

St Benedict's Catholic Primary School Outbreak Management Plan Guidance – July 2021

All education and childcare settings should have outbreak management plans. The Outbreak management Plan should sit alongside the school's COVID Risk Assessment.

The [Education Contingency Framework](#) identifies what measures may need to be in place where an outbreak occurs.

The current definition of an outbreak is: two or more confirmed cases with symptoms of coronavirus (COVID-19) arising within the same 14-day period in people who work at or attend the educational and childcare settings or provision, or there is a high reported absence which is suspected to be COVID-19 related.

Where there is a suspected outbreak in a school, an outbreak control meeting will usually be triggered by the Education COVID response team / CE Public Health.

Area of Concern	Issues for schools to consider	School Response Plans
Outbreak Control Meeting	<ul style="list-style-type: none"> Does the school have a process to collect all the information required in relation to an outbreak, including a list of staff / pupils who have tested positive in the last 14 days, with isolation dates etc.? Model form in appendices 	School will adopt the CE outbreak log. It will be stored on the staff share and will be completed by the admin team as and when a member of staff or a pupil is absent for a period of 14 days.

Remote Learning	<ul style="list-style-type: none"> What capacity and plans does the school have for remote learning? What measures need to be put into place to 'switch on' the remote learning offer? How will decisions be made about how to limit the workforce onsite and who are the appropriate staff to work remotely? 	Attendance will only be restricted in exceptional circumstances. Remote learning remains via Google Classroom and teachers will have a 'day one' pack ready to go from 10am on the first day. The schedule of teaching will be live lessons from 9am until 12.30 and 1.30-3pm each day. Staff who are immunocompetent and are not at risk/not identified as close contacts will remain onsite. Individual circumstances will be taken into account. Teachers will work in school (restrictions permitting) and lead the remote learning from school where possible and if not, from home.
Staffing	<ul style="list-style-type: none"> What plans are in place if staff test positive and are required to isolate including: <ul style="list-style-type: none"> Classroom staff Site staff Office staff The Senior Leadership Team How will lessons be covered and prioritised? How will the site be safety checked? Who will manage a critical incident? What is the minimum number of staff required on site to ensure the site is safe? (bearing in mind that large groups of pupils will not be routinely sent home.) 	<p>Teachers will lead remotely from home with TAs supporting the class (additional staff will be deployed if necessary to support in the classroom). If TAs are missing, supply will be used if school staff cannot be redeployed.</p> <p>Office staff are able to work remotely answering phones and using remote server. If too poorly to work, supply will be used if necessary.</p> <p>SLT will work remotely. Another member of staff with a UP3 pay scale will be on site for emergencies. Support will be sought from another school if all SLT members are absent.</p> <p>Lessons will be covered with supply or internal HLTAs. Safety checks will be carried out by SLT or the SBM in the absence of the site manager. SLT remotely/Chair of governors or SBM will deal with a critical incident.</p>

		<p>12 members of staff on site to ensure all classes had a member of staff to lead, plus support for the pupils with EHCPs and a member of staff who can come out of class to cover first aid incidents.</p> <p>School lunches provided in the form of vouchers via WONDE for FSM pupils who are isolating.</p>
Prioritising pupil attendance	<ul style="list-style-type: none"> Which year groups will be given priority if the school is required to limit attendance onsite? Are registers available of priority groups i.e. vulnerable children, parents of critical workers? 	<p>Priority groups – vulnerable pupils, critical workers and EHCPs, Reception, Year 1 and Year 2.</p> <p>Registers are available for the priority groups to include vulnerable pupils, critical workers and EHCP pupils.</p>
Face Coverings	<ul style="list-style-type: none"> What will trigger the requirement for face coverings to be worn by staff? In communal areas In classrooms How will face covering requirements be communicated to pupils / parents / staff? What plans are there to 'warn' pupils and staff that this may be a requirement? 	<p>An outbreak in cases in school will trigger face masks in communal areas and if working in a classroom different to the 'base class'.</p> <p>Emails will be sent to parents and staff via schoolcomms and posters will be put up as a reminder.</p> <p>Welcome back later in September will indicate that it will be a fluid situation and that requirements might change.</p>
Shielding	<ul style="list-style-type: none"> How many staff/pupils are classed as clinically extremely vulnerable in the school? How will school accommodate staff/pupils if the clinically extremely vulnerable are required to shield? 	<p>There are no pupils or staff classed as CEV.</p> <p>N.A</p>
Trips and Performances	<ul style="list-style-type: none"> Has the school included COVID safe measures and a risk assessment where school visits are planned? Is consideration for school and local case rates included in planning for school trips? Is any financial outlay insured against the possibility of 	<p>Yes – Risk assessments include COVID measures.</p> <p>Yes</p> <p>Risk assessments have been adapted to ask the following:</p> <p>* What COVID measures/precautions are in place for the trip?</p>

	<p>having to cancel a school trip due to a local / school outbreak?</p> <ul style="list-style-type: none"> What plans are in place to monitor local and school case rates before agreeing a performance can go ahead? What COVID safety measures are in place for the performance? 	<p>* What are local infection rates at the moment?</p> <p>* What are the insurance considerations for the trip going ahead? (eg will the costs be reimbursed if the trip is cancelled due to COVID?)</p> <p>Contacting insurer to confirm whether costs would be reimbursed</p> <p>SLT will monitor infection rates using CE guidance and cancel performances if necessary. Up to date guidance will be used when deciding upon audiences for performances.</p> <p>Trips will only go ahead with children in the same class and will not mix with other schools.</p>
Communication	<ul style="list-style-type: none"> If an outbreak occurs in the school, what plans are in place to inform parents quickly? How will press enquiries be dealt with? Does Cheshire East Communication Team need to be involved? Are there other organisations that need to be involved in communication 	<p>The Schoolcomms would be used to send texts and emails to all parents.</p> <p>Press enquiries are directed to the Diocese.</p> <p>After school club providers will be informed as will supply agencies as and when necessary. The catering company will be contacted.</p>
Safeguarding	<ul style="list-style-type: none"> If there are concerns about a child during an outbreak, what school measures are in place to keep in touch with them? How will safeguarding be assured during periods of remote learning for vulnerable pupils? Who will contact social workers / family support workers if a vulnerable child is isolating? 	<p>Teachers call children who have missed online learning. If they can not speak to a parent, a house visit is made.</p> <p>Referrals will be made and children invited into school if they are consistently missing learning. Vulnerable pupils will come into school where possible. If it is not possible, they will be expected to attend remote learning (devices provided) on a daily basis – if they do not, SLT will visit and family support workers will be informed by headteacher.</p>

