



Whitefield Primary School COVID-19: outbreak management plan

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| Approved by: | Jill Wright/D Hoare | Date: 1/9/21 |
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Introduction

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

This Outbreak Management Plan describes how we would operate if we were advised to reintroduce any measures described in the [Contingency Framework: education and childcare settings](#). This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance from step 4](#), provided by the Department for Education (DfE).

The Outbreak Management Plan should be regularly reviewed to keep up to date.

Roles and responsibilities

Local authorities, Director of Public Health and Health Protection Teams are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings.

Local authorities, Director of Public Health and Health Protection Teams can work with their regional partnership teams (RPTs) to escalate issues from the local level into the central Local Action Committee command structure. RPTs support local areas in managing outbreaks and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context.

In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees (for example incident management teams), but this should be by exception only.

Liverpool schools should have in place a Covid-19 lead who oversees a response team in the case of an outbreak. In addition to the Covid-19 other staff may be involved in different elements of the outbreak management plan.

Risk Assessment

Our school risk assessment can be found here:

<https://whitefieldprimaryschool.co.uk/coronavirus-information/school-risk-assessment/>

Our risk assessment has been developed in line with national guidance and local advice. We have used the LA advice and consulted with staff, unions and our governing body in order to apply national guidance and local advice to our setting.

Our risk assessment will be reviewed fortnightly in the first instance or if there are any incidents, near misses or changes to procedure.

In the case of any outbreak, we will revisit our risk assessment to ensure that controls are being followed effectively, particularly

- Ensuring good hygiene for everyone
- Maintaining appropriate cleaning regimes
- Ventilation
- Following public health advice on testing, self-isolation and managing confirmed cases of covid-19

Contingency planning

A good plan should cover:

- roles and responsibilities
- when and how to seek public health advice
- details on the types of control measures you might be asked to put in place (described in measures that settings should plan for and your sector's guidance)

For each control measure we should include:

- actions to take to put it in place quickly.
- how we would ensure every child, pupil or student receives the quantity and quality of education and support to which they are normally entitled.
- how we would communicate changes to children, pupils, students, parents, carers and staff.

When settings should consider extra action

If extra action is needed, this will be advised by the Director of Public Health or the Local Health Protection Team.

The Director of Public Health or Health Protection Team may give schools advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above.

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

Senior Leaders will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19 either via the DfE helpline (0800 046 8687, option 1), or by contacting SPOC.

Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

Liverpool Public Health will regularly review local data including number of positive cases, testing uptake, testing positivity and local hospital admissions. This data will influence threshold levels for additional action.

All positive cases will continue to be reported to the local authority via the online MDS form

<https://www.smartsurvey.co.uk/s/covid-19-schools/>

Public Health and School Improvement Liverpool will liaise with schools when there are concerns about an outbreak in a school setting.

Close mixing

Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples.

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

Reporting a confirmed case

| For COVID-19 queries related to educational settings – Single Point of Contact (SPOC) | |
|---|---|
| School Improvement Liverpool | SPOC@si.liverpool.gov.uk 0151 233 3901 |
| Notifying a confirmed case | |
| All confirmed cases should be notified via the online MDS form below: www.smartsurvey.co.uk/s/covid-19-schools/ | |
| DfE helpline Telephone: 0370 000 2288 Monday to Friday, 9am to 5pm | |

| School Covid-19 Lead Details | |
|--------------------------------|--------------|
| Primary Contact | |
| Name: | Jill Wright |
| Telephone Number: | 0151 2635976 |
| Out of Hours Telephone Number: | 07747 445984 |
| Secondary Contact | |
| Name: | Marie Beale |
| Telephone Number: | 0151 2635976 |
| Out of Hours Telephone Number: | 07818 506490 |

Reintroducing bubbles / reduce mixing between groups

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| Lead Person: | Key contacts: |
| Jill Wright | SPOC@si.liverpool.gov.uk |
| Communications: | |
| If we need to reintroduce measures and communicate to parents/carers they will be informed through seesaw and text, and if necessary, through phone calls from the leadership team | |
| Additional Information: | |
| <ul style="list-style-type: none"> In the event of increased controls being introduced we will carry our staff briefings on zoom. | |
| Considerations: | |
| Organisation | <p>If recommended, the leadership team will consider introducing:</p> <ul style="list-style-type: none"> Bubbles, to reduce mixing between groups including staggered timings for start and end of day, playtime and lunchtime Reduced mixing of staff between bubbles and minimise sharing of resources Face coverings for staff in communal areas and classrooms for staff and visitors (unless exempt) A request for increased use of testing for staff Ways to improve ventilation indoors, where this would not significantly impact thermal comfort One-off enhanced cleaning focussing on touch points and any shared equipment Whether any activities could take place outdoors, including exercise, assemblies, or classes Staggered lunches with some children eating in classrooms. <p>If recommended, we will limit:</p> <ul style="list-style-type: none"> Residential educational visits Open days Transition or taster days Parents coming into school Live performances <p>All of these measures could be put into effect immediately if required in line with previous risk assessments and operational handbooks which are held on file by SLT.</p> |
| Resources | Additional cleaning would be required from SPIE through out the school day |
| Other: | <p>Liaison with external suppliers – Chartwells and Spie to ensure changes communicated</p> <p>Communication to external visiting professionals and reinstatement of the Covid Visitors Policy in place 20/21.</p> |

