

# TEMPLATE APPENDIX - OUTBREAK MANAGEMENT PLAN– September 2021

Primary Schools

## CHECKS AND BALANCES: RESPONDING TO COVID-19

A toolkit to support leaders  
Version 2 20<sup>th</sup> August 2021

### **Staying COVID Secure – Our Commitment**

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.
- ✓ We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
- ✓ We have regard to advice and guidance issued by Public Health England.

## COVID-19: Outbreak management plan

Please note: this document is an appendix to the school's main risk assessment, it should be undertaken in conjunction with the school guidance updated by the Department for Education on **17<sup>th</sup> August 2021** as follows: [Actions for schools during the coronavirus outbreak](#).

It outlines how schools would operate if children, pupils, students or staff test positive for COVID-19, or if they were advised to reintroduce any measures described in the Contingency framework document to help break chains of transmission [Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](#).

**ACTIONS SHOULD ONLY BE INSTIGATED IF ADVISED by DfE, Public Health or the Local Authority.**

Assessment conducted by:	Julia Kinch	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	25 <sup>th</sup> August 2021	Review interval:	Every 2 weeks	Date of next review:	6 <sup>th</sup> September, 2021

### Related documents

#### School/Trust/Local Authority documents/ :

#### Government guidance:

[Schools COVID-19 operational guidance \(publishing.service.gov.uk\)](#) (**August 2021**)

You should have outbreak management plans outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools would only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

[Contingency framework: education and childcare settings - GOV.UK \(www.gov.uk\)](#) (**Updated 17/8/2021**)

Describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

Record of Review

<b>Review Date</b>	<b>Overview of review</b>
16.11.2021	Outbreak in Year 6/Bridgewater has led to a review of this plan. All additions in red text.

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	M
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed <b>only if N is put by a bullet point</b>	Residual risk rating (H/M/L)
<b>1. Minimising Transmission</b>					
<b>1.1 General</b>					
<p>NB In Salford, prior to reaching the thresholds outlined below, Salford Infection Control team will discuss the cases with school to explore these cases and provide any appropriate advice with a view to putting in place preventative measures to avoid a significant outbreak such as the thresholds outlined below. In addition, two or more cases within a 10-day period in a setting will be monitored by Salford Public Health team.</p> <p>The DfE threshold to use as an indication for when to seek public health advice:                      For most education and childcare settings, whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</li> </ul>					

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<p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <ul style="list-style-type: none"> <li>2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</li> </ul>					
<p>All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p>					
<p>The director of public health may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher. If they judge that additional action should be taken, they might advise the setting to take some or all of the other measures described in this document, for example extra testing.</p>					
<b>Direct or indirect transmission of COVID -19 virus</b>	H	<ul style="list-style-type: none"> <li>The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a two weekly basis</li> </ul>	Y		M
<b>The threshold has been reached</b>	H	<ul style="list-style-type: none"> <li>Review and reinforce the testing, hygiene and ventilation measures already in place.</li> <li>Consider whether any activities could take place outdoors, including exercise, assemblies, or classes.</li> <li>Consider ways to improve ventilation indoors, where this would not significantly impact thermal comfort.</li> <li>Consider one-off enhanced cleaning focussing on touch points and any shared equipment.</li> <li>Contact Salford Public Health.</li> </ul>	Y Y Y Y Y All control measures will be NA until directed to action by DfE/PH/LA	Staff INSET to review guidance and update staff – 6.9.2021  Introduce assemblies as face-to-face in a staggered approach (fewer groups at any one time) – Autumn Term  15.11.2021 Leadership Team review and planning  16.11.2021 Staff updates provided to ensure all staff are aware of the outbreak	H/M
<b>1.2 Mixing and 'bubbles'</b>					
<b>Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission</b>	H	<ul style="list-style-type: none"> <li>Reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</li> <li>Any decisions to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</li> <li>Ensure the reintroduction of 'bubble' is understood and communicated to pupils, parents/carers, and staff.</li> </ul>	Y Y All control measures will be NA until directed to	16.11.2021 Staff updates provided to ensure all staff are aware of the outbreak	H/M

