



St Matthew's C.E. Primary School - COVID-19 Outbreak Management Plan (V1 September 2021)

Introduction

As per Step 4 of government's plan, all measures have been lifted from 19 July 2021 for the full return of all pupils :

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidanceschools operational guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidanceschools%20operational%20guidance), published by the Department for Education (DfE).

Schools and settings will only need to implement some, or all, of the measures in this plan in response to recommendations provided by the 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:

To help manage a COVID-19 outbreak within the school / setting. Actions will need to be considered when either of the following thresholds are met:

For most settings:

- 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

When one of the thresholds above is met, schools and settings will need to review the testing, hygiene and ventilation measures already in place.

We recommend all school leaders and staff members to regularly review the latest information produced by Public Health:

https://www.birmingham.gov.uk/COVID-19_schools_faqs.

The latest checklist and flowchart can be found here for guidance on dealing with suspected or confirmed cases within staff or pupil cohorts, and their contacts: https://www.birmingham.gov.uk/downloads/download/3527/public_health_flowchart_for_schools

The completion of this plan should not be undertaken in isolation by one individual and should involve staff who understand the risk of an outbreak. Once completed, the plan should be shared with the school's workforce. If possible, schools should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

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1	Original	31.08.21

Setting Name:	St Matthew's C.E. Primary School		
Date Completed:	September 2021	Review Date:	On-going
Plan Owner:	Sonia Thompson - Headteacher		

Measures	Comments
1. Testing	
<p>In the event of an outbreak, schools and settings will need to adhere to national guidance on the reintroduction of home testing and onsite asymptomatic testing</p> <ul style="list-style-type: none"> • If recommended, increase the use of home testing by pupils and staff. • If it is advised, reintroduce an asymptomatic testing site (ATS) at the school. • Work with the director of public health (DPH) on any further support needed regarding testing 	<ul style="list-style-type: none"> • We will continue to provide lateral flow tests for staff to use at home. • If recommended, school will encourage families to complete LFT or book PCR tests. <p>See Risk Assessment</p>
2. Face Coverings	
<p>If recommended, pupils, staff and visitors who are not exempt from wearing a face covering:</p> <ul style="list-style-type: none"> • Should 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 <p>And/or:</p> <ul style="list-style-type: none"> • Should 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 	<p>If recommended, staff and visitors who are not exempt from wearing a face covering:</p> <ul style="list-style-type: none"> • 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 <p>and/or</p> <ul style="list-style-type: none"> • 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. • School will ensure that supplies of face coverings are kept well stocked so staff and visitors can be provided with one if required.

<ul style="list-style-type: none"> • In some circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. • 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. • No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering. 	
3. Shielding	
<p>In the event of an outbreak, Schools and settings will need to adhere to national guidance on the reintroduction of shielding.</p> <ul style="list-style-type: none"> • Follow national or local guidance on the reintroduction of shielding which would apply to those on the <u>shielded patient list (SPL)</u>. • Introduce additional protective measures in school for individuals required to shield • Consider home working for members of staff requiring to shield • Consider remote learning offer for pupils unable to attend school due to shielding 	<p>This section on shielding applies to both staff and pupils.</p> <ul style="list-style-type: none"> • St Matthew's will adhere to national guidance on the reintroduction of shielding, which would apply to those on the <u>shielded patient list (SPL)</u>. • School 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. • Shielding will only be re-introduced following national or local guidance.

4. Other Measures	
<p>Parents, carers, pupils and staff should be informed promptly about the introduction of control measures.</p> <p>Pay due consideration to limiting:</p> <ul style="list-style-type: none"> ○ All visits, i.e. residential educational visits etc. ○ Open days ○ Transition or taster days ○ Parents coming into school ○ Live performances <ul style="list-style-type: none"> ● If recommended, be prepared to reintroduce Bubbles to reduce mixing between groups <p>Cleaning – (In addition to existing robust cleaning regimes) Following the identification of the person with COVID-19 symptoms, clean and disinfect:</p> <ul style="list-style-type: none"> ● All surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with body fluids; and ● All potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells 	<p>See the end of this plan.</p>
5. Attendance Restrictions	
<p>Attendance restrictions will only be recommended as a last resort. If recommended, implement the measures in this section:</p>	
<p>5.1 Eligibility to remain in school If restrictions are recommended, school will stay open for:</p>	<ul style="list-style-type: none"> ● As per guidance, attendance restrictions will only be recommended as a last resort. ● As with other periods of restricted attendance, we will provide a “high