Shielding

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| Lead Person: | | Key contacts: | |
| [please insert name of lead] | | [Amend as necessary] Supply cover: supply@si.liverpool.gov.uk School HR team: | |
| Communications: | | | |
| <p>Individuals who are advised to shield should be contacted directly by government, local authority or GP We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list (SPL).</p> <p>We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning. In the event of increased measures being needed a risk assessment will be undertaken for these staff as a matter of urgency</p> | | | |
| Additional Information: | | | |
| Staff will be asked to self-declare vaccine status prior to start of term | | | |
| Considerations: | | | |
| Business continuity: | In line with previous lockdown. Home working would be applied as much as possible. Remote systems available for Admin to work at home and all school documentation is on cloud based platforms. | | |
| Staff impacted | Staff questionnaire via google forms | | |
| Cover | <p>if insufficient class staff we would use local supply agencies. There is some additional staff capacity built in should this apply to support staff</p> <p>Kitchen and dinner staff managed by Chartwells and Cleaning and Site Manager staff by Spie.</p> | | |
| Other: | Staff ensure to take key technology if asked to shield or isolate quickly | | |

Attendance restrictions

| Lead Person: | | Key contacts: |
|---|--|---|
| <ul style="list-style-type: none"> • Jill Wright (HT) • Marie Beale (DHT) • David Shaw (Remote learning) • Marguerite Young (Attendance) | | Remote education – paul.bradshaw@si.liverpool.gov.uk ; Knowsley CLCs Gary.Melia@knowsley.gov.uk knowsley.clcs@knowsley.gov.uk |
| Communications: | | |
| <p>Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.</p> <p>If we need to reintroduce measures and communicate to parents/carers they will be informed through seesaw and text, and if necessary, through phone calls from the leadership team</p> | | |
| Additional Information: | | |
| <p>Eligibility to remain in school</p> <p>In the first instance, we will stay open for:</p> <ul style="list-style-type: none"> • Vulnerable pupils • Children of critical workers • Reception, Year 1 and Year 2 pupils <p>If further restrictions are recommended, we will stay open for:</p> <ul style="list-style-type: none"> • Vulnerable pupils • Children of critical workers <p>Education and support for pupils at home</p> <p>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 document: Contingency Plan for Home Learning (v2Sept2021)</p> <p>https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</p> | | |
| Considerations: | | |
| Access to computers and internet | <p>If children are required to stay home we will allocate devices according to need.</p> <p>We will survey children in September to understand what devices are available to Early Years and Years 1-3</p> <p>Years 4-6 would take chromebooks if required to stay home.</p> | |

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| Free School Meals: | 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. Parent/Carers will collect these items from school. |
| Key Worker and Vulnerable Children: | The safeguarding team will update the vulnerable children list in September to assess how many children would need to access support. Survey of critical workers will be updated It is estimated this would be in line with June 20 and so we would plan to have a early years bubble, ks1 bubble, lower ks2 and upper ks2 circa 60 children |
| Safeguarding provision: | 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. There are a team of 4 safeguarding leads (see below) If our DSL (or deputy) can't be on site, they can be contacted remotely by school telephone DSL Jill Wright 07747445984 Deputy DSLs <ul style="list-style-type: none"> • Marie Beale 07818506490 • Marguerite Young 07384 462594 • Emma Doran On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site. Lyndsey Curbishley, Lindsay Cunliffe and Nahida Mann have had DSL training. |
| Other: | Liaison with L6 Centre to support practical needs 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. |

Educational Visits

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| Lead Person: | | Key contacts: | |
| <ul style="list-style-type: none"> • Lyndsey Curbishley • Nahida Mann | | Educational Visits: Nicola.horton@si.liverpool.gov.uk | |
| Communications: | | | |
| If we need to reintroduce measures and communicate to parents/carers they will be informed through seesaw and text, and if necessary, through phone calls from the leadership team | | | |
| Additional Information: | | | |
| Outdoor Education Advisors Panel: www.oeap.ng https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits | | | |
| Considerations: | | | |
| Cost implications: | Trips will be booked through the school year. Refund arrangements will be examined at booking | | |
| Risk Assessment | Each venue/trip location will be asked for a current Risk Assessment | | |
| Other: | n/a | | |

Other restrictions:

If the Director of Public Health or Health protection team advise additional measures, they may also advise restrictions on the activities below. If this is the case, then we will consider

- open days
- transport
- transition or taster days
- parental attendance in settings
- live performances in settings