

# COVID-19

# Outbreak Management Plan

September 2021

**St James's**  
Church of England  
**Primary School**



**Faith**  
**Friendship**  
**Fulfilment**

**Approved by:** Alan Millichip

**Date:** 2.9.21

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**Next review due by:** 22.10.21

## 1. Introduction

This Outbreak Management Plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, provided by the Department for Education (DfE) and adapted from the template provided by The Key Support Services Ltd and will be used alongside the latest Government Guidance. The DfE's COVID Contingency Framework states that settings should have an outbreak management plan, which describes how they would operate if there was an outbreak in school and when it may be necessary to implement additional measures to help manage a COVID-19 outbreak within the setting.

The purpose of this plan is to prepare for moving forwards with the government agenda. It is a national priority for education and childcare settings to continue to operate as normal during the Covid-19 pandemic.

The measures contained in this plan state the actions we will consider to be implemented in response to the following situations arising and with support and recommendations provided by the local authority (LA), Director of Public Health (DPH), Public Health England (PHE), health protection team or the national government.

It is the role of the head teacher, Mrs Lindsay Mason, to oversee the coordination of this plan.

### Thresholds

(bullet points 1 and 2 are applicable to the type of setting delete as appropriate)

- For most education and childcare settings, whichever of these thresholds is reached first:
  - 5 children, pupils, students or staff, who are likely to have mixed closely\*, test positive for COVID-19 within a 10-day period; or
  - 10% of children, pupils, students or staff who are likely to have mixed closely\* test positive for COVID-19 within a 10-day period
- Evidence of severe of illness e.g. students or staff members admitted to hospital or a death as a result of a COVID-19 infection
- In response to a new Variant of Concern (VoC)
- Extremely high prevalence of Covid-19 in the local community / area

### Mixing

It is recognised that identifying a group that is likely to have mixed closely will be different for each setting, but a group will rarely mean a whole setting or year group. We will identify groups using the following:

For early years, this could include:

- a nursery class
- a friendship group who often play together
- staff and children taking part in the same activity session together

For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

### 1:1 Actions to consider:

When the thresholds outlined above are reached we will review and reinforce the testing, hygiene and ventilation measures we already have in place. Further detail on these can be found in the guidance for each sector located at [cleaning of non-healthcare settings](#).

Dudley Council Public Health will work closely with our setting and provide us with advice and support on a case by case basis, taking into account the local situation. For example; if local rates are extremely high, a response is required to a 'variant of concern' (VOC) and other measures have failed to reduce transmission, then the thresholds for extra action may be higher than set out above.

Where action is necessary to help reduce transmission within our setting, these are the measures which may need to be temporarily introduced include:

- Face coverings for staff (who are not exempt) when arriving at setting and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas
- Reintroducing students/children into bubbles and/or consistent groups
- Short term attendance restrictions, such as sending home a class or year group – this would only be advised in extreme cases, and as a last resort where all other risk mitigations have not broken chains of transmission within the setting
- Shielding for vulnerable individuals (shielding can only be introduced by national government)
- If an outbreak occurs, we will work with Dudley health protection team to help identify individuals who may have been in contact with known infectious individuals

## 2. 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 to risk assess the need for any additional protective measures in school or arrangements for home working or learning.

## 3. Other measures

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into setting
- Live performances

## 4. Attendance restrictions

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

### 4.1 Eligibility to remain in setting

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Reception, Year 1 and Year 2 pupils

If further restrictions are recommended, we will stay open only for:

- Vulnerable pupils
- Children of critical workers

#### **4.2 Education and support for pupils at home**

For pupils required to stay at home, we will provide remote education that meets the same quality and quantity of education that pupils would receive in the setting, as outlined in our remote learning policy.

The school will continue to provide vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

All pupils will be invited to regular Teams meetings with their class teachers. If they are unable to attend, a phone call from school staff will be arranged throughout each week. Pupils and families identified as being vulnerable in any way will receive twice weekly phone calls from a member of the Senior Leadership Team. Welfare checks to the property will be made if it is felt necessary. School will continue to work closely with local safeguarding and health teams.

#### **4.3 Wraparound care**

We will limit access to before and after-school activities including wraparound care during term time to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

#### **4.4 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 by email [info@st-james.dudley.sch.uk](mailto:info@st-james.dudley.sch.uk) or by phoning the school office who will make immediate contact with the DSL.

If our DSL (or deputy) is unavailable, we will share a DSL with Amblecote Primary School. Their DSL can be contacted by [info@amblecote.dudley.sch.uk](mailto:info@amblecote.dudley.sch.uk).

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.