<ul style="list-style-type: none"> • Vulnerable pupils • Children of critical workers <p>If further restrictions are recommended, school will stay open for:</p> <ul style="list-style-type: none"> • Vulnerable pupils • Children of critical workers 	<p>quality remote education” for all pupils or those not attending. If attendance restrictions are required across an area, the government will publish “detailed operational guidance” for schools and we will implement all of the measures outlined in this guidance as fully as possible.</p> <ul style="list-style-type: none"> • Restrictions on attendance may be advised by local teams for individual settings or clusters (no more than 3 or 4) of “closely linked settings”. <p>Eligibility to remain in school</p> <ul style="list-style-type: none"> • In the first instance, schools will stay open for: <ul style="list-style-type: none"> - Vulnerable pupils - Children of critical workers - Reception, Year 1, Year 2 and Year 6 Pupils <p>If further restrictions are recommended, schools will stay open for:</p> <ul style="list-style-type: none"> - Vulnerable pupils - Children of critical workers
<p>5.2 Education and support for pupils at home</p> <ul style="list-style-type: none"> • All pupils required to stay at home will receive remote education. • remote education will meet the same quality and quantity of education that pupils would receive in school • 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. 	<p>Education and support for pupils at home</p> <ul style="list-style-type: none"> • All other pupils will be required to stay at home and will receive high quality remote education. • Schools will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in St Matthew’s C.E. Primary School’s remote learning policy. • Families identified as requiring technical support will be able to loan a laptop in order to access online learning and links. • The school will continue to prioritise 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. • Parents will be informed if a packed lunch will be provided daily or if a

	<p>weekly collection will be in place instead. Where families are finding it difficult to arrange collection school will support with delivering of items.</p>
<p>5.3 Wraparound care</p> <ul style="list-style-type: none"> • Access to before and after-school activities and wraparound care during term time and the summer holidays will be offered to those that need it most. • Eligibility to attend will be communicated once the restrictions are confirmed. 	<ul style="list-style-type: none"> • If advised, we will limit access to before and after-school wraparound care during term time to those that need it for work commitments in order to reduce numbers and increase the ability to allow for social distancing. • School will communicate who will be eligible to attend once the restrictions are confirmed. • If recommended, after school clubs and extra curriculum provision will be paused until guidance and advice states it is safe to resume. Resumption of clubs would be with limited numbers and restricted to specific year groups or phases.
<p>5.4 Safeguarding</p> <ul style="list-style-type: none"> • Review child protection policy to make sure it reflects the local restrictions and remains effective. • Aim to have a trained DSL or deputy DSL on site wherever possible. • 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: <ul style="list-style-type: none"> ➤ Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence ➤ Encourage attendance ➤ Ensure vulnerable pupils can access appropriate education 	<ul style="list-style-type: none"> • We will review their child protection policy, in line with any new guidance, to make sure it reflects the local restrictions and remains effective. • We will aim to have a trained DSL or one of the two trained Deputy DSLs on site wherever possible. <ul style="list-style-type: none"> - On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for coordinating safeguarding on site. - If the DSL (or either deputies) can't be on site, they can be contacted remotely by mobile. All staff have the DSL and both deputy DSLs mobile numbers. - In the very rare situation none of the above can be contacted than the safeguarding governor can be contacted as there number is available from the office.

and support while at home

- Maintain contact, and check regularly that the pupil is able to access remote education provision

