

COVID-19 Outbreak Management Plan

This document complements Covid Risk Assessment and Checklist based on the Lancashire County Council model.

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Section A

Introduction

In order to prepare for the return of the all children in September 2021, this outbreak management plan has been prepared in case school need to place in additional measures based on ongoing risk assessments and government/NHS/DfE guidance with regard to Covid-19.

This plan is only in place **should** it be needed. At the start of our management plan it is worth highlighting two things:

- 1. School has been running successfully through the entire pandemic; leading remote learning during two school closures, ensuring provision for children of critical workers, reopening to Reception, Year 1 and Year 6 in summer 2020 and then reopening to the whole school in September 2021. Staff in school are now experienced in running systems and procedures to ensure education continues during restrictions due to Covid-19. In the event of any future government measures, school is confident, experienced and prepared to meet the needs of all children.**
- 2. We are happy to discuss concerns or issues not raised within our planning should you have them. Whilst we understand every aspect of how school will be organised and are confident in our procedures, we understand that you may have a question for an area that is not published. Please get in touch if you have a question.**

As we continue on our journey together, we really hope that the following pages show how school would adapt and change **if** needed based on future Government//NHS/DfE guidance and advice. This plan will be reviewed regularly and alterations may be made depending on our ongoing evaluations or further government guidance. I must stress that everything in today's world is open to change as we are sure you are aware and ask that you continue to check our website for updates.

Section B

In the event of a Covid-19 outbreak we may be asked to implement further control measures to support reduction in the virus spreading. In this case, we would continue to run school with the measures outlined in this section. As with every aspect of school this would be reviewed in light of government/NHS/DfE guidance.

1. Before and after school provision provision and school lunches

As a school we understand the importance of breakfast and afterschool club as wrap around provision. Where possible, the school run 'Breakfast Club' would continue to provide this service. We would work with the two on-site providers Pre-School and Kid's Club to ensure that they are still able to offer childcare after school.

School lunches will continue to be provided for children.

2. Class organisation

During the last school year, children belonged to a year group bubble to reduce the number of 'contacts' they had in a day. Within each class, the potential number of 'contacts' was reduced further by children sitting by the same children for lunch or if they swapped rooms. Because of the geography of the school, even in normal times, year groups tend to operate independently with little mixing between them inside the building. Should it be necessary, the following measures might also be introduced:

- year group bubble system would be formally re-introduced on a temporary basis
- the mixing between children from the same year group might be minimised eg children might not swap classes for phonics
- children within the same class might be given a limited group children they sit by whichever room the class is using to reduce the number of contacts they have in a day

3. Timings

The school would revert to the staggered start and finish times which were in place in the last school year:

Reception: 8:50-3:10

Y1, Y3, Y6: 8:50-3:10

Y2,Y4, Y5: 9:00-3:20

The staggered times reduce the chance of children from different year groups mixing and reduce the overall number of people moving through restricted gateways.

4. Lunches

When school is operating in normal times and our current arrangement, classes enter the dining rooms one class at a time, with a degree of separation between different year groups. If necessary, the school might revert to using a third room for lunches which means that only one year group is in a lunch room at any one time so that there is complete separation.

Risk Control and Procedures

Whilst not exhaustive, below are the key control measures that apply from previous government guidance and current school control measures. Many of these have been in place since the start of the pandemic. These measures would be reviewed and refreshed depending on Government guidance.

Key Government advice on control measure	Key school control measures
Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.	Advice sent to parents and whole school community on self-isolation in case of symptoms. Children are to be sent home if they have symptoms and follow Government procedures for this – outlined in section 6.
Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.	All children wash hands on entry to school and at key points during the day including break times and lunch times. School supplied with adequate supply of soap and hand sanitiser. Hygiene rules discussed with children regularly and poster evident around school.
Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Tissues available and all children briefed on procedures of blowing noses. Lidded bins in each area to dispose of in. Children briefed on importance of behaviour and school rules revisited with them. School rules have been refreshed to reflect COVID – 19 and are discussed with all children daily and evident around school.
Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.	Each classroom to have its own cleaning material. All surfaces cleaned at the end of each day, at the start of the day and during the day. Cleaning procedures monitored at start and end of day and a daily evaluation of cleaning by School Business Manager. Additional school closure to be used to deep clean and prepare site should threshold levels of infection be reached.
Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).	Temporarily suspend the mixing of classes for teaching eg phonics and pupils to seated with a consistent group of children throughout the week even when going to different rooms eg lunch.

