

COVID-19: outbreak management plan

Great Eccleston Copp



Approved by:	Andrea Loughran	Date: 19 th February 2022
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1. Introduction

Our outbreak management plan outlines how we would operate if there were an outbreak in our school or local area. Given the detrimental impact that restrictions on education can have on children and young people, any measures in our school will only ever be considered as a last resort, kept to the minimum number of pupils, schools or groups possible, and for the shortest amount of time possible. 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).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director 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, for example:

- › To help manage a COVID-19 outbreak within the school
- › 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)

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission. If we have several confirmed cases within 14 days, we may have an outbreak. In this instance, we will :

- › Call the dedicated advice service (DfE helpline on 0800 046 8687 and selecting option 1) who will escalate the issue to our local health protection team where necessary and advise if any additional action is required, such as implementing elements of our outbreak management plan.
- › May reduce contact between classes and revert to staggered start / end / break times
- › Pause whole school or KS1 / KS2 assemblies
- › Pause parental attendance within the setting
- › Pause volunteers within school
- › Limit performances within the setting
- › Reconsider educational visits

Attendance restrictions will only be undertaken as a last resort. Depending upon Public Health advice, individual classes or the whole school may be required to limit attendance. If attendance restrictions are advised across the area, the government will publish detailed operational guidance for settings.

2. Other measures

If recommended, we will limit:

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

If recommended, we will reintroduce:

- › Bubbles, to reduce mixing between groups
- › Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

3. Attendance restrictions

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

3.1 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

In case of outbreak management, early years and primary schools have been prioritised to operate as normal.

3.2 Education Workforce

If restrictions on child, pupil and student attendance are needed, leaders of childcare and education settings will determine the workforce required onsite and if it is appropriate for some staff to work remotely. We will review our Child Protection Policy to reflect the current situation and ensure that a DSL (or Deputy) is always on site.

Where staffing is affected by staff having to self-isolate or testing positive, we will re-organise existing staff to cover classes or attempt to arrange supply when possible. This means that it may not be the child's regular teacher that is in class.

If staff is reduced to the point where school struggles to maintain safe operation or where there is a lack of availability of supply, school may be required to request a year group is sent home to learn remotely. This decision will only be made when absolutely necessary and as a last resort. In this case, LCC will be consulted before any final decision is made.

3.3 Education and support for pupils at home

If a child or year group is learning remotely, 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 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.

3.4 Wraparound care

In case of outbreak, 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.

If attendance restrictions are needed, vulnerable children and young people should be allowed to attend. For all other children, parents and carers should only be allowed to access these providers for face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education and training. Restrictions on attendance may need to vary depending on whether provision will be operating during school term-time and/or school holidays, when schools are otherwise closed to ensure sufficient childcare provision remains available to those that need it most. Therefore, the advice outlined above could be subject to change.

3.5 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 (Designated Safeguarding Lead) or deputy DSL on site wherever possible.

We have three trained safeguarding professionals in school. In the first instance, the Head teacher should be contacted (head@coppschool.lancs.sch.uk). Our Deputy DSL is Mr Mark Harding (mh@coppschool.lancs.sch.uk). If our DSL (or deputy) can't be on site, they can be contacted remotely. If there is ever an occasion to contact school further, please direct this to our school office : bursar@coppschool.lancs.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.

3.6 Vulnerable Children and Young People

Where vulnerable children and young people are absent, we will:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
- encourage the child or young person to attend school, working with the local authority and social worker (where applicable)
- focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
- have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so
- If we have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the local authority.

3.7 School and FE meals

We will provide meal options for all pupils who are in school. We aim for meals to be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria.

We endeavour to also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they:

- are self-isolating
- have had symptoms or a positive test result themselves
- are a close contact of someone who has COVID-19