Links to related published guidance notes to be referred to alongside the Outbreak Management Plan	As per Risk Assessment
Links to DfE Guidance As new guidance is produced weekly, please refer to www.gov.uk for updates Note from DfE: Schools are not required to use these guides, and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches	Full opening (updated 6 July 2021 and applies until Step 4): https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools Early Years and Childcare: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures Special Schools: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings Out of School settings: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak Testing in primary and nursery schools: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools Safe working in education and childcare: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care Compilation of all guidance notes for schools: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings Advice for parents: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak Advice for parents attending Out of School settings: https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak

	<p>Ofsted guidance and update: https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Providing meals to pupils: https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</p> <p>School reports: https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers</p> <p>Safeguarding and remote learning: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</p> <p>EYFS disapplication: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>Keeping children safe in education for schools and staff: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>Shielding and guidance for CEV: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Curriculum and teaching guidance: https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19</p> <p>Remote learning support for schools and staff: https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19</p> <p>Remote learning support for parents: https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19</p> <p>Transport to schools: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>General travel guidance: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>
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	<p>Recording attendance: https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year</p> <p>Enhanced area of response: https://www.gov.uk/government/news/further-support-for-birmingham-blackpool-cheshire-east-cheshire-west-and-chester-liverpool-city-region-and-warrington-to-tackle-delta-b16172-v</p> <p>BCC: https://www.birmingham.gov.uk/news/article/890/covid-19_birmingham_listed_as_enhanced_response_area</p>
<p>Governance and other resources</p>	<p>Link to Public Health flowchart in case of coronavirus symptoms within pupils or staff: https://www.birmingham.gov.uk/downloads/download/3527/public_health_flowchart_for_schools</p> <p>Safeguarding policy addendum: https://www.birmingham.gov.uk/downloads/file/16735/covid-19_safeguarding_policy_addendum</p> <p>Useful contacts in BCC:</p> <ul style="list-style-type: none"> • If subscribing schools have questions / queries about governance, contact School and Governor Support (S&GS) at governors@birmingham.gov.uk • Nursery Schools and Nursery Classes should contact the Early Years' Service for EYFS queries via email: EYDuty@birmingham.gov.uk • Education Safeguarding questions please contact the Education Safeguarding Team via email: EducationSafeguarding@birmingham.gov.uk <p>Other resources:</p> <p>ACAS guidance on mental health: https://www.acas.org.uk/acas-launches-new-guidance-on-mental-health-during-coronavirus</p> <p>HSE guidance on working during coronavirus and related links: https://www.hse.gov.uk/coronavirus/working-safely/index.htm</p> <p>NAHT guidance on health and safety duties and schools: https://www.naht.org.uk/advice-and-support/management/health-and-safety-duties-and-schools/</p>

RCPH COVID-19 - 'shielding' guidance for children and young people: <https://www.rcpch.ac.uk/resources/covid-19-guidance-clinically-extremely-vulnerable-children-young-people#children-who-should-be-advised-to-shield>

All actions will be taken following advice and guidance, with consideration for staff and pupil safety being the priority as always.

The Headteacher will remain up to date with guidance changes through DfE email updates, local authority webinars, local and national statistics and staff, pupil voice. All cases, including positive LFT, will be reported to the local outbreak team and their advice will be implemented.

The weekly meeting with the Chair of Governors will be used to ensure governors are fully aware of the actions being taken in school between half termly meetings.

Possible actions to be taken (please see the Risk Assessment for further detail):

Increase	Limit	Reintroduce
<ul style="list-style-type: none"> • Cleaning of surfaces and contact points. • Correspondence with parents to inform of possible symptoms and signs of COVID. • Opportunities for hand washing. • Wearing of face coverings by adults. 	<ul style="list-style-type: none"> • Mixing of children and staff. • Children in the dining room at lunchtime • Children attending assemblies. • Visitors on site. • Educational visits and residentials. • Parental attendance. • Number of adults bringing and collecting children at the start and the end of the day. • Prospective parent tours. • Sharing of resources. • Staff attendance at other settings. 	<ul style="list-style-type: none"> • Staggered break and lunch times. • Individual entrances and exits. • Online assemblies. • Online staff meetings.