

COVID-19: Outbreak Management Plan

Delta Primary School

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Last reviewed on:	28.8.21	
Next review due by:	28 September 2021 (or sooner if government advice changes)	

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

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

2. 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. Kate Stevens will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687).

3. 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 speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

4. Other measures

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

If recommended, we will limit:

- Residential educational visits
- Parent tours
- Transition days
- Parents coming into school
- Live performances
- Enrichment clubs
- Face to face Assemblies
- Volunteers coming into the school

If recommended, we will (re)introduce:

- Testing, including the use of an asymptomatic test site (ATS)
- Bubbles, to reduce mixing between groups
- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

5. Attendance restrictions

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

5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

5.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive 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 Guidance.

The school will continue to provide 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.

5.3 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.

5.4 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.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for coordinating 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

Appendix 1 Managing Staff Absence

Scenario /Issue	Potential Impact on continuity of education / school day	Action to Minimise Disruption
1. One or more children	✓ Disruption to each child's education.	✓ The class teacher will contact parents to arrange remote learning. (<i>Remote Learning guidance Tier 1</i>)
2. Member(s) of the teaching team	✓ Disruption to the teaching of classes ✓ Disruption to the children's education.	✓ Where is teacher is well, they will take part in remote learning using Google classroom from home. ✓ Where a teacher is unwell, children will receive support via Google classroom from another member of staff. ✓ <i>Where possible, another member of staff from the TRUST will support remote learning if a school member of staff is not available</i>

<p>3. Member(s) of the premises team</p>	<p>✓ Problems opening the building ✓ Cleaning and hygiene measures may be compromised.</p>	<p>✓ Members of the SLT will open the building assuming key holding responsibilities. ✓ <i>Where possible, site staff from across the trust will be responsible for opening the building and conducting safety checks.??</i> ✓ <i>Where possible, cleaning staff from across the trust will work collaboratively to maintain high standards of enhanced cleaning and hygiene</i></p>
<p>4. Member(s) of the admin team / finance</p>	<p>✓ Disruption to office procedures. ✓ Disruption to finance procedures.</p>	<p>✓ Where possible staff will work remotely. ✓ <i>Where possible, cover will be assumed across the trust for staff.</i></p>
<p>5. Member(s) of the SLT team</p>	<p>✓ Disruption to the whole school</p>	<p>✓ Deputation procedures will take place from within the school. ✓ Where possible staff will work remotely. ✓ <i>Where possible, staff may move across the Trust.</i> ✓</p>
<p>6. Member(s) of the Lunchtime team</p>	<p>✓ Disruption to school meal provision.</p>	<p>✓ Deputation procedures will take place from within the school. ✓ <i>Where this is not possible, staff may move across the Trust.</i></p>

<p>7. Multiple positive child cases of COVID-19.</p>	<p>✓ Disruption to the whole school / trust organisation.</p>	<ul style="list-style-type: none"> ✓ Contact PHE for advice and guidance. ✓ Teachers will take part in remote learning using videolink and Google classroom from home. ✓ Remote Learning Guidance, Tier 2/3 to be followed ✓ Provision of FSM.
<p>8. Multiple positive staff cases of COVID-19.</p>	<p>✓ Disruption to the whole school / trust organisation.</p>	<ul style="list-style-type: none"> ✓ Contact PHE for advice and guidance. ✓ Teachers will take part in remote learning using videolink and Google classroom from home. ✓ Remote Learning Guidance Tier 2/3 to be followed ✓ Provision of FSM.

Appendix 2: Remote Learning Guidance

If for any reason we need to close the school building, we will do all we can to enable children to continue learning from home. We call this “**Remote Learning.**”

To support Remote Learning your child will have access to a **Google Chrome Book** and the **Google Classroom.**

We have organised our **Remote Learning** according to three tiers

Tier 1: Remote Learning for Individuals

Tier 2: Remote Learning for Partial Closure (closure of a class/bubble/whole school for a short period of time)

Tier 3: Remote Learning for Full Closure over an **extended** period of time (whole school)