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			action by DfE/PH/LA Y	16.11.2021 Governors, staff and parents receive letter to specific year groups – published on the school website  Staff INSET to review guidance and update staff – 6.9.2021 Newsletter home to parents – 3.8.2021 (latest)	
<b>1.3 Directed to restrict attendance</b>					
<b>Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission</b>	H	<ul style="list-style-type: none"> <li>High quality face-to-face education remains a priority.</li> <li>Attendance restrictions are only a short-term measure and used as a last resort where other recommended measures have not broken chains of in-setting transmission.</li> <li>On government advice, attendance restrictions are used in order to suppress or manage a dangerous variant.</li> <li>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.</li> <li>Refer to DfE advice on any other groups that should be prioritised</li> <li>Provide high-quality remote education to all pupils not attending.</li> <li>Ensure the attendance restrictions are understood and communicated to pupils, parents/carers, and staff.</li> </ul>	Y Y  Y  Y Y Y	All control measures will be NA until directed to action by DfE/PH/LA  16.11.2021 – Year 6 and Bridgewater LRP to Bubble due to contact with a high number of cases Information shared with all stakeholders  Updated Staff Handbook – Sept 2021 Newsletter – Sept 3 <sup>rd</sup> Regularly update outbreak management plan (in line with updated guidance) and provide regular updates through website and text messaging	M
<b>1.4 Asymptomatic testing of staff</b>					
<b>Extremely high prevalence of COVID-19 / variant of concern (VoC)</b>	H	<ul style="list-style-type: none"> <li>When a variant of COVID-19 is classed as a <a href="#">variant of concern (VoC)</a>, DHSC will ramp up targeted testing in that geographical area to help suppress and control any possible new cases and better understand the new variants.</li> <li>An increased use of home testing by staff may be advised.</li> <li>Staff have received clear communications informing them about the increased use of home testing.</li> </ul>	Y  Y Y	15.11.2021 – All staff advised to undertake daily LFTs to monitor own symptoms  16.11.2021 – All staff reminded about LFTs and to take PCR tests as required	M

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			All control measures will be NA until directed to action by DfE/PH/LA	Testing kits regularly ordered and distributed to staff – Autumn Term 2021  All staff inform testing coordinator and HT of results of testing	
<b>1.5 Face Coverings</b>					
<b>Extremely high prevalence of COVID-19 / variant of concern (VoC)</b>	H	<ul style="list-style-type: none"> <li>Director of Public Health advises that face coverings should temporarily be worn in communal areas or classrooms (by staff and visitors, unless they are exempt).</li> <li>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission.</li> <li>Children of primary school age and early years children should not be advised to wear face coverings.</li> <li>Make reasonable adjustments for disabled pupils to support them to access education successfully.</li> <li>Where appropriate, discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Staff/visitors advised to wear face coverings in the following areas:</p> <ul style="list-style-type: none"> <li>Corridors</li> <li>Hall at lunchtimes</li> <li>Main office and SBM office</li> <li>PPA room</li> <li>Kitchenette</li> </ul> <p>Face coverings (nose and mouth) will be worn where required Visors may be worn if exempt or if in danger of spitting/sneezing in face etc (but not as a replacement for a face covering)</p> <p>Letters to communicate organisation to parents – 3<sup>rd</sup> Sept</p>	M
<b>1.6 Out-of-school settings and wraparound childcare</b>					
<b>Extremely high prevalence of COVID-19 / variant of concern (VoC)</b>	H	<ul style="list-style-type: none"> <li>Providers who run community activities, holiday clubs, breakfast or after-school clubs, tuition and other out-of-school or childcare provision (including wraparound childcare), for children over the age of 5 should be able to continue to open for both indoor and outdoor provision.</li> <li>Where restrictions are required, these providers should only offer face-to-face provision for those children that are eligible to be in</li> </ul>	<p>Y</p> <p>All control measures will be NA until directed to action by DfE/PH/LA</p> <p>Y</p>	School staff liaise regularly with external providers	M

