

Longwood Primary School Outbreak Management Plan (Version 1)

Date Completed: August 2021 Review Date: December 2021

Context

From September 2021 the government has made it a national priority to reduce the disruption to children and young people's education.

The priority is for schools and early childcare settings to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

This plan outlines circumstances where it may be necessary to reintroduce certain protective measures, for example:

- To help manage a COVID-19 outbreak within a setting
- If there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- As part of a package of measures responding to a Variant of Concern (VoC)

This outbreak management plan outlines how Longwood Primary School will operate if any of the measures described in this document were recommended for our setting or area. This includes how we would ensure every child or pupil receives the quantity and quality of education and care to which they are normally entitled.

Objectives of Outbreak Management Plans

- To document the activities the school will undertake in preparing for and responding to a single or multiple cases of COVID-19 within its settings
- To outline what actions and controls will be stepped up and stepped back down at relevant points in responding to and recovering from an outbreak

Scope

In scope of this Plan
Management of COVID-19 outbreaks at Longwood Primary School

Governance

Main contact point for Local Authority	C19@staffordshire.gov.uk
Leader of response and ultimate decision-maker	Mrs Pauline James
Committees in place to support the response	Leadership and Management Committee
Internal Outbreak Response Team (<i>to undertake activities 'on the ground' in the setting to help contain the virus</i>)	Mrs Pauline James Mrs Rachel Mathews Ms Zara Russell Miss Vanessa Ranch
Representative from the setting on any multiagency Incident Management Team meetings to manage an outbreak likely to be called by Public Health /LA Local Outbreak Control Teams (as required)	Mrs Pauline James Mrs Rachel Matthews

Key Stakeholders

Key stakeholder	Role for outbreak management
Staff (includes employees, and volunteers)	<ul style="list-style-type: none"> • To provide high quality care and education both to children within school and to those at home where attendance is restricted
Pupils	<ul style="list-style-type: none"> • To have access to high quality care and education either on site or remotely via Google Classroom
Parents/carers	<ul style="list-style-type: none"> • To ensure children who are able to attend school attend regularly • To support the provision of remote education
Contractors and delivery personnel <i>eg cleaners, catering staff</i>	<ul style="list-style-type: none"> • To provide an enhanced cleaning schedule • To provide lunch parcels for vulnerable children and those in receipt of FSM both in school and at home
Where to seek Local Outbreak Advice	<p>LA Local Outbreak Control Team email to:</p> <ul style="list-style-type: none"> ○ Support with advice and guidance when there is a confirmed case(s) associated with the Setting. ○ Advises our setting on actions we need to take to protect others and stop the spread of illness, including infection prevention and control measures. ○ Lead contact tracing (identifying persons in close contact with the confirmed case during their infectious period). ○ Activates and leads the outbreak management coordination team. ○ Determines when the outbreak is over.

Communications

Key stakeholder	What they need to know	How we'll communicate	Contact information
Staff - includes employees and volunteers from: Longwood Primary School	<ul style="list-style-type: none"> • Level of risk; number and location of cases linked to an outbreak • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the settings • Membership of the internal outbreak response team • Arrangements for managing any self-isolation requirements • Expectations about not attending work if symptomatic • Changes to staffing/rostering arrangements • Arrangements to support staff health and wellbeing 	<ul style="list-style-type: none"> • Meetings • Emails • Text messages • Signage 	<ul style="list-style-type: none"> • Use school email addresses
Pupils	<ul style="list-style-type: none"> • Expectations about not attending school if symptomatic • Arrangements for managing any self-isolation requirements • The importance of hand hygiene, respiratory hygiene and physical distancing measures • Remote Education provision 	Pupil Asset (text and email) Google Classroom	Use school email addresses

Parents and careers	<ul style="list-style-type: none"> • Expectations about children not attending school if symptomatic • Expectation to get a PCR if in contact with a positive case • Remote Education provision 	Pupil Asset (text and email) Google Classroom	Use parent email
Visitors	<ul style="list-style-type: none"> • Expectations about not attending setting if symptomatic • The importance of hand hygiene, respiratory hygiene and physical distancing measures 	Telephone	Collect contact tracing details
Contractors and delivery personnel (e.g. cleaners, electricians)	<ul style="list-style-type: none"> • Expectations about not attending setting if symptomatic • The importance of hand hygiene, respiratory hygiene and physical distancing measures 	Telephone	Collect contact tracing details
Local Outbreak Teams	<ul style="list-style-type: none"> • Names and contact details of potential contacts of the confirmed case. 	<ul style="list-style-type: none"> • Email • Telephone • Meetings 	C19@staffordshire.gov.uk

Stage 1 – Prevent and Prepare

Please see the COVID 19 Risk Assessment (August 2021) for the measures in place to minimise the spread of infection.

