

COVID-19

Outbreak Management Plan



Grendon
Primary

Approved by:	Full Governing Board	Date: March 22
Last reviewed on:	March 22	
Next review due by:	September 23	

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, 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.

The measures outlined have previously been in operation during the pandemic and have proved effective in minimising risk.

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)

Our school risk assessment and action plan remain in place at all other times.

2. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those staff who have previously been required to shield.

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning. At present, this applies only to two lunchtime supervisors.

Staff will work from home where possible.

Staff will continue to be paid.

3. Other measures

3.1 Maintain social distance and minimise contacts

- School office closed. Any contact by phone or email
- No parent's events or meetings to be held in school
- Governor meetings to be held remotely
- Professionals only onsite for direct work with children
- Open days, transition and induction held virtually
- Bubble system in operation - year groups
- Staff movement between bubbles minimised
- After school clubs stopped
- One way routes around site and in school in operation
- Social distancing on site reintroduced - signage to show this installed
- Fixed seating plans in place in classrooms and hall for lunchtime
- No large gathering, assemblies etc.

- › Children's movement around school limited
- › Toilet rota for classes in operation
- › No trips or visits

3.2 Enhance Health and Hygiene Provision

- › Children have individual sets of stationary
- › Shared resources to be cleaned or quarantined between use
- › Outside play equipment roped off
- › Soft furnishings removed from classrooms
- › Classroom surfaces kept clear for easy cleaning
- › Masks to be worn in social in communal areas
- › Staff and parents to wear masks on site
- › Staff to teach in clear visors if preferred

3.3 Key Changes to Policies

- › Safeguarding addendum operational
- › Addendums to Health and Safety Policy, Fire Safety Policy, First Aid Policy and Behaviour Policy made in line with guidance.
- › Other policies subject to temporary changes in response to guidance

3.4 Staffing

- › Rotas in operation if required
- › PPA to be taken from home
- › Staffroom to be socially distanced with Library and PPA areas also in use
- › Risk assessments reviewed for BAME and pregnant staff members
- › Wellbeing strategy in place
- › Flexible working patterns agreed

4. Attendance restrictions

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

4.1 Eligibility to remain in school

In the first instance, we will stay open for:

- › Vulnerable pupils
- › Children of critical workers
- › Other year groups to meet required capacity beginning with youngest children first.

If further restrictions are recommended, we will stay open for:

- › Vulnerable pupils
- › Children of critical workers

Children will be taught in small groups by staff in line with national guidance.

4.2 Attendance Policy and Practice

It is likely that school will be advised that fast track attendance process will not be in use. School will provide Early Help in line with policy. Attendance and engagement in Remote Education will be monitored and appropriate actions taken to improve this.

5. Academic Curriculum

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 Education Strategy.

We will aim for interventions (school based or outside agency) to continue for identified children virtually.

We will distribute laptops and data to support remote education and ensure loan agreements are in place.

6. Pastoral Curriculum

The school will continue to provide lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. Parents will be asked by groupcall text and email to opt in to receive parcels. They can be collected from school on a weekly basis.

We will arrange for the distribution of Free School Meal vouchers if required by Local Authority or Central Government.

Safe and well calls will be made to all families weekly and outside agencies continue to be involved as required other community support will be signposted via letter and on our website.

Access to food banks and other community initiatives secured

7. Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective. Our safeguarding contingency plan will be operational which will ensure:

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

If none of our 3 DSLs can be on site, they can be contacted remotely by email or phone.

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

Paediatric first aiders will be onsite at all times. Cover is arranged with GBNFC in emergency situations.