

# COVID-19: outbreak management plan

v2



## Donnington Wood Infant School and Nursery

January 2022

Approved by:

Date:

Last reviewed on: 5<sup>th</sup> January 2022

**Next review due** 18<sup>th</sup> February 2022  
**by:**

## 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, provided by the Department for Education (DfE) and will be used alongside the latest Government Guidance and the controls that are already in place for hand hygiene, ventilation and enhanced cleaning in the Covid Risk assessment.

The purpose of this plan is due to the government making it a national priority that education and childcare settings continue to operate as normal during the COVID-19 pandemic. The DfE's COVID Contingency Framework states that schools should have an outbreak management plan, which describes how they would operate if there was an outbreak in school.

The measures in this plan will be implemented in response to recommendations provided by the local authority (LA), director of public health (DPH), 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 increased transmission of COVID-19 within the school when the following thresholds are reached
  - 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
- 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) or a variant under investigation (VUI)
- If thresholds are exceeded an outbreak occurs, we will work with Telford & Wrekin Health Protection Hub (HPH) to help identify individuals who may have been in contact with known infectious individuals

We will notify the HPH if we are aware of any staff or pupil that has been hospitalized due to Covid -19

## 2. Roles and Responsibilities

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks. They provide health protection support and advice to education and childcare settings. We will notify the HPH of all confirmed positive cases in staff and pupils using the online notification form <https://www.telford.gov.uk/info/20692/coronavirus-covid-19/4040/i-want-to-report-suspected-or-confirmed-cases>

Role	Who
Production of the plan	Caroline Boddy (Headteacher)
Authorisation of the plan	Catherine Coltman (Chair of Governors)
Review and updating the plan in the light of new guidance and situations	Caroline Boddy (Headteacher)
Implementation of the plan	Caroline Boddy (Headteacher)

## 3. Clinically Extremely Vulnerable

We are aware of the CEV pupils and staff within the school setting and we will follow national guidance on CEV pupils and staff. <https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3>.

Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into

account. Shielding can only be reintroduced by national government. In the event that shielding is re-introduced we will work with identified staff and pupils to facilitate it.

## 4. Other measures

If recommended, we will:

Review:

- cleaning and infection control measures and respond to any suggestions for additional measures from HPH or PHE
- whether any activities could take place outdoors, including exercise, assemblies, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort

Limit:

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

Reintroduce:

- Face coverings for staff who are not exempt when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas e.g. staff rooms .
- Bubbles and social distancing

Follow public health advice on testing, self-isolation and managing confirmed cases of Covid 19

*Appendix 1 has a template for recording the actions necessary to implement the actions above*

## 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

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 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 policy.

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

Regular contact (at least weekly) will be made with families of children learning at home either as a doorstep visit or a phone call. Contact will also be maintained through Tapestry (online learning journey).

### **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 a deputy) cannot be on site, they can be contacted remotely by phone.

On occasions where there is no DSL or deputy on site, a nominated member of staff will take responsibility for co-ordinating safeguarding on site.

## Appendix 1

Outbreak Management Principle	How the setting would implement this requirement quickly; consider:	Resources, staffing, processes, layouts, timings, communications, training	Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.
Testing (adults)	LFT available from office	admin team to ensure good stock levels	
Face coverings (staff & parents)	Face coverings in communal areas and moving around building would be reintroduced immediately Parents asked to wear face coverings when dropping off & collecting children	email to all staff - head text message, email, website & letter to all parents -admin	
Re-introduce bubbles	Return to bubble system previously in place Systems & timetables for 2021-22 designed to enable rapid return to bubbles if needed	email communication to all staff – head	
additional cleaning	Additional cleaning regime continuing from 202122	-	
Work with the HPH in the event of an outbreak. Notification of all cases of Covid19	Admin & head laptop taken home daily to continue liaison and notification	admin & head	
Clinically Extremely Vulnerable & Pregnant staff	Individual risk assessments completed	Deputy head	
Educational Visits	Planned EdVisits reviewed and cancelled / postponed	EVC & head	
Open days	Postponed or cancelled	head & admin	
Parental attendance	Parents not currently coming into the building	-	
Performances and sport	Postponed or cancelled	head & admin	
Restricting attendance	Initial restrictions mean that all our pupils would continue to attend (vulnerable, critical workers & Rec/Y1/Y2)	communicate to parents (head & admin) using text, email, website & letter	
Maintaining quantity and quality of education and care	Remote learning procedures followed for any pupils not in school	SLT	