Stage 2 – Respond

The response stage is triggered by the identification of one or more cases of COVID-19 within or linked to the setting or aVoC

Attendance expectations

Attendance at school is mandatory. The usual rules on attendance continue to apply, including:

- Parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- The schools' responsibilities to record attendance and follow up absence
- The ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- The duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education

Recording attendance

Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). **Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).**

Attendance restrictions (including education workforce on site)

If restrictions on child, pupil and student attendance are needed as a result of an outbreak of COVID 19 or a VoC Longwood Primary school will continue to implement the system of controls set out in the COVID-19 operational guidance for our school and will observe the following:

Shielding

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. Longwood Primary School would include pregnant women of 28 weeks gestation; and anyone on the CEV list, including pupils (who would receive livestreamed lessons.) CEV staff on the SPL would be expected to work/stream from home.

Attendance restrictions will only ever be considered as a last resort. If it becomes necessary to restrict the number of people on site, as was the case previously, the following procedure will be implemented:

- The class teacher from each year group will be asked to deliver blended learning of a high-quality consisting of live streamed lessons via Google Classroom and some pre-recorded activities for all pupils to access at home or in school. The Support Staff allocated to specific year groups or pupils will provide support for those children in school or online. (As previously conducted during the pandemic successfully)
- **If some attendance restrictions are needed:** all vulnerable children, children of critical workers, children in Reception, Year 1 and Year 2 will still be allowed to attend.
- **If, by exception, attendance is restricted further:** all vulnerable children, children of critical workers and children in Reception will still be allowed to attend.
- Children in Reception, Year 1 & Year 2, will form smaller teaching groups if all in school. In Key Stage 2 the vulnerable and key worker children in Year 3 and Year 4 will form a small teaching group and the pupils in Year 5 and Year 6 will be combined if numbers remain significantly low. If not then pupils will remain in small year group bubbles.

In the event of any restrictions on attendance, there will always be a trained DSL (or deputy) available on site. However, if there are operational challenges to this a trained DSL (or deputy) will be available to be contacted via phone or online video (Microsoft Teams).

Vulnerable children and young people

Where vulnerable children and young people are absent, school will reinstate the plans in place during the previous school closures:

- 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
- Encourage the child to attend school, 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's attendance would be appropriate
- Focus the discussions on the welfare of the child and ensuring that the child is able to access appropriate education and support while they are at home
- Have in place procedures to maintain contact (weekly phone calls via DSL, DDSL), ensure that when working from home is agreed for certain vulnerable children that they are able to access remote education support, as required, and regularly check if they are doing so
- Where regular contact is not maintained by telephone, DSL and HT will carry out home visits to check on the safety and wellbeing of child

Staying in touch with parents or carers whose child is at home

All children should be able to attend their setting as normal, with the exception of those children who may have to self-isolate due to testing positive themselves. In this instance our staff will continue to support the learning of our children who do not attend school via Google Classroom.

Remote education

Not all people with COVID-19 have symptoms. Where appropriate, individuals who need to self-isolate because they have tested positive will be supported to work or learn from home **if they are well enough to do so.**

Schools subject to the [remote education temporary continuity direction](#) 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.

Longwood Primary School will maintain its capacity to deliver high-quality remote education via Google Classroom for the next academic year to all children who's attendance at school is restricted due to an outbreak of COVID-19.

The remote education provided will be equivalent in length to the core teaching pupils would receive in school.

Teachers 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.

Apprenticeships

Apprenticeship delivery and assessment (including the assessment of functional skills qualifications) is extremely flexible. If attendance restrictions are needed, these activities should continue to take place in person. This includes training and assessment in the workplace (unless the workplace is required to close under other COVID-19 measures).

Mixing of groups

From September 2021 it is no longer recommended that it is necessary to keep children in consistent groups ('bubbles'). As a result, as well as enabling flexibility in curriculum delivery, assemblies will resume, and pupils no longer need to avoid mixing at break and lunchtime. However, should the need arise due to an outbreak of COVID-19 or a VoC it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups or as a result of restrictions on attendance. In these circumstances the following will be put into place:

- Assemblies will revert to Year groups or classes as needed

- Social distancing will be maintained with children from different classes/ years within curriculum delivery
- Break and lunch times will be staggered so that years/ classes do not mix in the hall or playground
- An increase in staggered start and finish times may be implemented
- Parents may be asked to wear masks when on school premises
- Staff who work within mixed groups may be asked to wear face coverings
- Staff will continue to take LFT twice weekly until the government direct otherwise. In the event that this is discontinued, these will be reintroduced if additional measures are required.
- Staff who have been in contact with a positive case will carry out LFT on a daily basis for 7 days (as long as they have been double jabbed)

Tracing close contacts and isolation

From September 2021, close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

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.

Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

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. 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. Where this is the case we would encourage all individuals to take a PCR test if advised to do so. If a member of staff is identified as a contact of a positive case, they too will be required to get a PCR test. There is no need to SI while awaiting the result. If the result of the PCR is negative they can continue with their daily routine, it is advised that if possible they LFT each day for 7 days

Face coverings

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. If there is an outbreak at Longwood Primary School, it may be advised that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff

and visitors, unless exempt).

