



# COVID-19

## Outbreak Management Plan

**Approved by:** Kate Barnes  
(Headteacher) **Last review date:** 22.11.21

**Shared with Governors:** 22.11.21

### 1. Introduction

This plan is based on the contingency framework for managing local outbreaks of COVID-19 and the schools operational guidance, 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), directors 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. Actions will be considered when either of the following thresholds are met:
  - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
  - 10% of pupils or staff who are likely to have mixed closely test positive 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)
- To prevent unsustainable pressure on the NHS

### 2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. The Headteacher will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687). We will also inform the Local Authority of any developing situation and speak to an Area Schools Officer.

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### 3. Shielding

We will adhere to national guidance on the reintroduction of shielding.

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

### 4. Other measures

Parents, carers, pupils and staff will be informed promptly about the (re)introduction of control measures. This will be communicated via letters sent home with pupils, once a decision has been made by the SLT and approved by the Chair of Governors.

If recommended, we will limit:

- Residential educational visits
- Open days, transition or taster days involving large numbers of visitors
- Parents coming into school such as for Class Assemblies or Parents Consultation Evenings
- School performances where there is a live audience
- Other non-essential visitors to the school site, where social distancing cannot be easily achieved (or ask them attend later in the day, when it is less busy)
- Large face to face assemblies, where more than one year group may attend
- Use of the dining hall for school meals, where more than year group is present

If recommended, we will (re)introduce:

- Bubbles, to reduce mixing between groups
- Face coverings in communal areas and classrooms for staff, parents and visitors (unless exempt)
- Staggered timings of the school day to reduce crowding or alternative entrances
- Separation of year groups, with separate play and eating spaces allocated
- One way system and social distancing on the school site for adults
- Separate staff room areas for our staff to take breaks
- Virtual meetings, such as staff briefings

If directed, we will participate with community testing – such as hosting an asymptomatic test site (ATS) provided by Surrey County Council. Primary Schools are not expected to test pupils directly on site, however it may be necessary to request that all pupils identified as ‘close-contacts’ in a given class or year group, should take a PCR test before returning to school as an infection control measure.

Our staff are currently undertaking Lateral Flow Testing twice a week; this may be increased to daily if there are a higher number of positive cases identified in school.

If a number of confirmed cases are identified, the school will use template letters to distribute this information to parents (e.g. Appendix D in Public Health Outbreak Pack).

### 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

If restrictions are recommended, we will stay open for:

- Vulnerable pupils (such as those with a named social worker or who have an EHCP)

- › Children of critical key 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 via Google Classroom.

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 Contingency Plan** which has been developed with other local Haslemere Schools for consistency.

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.

These parcels will be available in the School Office once a week to collect. Alternatively, we will provide electronic food vouchers according to Government schemes available.

## 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. This will be known as the **Covid-19 Safeguarding Addendum Policy**.

We will aim to have a trained DSL or deputy DSL on site wherever possible every day.

If our DSL (or deputy) cannot be on site, they can be contacted remotely by either emailing us at:

[dsl@shottermill-jun.surrey.sch.uk](mailto:dsl@shottermill-jun.surrey.sch.uk) or telephoning the School Office on 01428 642096 and requesting a DSL makes contact immediately.

Shottermill Junior School has CPOMS and this will enable the coordination and logging of safeguarding concerns is easily facilitated off site.

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

When vulnerable pupils are absent, we will:

- › Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence on the same day
- › Encourage good school attendance and provide early help strategies to facilitate this
- › Make sure vulnerable pupils can access appropriate education and support while at home
- › Maintain contact, and check regularly that the pupil is able to access remote education provision

Where a family has not been heard from, despite attempts made, we will perform a risk assessment and if safe, visit the house directly to check on the welfare of the family. If it is considered unsafe, we will seek other agency support in undertaking a welfare check, e.g. Inclusion Service or Police.

## 6. Lettings and use of the school site by outside partners

Where guidance states that non-essential businesses must close, it may be necessary to temporarily pause our existing lettings who using the school facilities for clubs and activities. We will communicate any changes and work with our outside partners to ensure they are operating safely and within the guidance. We will ensure that all external partners have conducted a Covid-19 risk assessment in accordance with safe operating procedures published by Government, and display these on our school website.