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		school full-time, or who are electively home educated and of equivalent age to those eligible groups.			
<b>1.7 Clinically extremely vulnerable pupils</b>					
<b>Extremely high prevalence of COVID-19 / variant of concern (VoC), putting CEV pupils at risk</b>	H	<ul style="list-style-type: none"> <li>• In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), reintroduce shielding following ministerial agreement.</li> <li>• Keep SPL up-to-date.</li> </ul>	<p>Y</p> <p>Y</p> <p>All control measures will be NA until directed to action by DfE/PH/LA</p>		M
<b>1.8 Other measures</b>					
<b>Extremely high prevalence of COVID-19 / variant of concern (VoC)</b>	H	<ul style="list-style-type: none"> <li>• Limit the following if advised by public health:                             <ul style="list-style-type: none"> <li>- residential educational visits</li> <li>- open days</li> <li>- transition or taster days</li> <li>- parental attendance in settings</li> <li>- live performances in settings</li> </ul> </li> <li>• Communicate the changes to all stakeholders.</li> <li>• Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe.</li> <li>• Only students who are attending the setting should go on an educational visit.</li> <li>• Consult the health and safety guidance on educational visits when considering visits.</li> </ul>	<p>Y</p> <p>All control measures will be NA until directed to action by DfE/PH/LA</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Parental assemblies to continue online for the Autumn Term (first half) and then under review with limited numbers</p> <p>16.11.2021 – Bubbles to attend assemblies and worship virtually until 26.11.2021</p>	M
<b>1.9 Education workforce</b>					

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<b>Extremely high prevalence of COVID-19 / variant of concern (VoC)</b>	H	<ul style="list-style-type: none"> <li>If restrictions on pupil attendance are needed, leaders will determine the workforce required onsite and if it is appropriate for some staff to work remotely.</li> <li>Employers should have regard to the guidance on <a href="#">clinically extremely vulnerable people</a> and share the guidance with relevant staff.</li> <li>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.</li> <li>If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>All control measures will be NA until directed to action by DfE/PH/LA</p>	<p>See additional documents for class organisation – reviewed when required to meet needs of the school</p> <p>16.11.2021 – Bubbles closed for 48hours for mandatory PCR tests and deep clean. Staff to work from home</p> <p>16.11.2021 – PPA to be taken at home once bubbles reopen</p>	L
<b>1.10 Remote Education</b>					
<b>Extremely high prevalence of COVID-19 / variant of concern (VoC)</b>	M	<ul style="list-style-type: none"> <li>Refer to Remote Learning policy.</li> <li>High-quality remote learning to be provided for all pupils if they have tested positive for COVID-19 but are well enough to learn from home.</li> <li>High-quality remote learning should be provided if attendance at their setting has been temporarily restricted.</li> <li>On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers.</li> <li>If settings have to temporarily stop onsite provision (on public health advice), discuss alternative arrangements for vulnerable children with the local authority</li> <li>Refer to <a href="#">Get Help with Remote Education - GOV.UK</a> for remote education expectations and support.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Continue the use of remote learning in day-to-day school practice</p> <p>Utilise remote resources for homework to maintain engagement with home learning</p> <p>Parental advice and workshops to continue throughout the year</p> <p>16.11.2021 – See above for 48 hour plan</p>	L
<b>1.11 Safeguarding and designated safeguarding leads</b>					
<b>Extremely high prevalence of COVID-19 / variant of concern (VoC)</b>	H	<ul style="list-style-type: none"> <li>There should be no change to local multi-agency safeguarding arrangements.</li> <li>If restrictions are implemented in any education or childcare setting, all local safeguarding partners are expected to be vigilant and responsive to all safeguarding threats and ensure vulnerable children and young persons are safe, particularly as more children and young people will be learning remotely.</li> </ul>	<p>Y</p> <p>Y</p> <p>All control measures will be NA until directed to</p>	<p>Safeguarding caseloads are shared amongst the team.</p> <p>All safeguarding meetings are attended (in and out of school time)</p>	M