Tier 1	Remote Learning
<p>Remote Learning for Individuals</p> <p>A child is absent because he/she or a family member is waiting for a test result, so the family are required to self-isolate.</p> <p>A child is self-isolating because a household member has tested positive for Covid-19.</p> <p>The rest of the child's school bubble are attending school and being taught as normal.</p>	<ul style="list-style-type: none"> ● Subjects: Reading/Phonics, Writing, Maths, Science, Geography/History (Optional) ● Blocks of work: These will be available in Google Classroom arranged in numbered weeks. Teachers will communicate with the child to identify the corresponding week for the tasks. These tasks will mirror as closely as possible the current class curriculum. ● Quantity of tasks: These will be dependent on age/stage of your child. ● Teaching: Teachers will signpost children to the appropriate resources, e.g. Oak National Academy, White Rose Maths, BBC Bitesize, EdShed and FirstNews. ● Recording of work: Completed tasks should be recorded on paper or in your child's Home Learning book and uploaded to the Home Learning folder on Google Classroom. ● Monitoring of work: The class teacher will monitor the work completed and give feedback by the end of the week. ● Communication: Children can contact their class teacher regarding their work through Google Classroom. Please bear in mind that as the class teacher still has class teaching commitments throughout the day, responses will be limited. Parent communication should be via the school office at office@deltaprimaryelt.org and not through Google Classroom.

Tier 2	Remote Learning
<p>Remote Learning for Partial Closure (closure of a class/ bubble/whole school for a short period of time)</p> <p>A child's whole class or bubble is not permitted to attend school because he/she or another member of their bubble, has tested positive for Covid-19.</p>	<ul style="list-style-type: none"> ● Subjects: Reading/Phonics, Writing, Maths, Science, in addition to other subjects as directed by the teacher. ● Blocks of work: A weekly timetable of daily tasks will be set prior to the beginning of each week on Google Classroom for all children who are well enough to participate. These tasks will mirror as closely as possible the current class curriculum. ● Quantity of tasks: These will be dependent on age/stage of your child. ● Teaching: Teachers will signpost children to the appropriate resources, e.g. Oak National Academy, White Rose Maths, BBC Bitesize, EdShed and FirstNews. ● Recording of work: Completed tasks should be recorded in your child's Home Learning book and uploaded to the subject folders on Google Classroom. ● Monitoring of work: The class teacher will monitor the work completed and give individual daily feedback on tasks in each subject through Google Classroom. ● Communication: Each morning the children will receive a video on the Google Classroom 'stream' outlining the day ahead. There will also be a daily 'Google Meet' question and answer session/catch up each afternoon. This will be an opportunity for children to discuss their learning and for the teacher to address any misconceptions and/or celebrate work completed. Children can contact their class teacher regarding their work through Google Classroom. Parent communication should be via the school office at office@deltaprimaryelt.org and not through Google Classroom.
Tier 3	Remote Learning
<p>Remote Learning for Full Closure over a period of time (whole school)</p> <p>We enter another 'lockdown' with total school closure.</p>	<ul style="list-style-type: none"> ● Subjects: Reading/Phonics, Writing, Maths, Science, in addition to other subjects as directed by the teacher. ● Blocks of work: A weekly timetable of daily tasks will be set prior to the beginning of each week on Google Classroom for all children who are well enough to participate. These tasks will mirror as closely as possible the current class curriculum. ● Quantity of tasks: These will be dependent on age/stage of your child. ● Teaching: Regular 'live' virtual lessons by a member of staff and pre-recorded videos will be used as a tool to teach new content. In addition, teachers will signpost children to appropriate resources to enhance learning, e.g. Oak National Academy, White Rose Maths, BBC Bitesize, EdShed and First News. ● Recording of work: Completed tasks should be recorded in your child's Home Learning book and uploaded to the subject folders on Google Classroom. ● Monitoring of work: The class teacher will monitor the work completed and give individual daily feedback on tasks in each subject through Google Classroom. ● Communication: There will be a daily 'Google Meet' question and answer session/catch up each afternoon. This will be an opportunity for children to discuss their learning and for the teacher/staff member to address any misconceptions and/or celebrate work completed. Children can contact their class teacher regarding their work through Google Classroom. Parent communication should be via the school office at office@deltaprimaryelt.org and not through Google Classroom.