School meals

School will continue to provide school meal options for all pupils who are in school. Meals will be available free of charge to all infant pupils and Key Stage 2 pupils who meet the benefits-related free school meals eligibility criteria. Longwood Primary School will also continue to provide free school meal parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they are self- isolating due to a positive test result or because of attendance restrictions. Key Stage 2 pupils **not** eligible for Free School meals can purchase a school lunch via Parent Pay or provide their own lunch in a plastic box. This box must contain all items and will be returned with any food or packaging at the end of the school day. Pupils will be supervised in the sandwich area previously known as Little Oaks.

Educational visits

School Leaders will consider carefully if an educational visit is appropriate and safe and will undertake full and thorough risk assessments in relation and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. In all instances school will consult SCC health and safety guidance on educational visits at the time of planning any visit. A planned visit may be cancelled or postponed if guidance changes between the visit being booked and the date of the visit.

Detail the actions/controls to be taken in the event of an outbreak of COVID within Longwood Primary School; an outbreak in the local community or the emergence of a VoC locally:

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplier resources are needed?	Other considerations
<i>Activate the outbreak response team</i>	<i>By email and phone</i>	<i>Mrs Pauline James Headteacher</i>	<i>Immediately on becoming aware of a confirmed case</i>	<i>None</i>	<i>If after hours, contact all team members by mobile phone</i>

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
<i>Deep Clean due to positive case in setting</i>	<i>Inform Mandy Orton (Cleaning Supervisor)</i>	<i>Mrs Rachel Mathews</i>	<i>Immediately on becoming aware of a confirmed case</i>	<i>Detail the cleaning materials or approach</i>	
<i>Inform SCC Local Outbreak Team</i>	<i>By email c19@staffordshire.gov.uk</i>	<i>Mrs Pauline James (Headteacher)</i>	<i>Immediately on becoming aware of a confirmed case</i>		<i>Follow any advice given</i>
<i>Implement Remote Learning Plan</i>	<i>Through Google Classroom</i>	<i>Ms Zara Russell Miss Vanessa ranch</i>	<i>Within 48 hours of a confirmed case</i>	<i>Parent Guides Laptops for any vulnerable pupils not able to be in school</i>	
<i>Make provision for lunch parcels for any FSM/ vulnerable child not in school due to COVID</i>	<i>Through discussion with office/kitchen</i>	<i>Mrs Rachel Mathews (Assistant Headteacher)</i> <i>Mrs Rachel Price (Office staff)</i> <i>Mrs Georgina Dann/ Mrs Mandy Orton (Kitchen staff)</i>	<i>Immediately on becoming aware of a confirmed case</i>	<i>Lunch Parcels</i>	

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
<i>Identify any close contacts of positive case in case contacted by Track & Trace</i>	<i>Members of the Internal Outbreak Team (IOT) to liaise with staff in setting and compile a list of contacts</i>	<i>Mrs Pauline James Mrs Rachel Matthews Miss Vanessa Ranch (Reception & KS1) Ms Zara Russell (Years 3-6)</i>	<i>Immediately on becoming aware of a confirmed case</i>		
<i>Identify any staff who may have been in contact and request that they take a confirmatory PCR test</i>	<i>Through discussion with IOT</i>	<i>Mrs Pauline James Longwood Primary School staff</i>	<i>Once contacts have been identified</i>		
Consider whether additional measures need to be implemented –all or some of the following: <ul style="list-style-type: none"> • <i>Move assemblies to year groups or classes</i> 	<i>Through discussion with IOT/ LOT</i>	<i>Mrs Pauline James Longwood Primary School staff</i>	<i>As soon as required</i>		

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
<ul style="list-style-type: none"> • <i>Implement Social distancing with children from different classes/years within curriculum delivery</i> • <i>Stagger break and lunch times so that years do not mix in the hall or playground</i> • <i>Increase staggered start and finish times</i> • <i>Considering asking parents to wear masks when on school premises</i> • <i>Consider asking staff who work within mixed groups to wear face coverings</i> • <i>Reinstate weekly LFT if this has been discontinued</i> • <i>Ask any staff who have been in contact with a positive case to carry out LFT on a daily basis for 7 days (as long as they have been double jabbed)</i> 					

Stage 3 – Stand-down

The stand-down stage is triggered when the outbreak is over, usually 14 days after isolation of the last case. Measures introduced by local Director of Public Health will also be kept under review and should be stood back down when local transmission advice allows.

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
<i>Review any additional measures implemented at stage 2 and decide which measures can be relaxed and the timescale within which to do this</i>	<i>Through discussion with IOT/ LOT</i>	<i>Mrs Pauline James Longwood Primary School staff</i>	<i>14 days after isolation of the last case</i>		
<i>Review the risk assessment in light of the outbreak</i>	<i>Through discussion with IOT/ LOT</i>	<i>Mrs Pauline James Longwood Primary School staff</i>	<i>14 days after isolation of the last case</i>		
<i>Review the Operational Plan in light of the outbreak</i>	<i>Through discussion with IOT/ LOT</i>	<i>Mrs Pauline James Longwood Primary School staff</i>	<i>14 days after isolation of the last case</i>		