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		<ul style="list-style-type: none"> <li>• Continue to have regard to any statutory safeguarding guidance:               <ul style="list-style-type: none"> <li>- Keeping children safe in education</li> <li>- Working together to safeguard children</li> <li>- Early Years Foundation Stage (EYFS) framework</li> </ul> </li> <li>• Schools (ideally led by the designated safeguarding lead (DSL) or a deputy) should review their child protection policy so that it reflects the local restrictions and remains effective.</li> <li>• All staff working in the school are aware of, and follow, the revised policy.</li> <li>• Schools will have a trained DSL (or deputy) available on site. If operational challenges prevent this, school could consider the following options:               <ul style="list-style-type: none"> <li>- a trained DSL (or deputy) from the early years setting, school, out-of-school settings or FE provider can be available to be contacted via phone or online video, for example working from home</li> <li>- sharing trained DSLs (or deputies) with other settings, schools or FE providers (who should be available to be contacted via phone or online video).</li> </ul> </li> <li>• Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site</li> </ul>	<p>action by DfE/PH/LA</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>All staff receive safeguarding updates regularly – including relevant 7-minute briefings)</p> <p>INSET day agenda includes KCSIE updates and Safer Workign Practices – 6.9.2021</p> <p>DSLs are accessible by school mobile phone, email and Microsoft Teams</p> <p>Regular team meetings are held to review caseloads and next steps</p> <p>Senior leaders are always on site – Headteacher and/or Deputy Headteacher</p>	
<b>1.12 Vulnerable children</b>					
<b>Vulnerable children are absent</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• School should follow up with parent or carer, working with the local authority and social worker (where applicable) to explore the reason for absence.</li> <li>• Encourage attendance.</li> <li>• Focus discussions on the welfare of the child and ensure they have access to appropriate education and support while they are at home</li> <li>• 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.</li> <li>• If settings have to temporarily stop onsite provision on public health advice, discuss alternative arrangements for vulnerable children with the local authority.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Vulnerable families have school mobile numbers to access key staff directly – text messaging and phone calls</p> <p>Regualr contact is kept with Social workers – reported on CPOMs</p>	M
<b>1.13 Transport</b>					

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<b>Extremely high prevalence of COVID-19 / variant of concern (VoC)</b>	H	<ul style="list-style-type: none"> <li>Transport services to education settings should continue to be provided as normal where children are attending education settings.</li> <li>The guidance on transport to schools and colleges during the COVID-19 pandemic guidance remains in place.</li> </ul>	Y Y	16.11.2021 – Transport contacted and awaiting response	M
<b>1.14 School meals</b>					
<b>Extremely high prevalence of COVID-19 / variant of concern (VoC)</b>	M	<ul style="list-style-type: none"> <li>Schools should provide meal options for all pupils who are in school.</li> <li>Meals should be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria.</li> <li>Schools should also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they have had symptoms, or a positive test result themselves.</li> </ul>	Y Y  Y All control measures will be NA until directed to action by DfE/PH/LA	Staff maintain contact to ensure pupils have access to food and relevant support – coordinated by the pastoral and admin team	L
<b>2. Additional site-specific issues and risks</b>					
<ul style="list-style-type: none"> <li>Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them</li> </ul>					
<b>Children arriving after the gates have closed</b>	H	<ul style="list-style-type: none"> <li>Children to enter the school site via the school visitor entrance.</li> <li>Older children to walk into school unaccompanied.</li> <li>Younger children may need to be accompanied to the main door by an adult but the adult MUST leave the children at the door where a member of staff will guide them.</li> <li>Late children will follow the school expectation of sanitising prior to entering the school building (see signage)</li> </ul>	Y Y Y Y		M
<b>Children who are late being picked up</b>	H	<ul style="list-style-type: none"> <li>A member of staff from class will remain with the children in the school hall until collection.</li> <li>Staff will request the office team to contact parents.</li> <li>Pastoral Team will remain available to support this as required</li> </ul>	Y Y Y		M
<b>Use of the school house for intervention and staff spaces</b>	M	<ul style="list-style-type: none"> <li>All processes and procedures used in school to be used in the house</li> <li>No children allowed upstairs in staff areas.</li> <li>Designated entrances for adults and children</li> <li>All cleaning materials regularly replenished</li> </ul>	Y Y Y Y Y		L

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		<ul style="list-style-type: none"> <li>Designated cleaner for the house areas</li> <li>Posters to be displayed</li> <li>Use of shared facilities to ensure full cleaning</li> <li>Systems to be regularly reviewed</li> </ul>	Y		
Staff wellbeing and support	H	<ul style="list-style-type: none"> <li>Encourage staff to be vaccinated</li> <li>Allow time to attend key appointments – vaccinations, health reviews, OH appointments etc</li> <li>Discussion in phase and staff meetings and issues raised with SLT and Governors</li> <li>Seek support/advice/guidance from the Health Improvement Team</li> </ul>	Y Y Y Y		M

**School Leadership Use Only**

Approved by (Head Teacher/ Chair of Governors)	Julia Kinch	Date of Approval	16/11/2021
Date Provided to Unions	25/08/2021	Date of Review	03/09/2021