is an "extremely high prevalence" of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures "responding to a variant of concern".

If there is a need to address more widespread issues across an area, "ministers will take decisions on an area-by-area basis".

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.

Measures in place to prevent the spread of infection

Since the start of the coronavirus pandemic, we have implemented a thorough risk assessment to ensure the safety of our site. We introduced adaptations to our everyday practice to ensure we offered, and continue to offer, our staff and children a safe environment. Hygiene and social distancing remain the two key elements of infection prevention and control. We have made the decision to keep the following procedures in place:

- Any child, staff member, parent or visitor with coronavirus symptoms must not attend school and must isolate at home.
- Any member of staff, parent or child who tests positive should isolate in line with Government guidelines and should not attend school. Siblings of children who test positive should take a PCR test but can return to school unless that test is positive. This also applies to members of staff who are double vaccinated where a member of their family tests positive. Members of staff who are not double vaccinated will need to isolate for 10 days.
- Where a member of staff or child in school tests positive, children and adults who have been in close contact will be asked to take a PCR test.
- Children will be encouraged to maintain good respiratory hygiene at all times.
- Frequent handwashing and use of hand gel will remain in place.
- Staff members are recommended to wear masks in communal areas and during meetings.
- Staff members carry out regular Lateral Flow Device testing (due for review by PH, DfE in September 2021)
- Ventilation is a key part of infection control; classrooms should be well ventilated.
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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. A member of the SLT or the Office will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or the local authority health protection team.

Testing

If recommended, primary schools will increase the use of home testing by staff.

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 carry out a risk assessment and speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

Face Coverings

In case of an outbreak, staff and visitors who are not exempt from wearing a face covering:

- Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas

and

- Will be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity

Other measures

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

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents or visitors coming into school
- Live performances
- In person meetings

If recommended, we will re-introduce:

- Bubbles, to reduce mixing between groups
- Closure of water fountains
- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)
- Staggered starts and finishes
- Virtual assemblies
- Additional cleaning

Attendance restrictions

Attendance restrictions will only be recommended as a last resort. When this happens, we will implement the measures in this section.

Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

Education and support for pupils at home

All other pupils will be required to stay at home and will receive high quality 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 remote learning policy.

Where necessary, we will issue families and children devices to allow pupils to access remote learning.

The school will continue to provide vouchers, meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

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.

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 (or deputy) can't be on site, they can be contacted remotely.
- If our DSL (or deputy) is unavailable, we will share a DSL with [Saint Mary's Catholic Primary School. Their DSL can be contacted by telephone or email.

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