Key Government advice on control measure	Key school control measures
	Playtimes are already staggered in some parts of school, but each year group would also be allocated it's own zone where a stagger is not in place.
Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening.	Daily health and safety check done – Headteacher and Site Supervisor. School risk assessments reviewed weekly and adapted upon review and to reflect any occurring incidents,
Organise small class groups, as described in the 'class or group sizes' section above.	Reduce bubble size - children normal class sizes and don't mix with the wider school.
Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.	Unnecessary furniture removed if it restricts space and tables laid out in rows with maximum distance between them. Each child allocated their own table and resources.
<i>Refresh the timetable:</i> decide how lessons or activities will be delivered Consider which lessons or classroom activities could take place outdoors	Curriculum across school will continue as normal with morning subjects predominantly being: <ul style="list-style-type: none"> English – Reading, Writing, Grammar, phonics Maths Wider curriculum areas will be taught across school in the afternoons. Wider review of shared resources to ensure cleaning of shared resource can take place.
Use the timetable and selection of classrooms or other learning environment to reduce movement around the school or building.	Each Class will have their own zone only requiring to leave their zone for a play time and lunch. Lunch will be staggered and lunch hall will be cleaned before a new group comes in.
Stagger assembly groups.	Children will only have assemblies and worship in their own class or remotely.
Stagger break times (including lunch), so that all children are not moving around the school at the same time.	Playtimes are already staggered in some parts of school, but each year group would also be allocated it's own zone where a stagger is not in place.
Stagger drop-off and collection times.	See section above about timings.
Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.	Different drop off points and times as noted in section 1. Parent guidance in place (see section 8)
Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.	<i>Classes:</i> Children in classes of their own year group and do not cross into other groups. <i>Toilets:</i> Classes will be allocated a toilet and toilets will be cleaned regular through the day. Only one child at a time will be allowed into the toilet areas.

Key Government advice on control measure	Key school control measures
Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.	All play equipment off bounds. Any play equipment such as balls that are used at breaks will be cleaned after use and after break times and kept for use within a pod.
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.	Classroom to be organised and stripped down to bare minimum furniture and resources as much as possible and decided by the class teacher.
Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Classroom to be organised and stripped down to bare minimum furniture and resources as much as possible as decided by the class teacher.
Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.	Children all walk or are dropped off by parents in car. Staggered drop off and collection times. Marked Zones for collection and pick up as articulated in timetable. All families encouraged to walk when possible
Visitors to school restricted	Only essential visitors would be permitted on site eg to provide specialist support or maintenance or to discuss welling/safeguarding concerns.

3. Summary of Key protective measures to be implemented (under regular review)

1. Staggered drop of times.
2. Increase restriction of visitors
3. Strict handwashing procedures upon entry to school and key points
 - i. Entry to school
 - ii. Before break and snack
 - iii. After break one
 - iv. Before lunch
 - v. After lunch
 - vi. Before break
 - vii. After break three
 - viii. Before going home
4. All children kept in their allocated classes

5. Classrooms laid out in rows with. Children allocated their own work space and sat next to another child facing the front. These work spaces will be decided at the discretion of the class teacher and where possible will remain the same.
6. Children all allocated with their own resource and work space.
7. Work spaces and key classroom surfaces cleaned regular throughout day.
8. Cleaning staff and all staff carrying out additional cleaning of key areas throughout the day – additional cleaning of handles and key surfaces.
9. Deep cleaning planned during school breaks and before wider reopening.
10. Audit by SLT of cleaning at start and end of every day with site supervisor.
11. All children informed of health and safety, school rules and refresh of rules. In particular continued keeping of safe spaces when possible.
12. All children briefed on the **catch it, kill it, bin it** strategy regularly.
13. Tissues available for each child.
14. New bins for each class to have lids on.
15. Unnecessary resources such as soft toys packed away.
16. Play equipment outside to not be used.
17. Play equipment indoors and shared resources used to be cleaned daily.
18. Clear procedures following government guidance as identified in section 5 should anyone become unwell, show symptoms or is diagnosed. School emergency plan in place.
19. No books and equipment to be sent home or brought into school initially. This will remain under review

4. Emergency procedures

Key emergency procedures are important and below are some details of key considerations which are important to be aware of.

Issue	Action	Further action/consequence
Child/staff member becomes ill with symptoms or is diagnosed	<p>Follow government guidance. See below (a and b)</p> <p><i>Child/staff member is isolated within school in intervention room.</i></p> <p><i>The government has identified that children/staff showing symptoms will be eligible for a test.</i></p>	<p>Potential for all of class to close down and participants asked to self-isolate.</p> <p>Potential need to close school.</p>
Fire	Fire drill held for new class organisation and social distancing measure	Fire drills in the first week

Accident on site	First aiders to wear appropriate PPE which has been issued Paediatric First aider available for EYFS at all times.	Daily review of first aid equipment
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5. Parent Key Guidance

Below are key points which may support parents in understanding of the return to school system.

- School staff are now incredibly experienced at working in these circumstances so reverting to these procedures would be seamless for the children.
- Attendance at school is statutory.
- Staff are very aware of how children can feel with school disruption. We'd like to reassure all parents that emotional well-being and feelings will be a key priority
- Any concerns can be communicated to the school and will be responded to.
- Additional guidance and parental support will be published as necessary.
- Should your child not be able to attend school either through testing positive for Covid 19 themselves or through part of a wider closure or partial closure of a year group, work will be provided remotely as we have done over the last year through our online learning platform, Seesaw.

Section C

In the event of school closure due to Covid-19, school will continue the education of all children in line with our remote learning policies.

When possible and **if required**, school will work within Government guidance to continue to provide care for vulnerable children and children of critical workers as during previous school closure periods. Parents will be sent details of applying for these places upon the event of school closure.