

COVID-19: Outbreak Management Plan

Hinguar Primary School & Nursery



Last reviewed on: December 2021

Next review due by: April 2022

1. Introduction

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)

2. Roles & Responsibilities

Within the school, the Headteacher is in charge of the day to day running of the school and its site, with the support of the SLT. The school is part of SECAT and the headteacher works as part of the Executive Team to make any MAT wide decisions in discussion with the other Senior Leaders across the MAT.

In relation to Covid, the school follows the guidance and expectations of the DfE as well as the local Director of Public Health for Southend.

Name	Role	Info	Number
DfE Covid Hotline	Reporting	DfE	0800 0468687
Lisa Holloway	Public Health	SBC	07870391450
Bharat	Covid Adviser	SBC	07798657755
Covid Helpline	Help!	SBC	01702 212497
SECAT House	Centre	SECAT	01702 580463

3. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

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

4. Other measures

If recommended, we will limit:

- Residential and educational visits

- Reviewing risk assessments for planned trips
- Postponing / cancelling trips if not deemed Covid safe
- Open days
 - Revert to online / virtual tours
 - Use the website / app to share information rather than via face-to-face activities
- Transition or taster days
 - Revert to online / virtual tours
 - Use the website / app to share information rather than via face to face activities
- Parents / visitors coming into school
 - To only essential visitors
 - Ensure advance contact before agreements to coming onto school site
 - SLT to authorise / not authorise site visitors
 - Enhanced use of phone / email for communication
- Live performances
 - To be performed to non-physical audiences
 - Filmed / shared online if appropriate (with explicit GDPR consent)

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between groups
 - Whether individual class bubbles or year group bubbles will be determined dependent on situation and circumstance
 - To enable limited contact both when in classrooms and during play / lunchtimes
- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)
 - Including the option for visitors in classrooms rather than masks so that pupils can understand adults
 - Including face coverings when moving in and around the site when not directly working with or interacting with pupils

5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures set out below:

5.1 Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable pupils
 - Identified through the school's vulnerable list / involvement of outside agencies
- Children of critical workers
 - Identified through information and evidence collected from parents
- 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 Plan, available on site and the school website.

Remote Education will be provided through the schools

- Home education learning for pupils will be provided through:
 - Microsoft Teams Platform
 - The Oak Academy
 - BBC Bitesize
 - Purple Mash

Communication and updates on restrictions and available support will be via TEAMS, the school website and the school Home Learning email.

If attendance restrictions are in place and multiple year groups have to receive remote education, in addition to online communication for learning, each family will receive a welfare call home at least fortnightly. Any vulnerable children unable to come into school for face-to-face learning will receive welfare calls at least weekly from appropriate staff within the school.

The school will continue to provide meals, vouchers or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. If food parcels, these will be arranged for weekly delivery; if via vouchers, these will be emailed directly to parents/carers.

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.

This will include:

- EnergyKidz provision
- Before school sports clubs
- After school clubs led by internal and external staff

We will communicate who will be eligible to attend once any 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 not on site, there will be an on-call rota with a DSL immediately available on the phone and physically present on site within half an hour of an emergency call.

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

6. Relevant Documents

Relevant documentation to read in relation to this plan:

DfE Contingency Framework: [Contingency framework: education and childcare settings
\(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/642212/Contingency_framework_for_education_and_childcare_settings.pdf)