

COVID-19 Outbreak Management Plan (V1 September 2021)**Birmingham City Council's Outbreak Management Plan Template**

| Content | Starting Page of Section |
|--|---------------------------------|
| Introduction | 2 |
| 1. Testing | 4 |
| 2. Face Coverings | 5 |
| 3. Shielding | 6 |
| 4. Other measures | 6 |
| 5. Attendance restrictions | 7 |
| Links to related guidance notes | 10 |
| Governance and other resources | 13 |

COVID-19 Outbreak Management Plan (V1 September 2021)

KINGS HEATH PRIMARY SCHOOL OUTBREAK MANAGEMENT PLAN (V1)

As per Step 4 of government's plan, all measures have been lifted from 19 July 2021 for the full return of all pupils :

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidanceschools-operational-guidance>, published by the Department for Education (DfE).

Schools and settings will only need to implement some, or all, of the measures in this plan in response to recommendations provided by the 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:

➤ To help manage a COVID-19 outbreak within the school / setting. Actions will need to be considered when either of the following thresholds are met:

For most settings:

- 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

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

We will regularly review the latest information produced by Public Health: https://www.birmingham.gov.uk/COVID-19_schools_faqs.

The latest checklist and flowchart can be found here for guidance on dealing with suspected or confirmed cases within staff or pupil cohorts, and their contacts: https://www.birmingham.gov.uk/downloads/download/3527/public_health_flowchart_for_schools

This plan will be shared with the School's workforce and published on the school website for transparency

COVID-19 Outbreak Management Plan (V1 September 2021)

| Version No. | Page – Edits (page numbers correct at point of publication of that version) | Published |
|-------------|---|-----------|
| 1 | Original | 31.08.21 |

| | | | |
|-----------------|----------------------------|--------------|--------------------------|
| Setting Name: | KINGS HEATH PRIMARY SCHOOL | Review Date: | October 2021 |
| Date Completed: | 21/09/2021 1/11/21 | Plan Owner: | Mark Court - Headteacher |

| Measures | Comments |
|--|---|
| 1. Testing | |
| <p>In the event of an outbreak, schools and settings will need to adhere to national guidance on the reintroduction of home testing and onsite asymptomatic testing</p> <ul style="list-style-type: none"> • If recommended, increase the use of home testing by pupils and staff. • If it is advised, reintroduce an asymptomatic testing site (ATS) at the school. • Work with the director of public health (DPH) on any further support needed regarding testing • If on-site asymptomatic testing is reintroduced, outline your plans including: <ul style="list-style-type: none"> ○ When testing will take place? ○ Where testing will take place? | <p>All staff will be encouraged to take part in twice weekly lateral flow testing for the whole of September. Reported to AC via e mail</p> <p>Adequate supply of Lateral Flow tests secured and stocks monitored by First Aid</p> <p>Staff to be provided with Lateral Flow tests on request to AC</p> <p>No on -site testing at school - Primary phase</p> <p>These measures will remain in place until at least the end of the first half term</p> <p>Update- this has continued for Autumn 2</p> |

COVID-19 Outbreak Management Plan (V1 September 2021)

| | |
|--|---|
| <ul style="list-style-type: none"> ○ Who will receive on-site testing? ○ What additional control measures are needed to accommodate on-site testing? | |
| <p>2. Face Coverings</p> | |
| <p>If recommended, pupils, staff and visitors who are not exempt from wearing a face covering:</p> <ul style="list-style-type: none"> ● Should be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas <p>And/or:</p> <ul style="list-style-type: none"> ● Should be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity ● In some circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. ● Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. ● No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering. | <p>Face Coverings (Masks or visors) are optional for staff in their own classroom</p> <p>Face covering are worn along with other PPE when assisting children in bathrooms</p> <p>Disposable face masks (Type IIR) are available for staff to use if they would prefer. and an adequate stock maintained</p> |

COVID-19 Outbreak Management Plan (V1 September 2021)

| | |
|--|--|
| | |
| <p>3. Shielding</p> | |
| <p>In the event of an outbreak, Schools and settings will need to adhere to national guidance on the reintroduction of shielding.</p> <ul style="list-style-type: none"> • Follow national or local guidance on the reintroduction of shielding which would apply to those on the <u>shielded patient list (SPL)</u>. • Introduce additional protective measures in school for individuals required to shield • Consider home working for members of staff requiring to shield • Consider remote learning offer for pupils unable to attend school due to shielding | <p>School leaders collect information from staff on individual risk factors including levels of vaccination and will consult with individual staff members who have previously been considered as clinically extremely vulnerable in the event of an outbreak. Guidance will be followed and shielding/vulnerable staff either directed to work from home for a period or be redeployed to work within school which has less face-to face contact- i.e. office/admin role or Group works</p> <p>Home working for pregnant staff over 28 weeks who are not double vaccinated will be used</p> <p>Shielding/vulnerable pupils will be supported with a remote learning offer.</p> |
| <p>4. Other Measures</p> | |
| <p>Parents, carers, pupils and staff should be informed promptly about the introduction of control measures.</p> <p>Pay due consideration to limiting:</p> <ul style="list-style-type: none"> ○ All visits, i.e. residential educational visits etc. ○ Open days ○ Transition or taster days ○ Parents coming into school ○ Live performances | <p>Parents, carers, students and staff will be kept updated with any changes. Events will be carefully considered and back up plans will be in place should we need to move to remote learning.</p> <p>Hand hygiene regime maintained for pupils upon entry / exit of classroom, halls, etc.</p> <p>Additional daytime cleaning routines maintained until at least Christmas</p> <p>Windows to be open in classrooms to maximise ventilation. CO2 monitors deployed so staff can monitor levels of CO2 as an indicator of ventilation quality</p> |

COVID-19 Outbreak Management Plan (V1 September 2021)

| | |
|--|--|
| <ul style="list-style-type: none"> • If recommended, be prepared to reintroduce Bubbles to reduce mixing between groups • You may want to enter information in this section on any other specific measures you have in place e.g. enhanced cleaning, specific transport issues etc. <p>Cleaning – (In addition to existing robust cleaning regimes) Following the identification of the person with COVID-19 symptoms, clean and disinfect:</p> <ul style="list-style-type: none"> • All surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells | <p>Halls only to be used when extraction fans on and windows open</p> <p>Lunchtimes on a rota basis to maintain year group “bubbles” with 10 minutes Refresh period between sittings in each hall.</p> <p>Table plans maintained for dining hall so close contacts can be identified</p> <p>Table plans in classrooms maintained so that close contacts can be identified</p> <p>Lunchtime playground time maintained as 1 year group at a time – playtimes maximum 2 groups at a time (1/2), (3/4) & (5/6)</p> <p>Residential trip to Red Ridge - school will have exclusive use of facilities during the week. Staff and pupils asked to take a LFT prior to departure (no more than 24 hours earlier) – Action plan to handle outbreak on site in place.</p> <p>Non-residential trips will be planned in accordance with venue guidance</p> <p>After initial “Welcome” assemblies, all assemblies will remain virtual</p> <p>Staff briefings remain “Virtual”</p> <p>Parent’s evening to remain virtual</p> <p>Home School transport – guides continue to follow Travel-Assist Guidance</p> <p>Parents and staff will be advised where two or more cases are reported in their class within a 10 day period</p> <p>Updated November 2021</p> |
|--|--|

COVID-19 Outbreak Management Plan (V1 September 2021)

| | |
|--|--|
| | <p>Open days- restricted number of people to attend open sessions. Masks advised to parents attending. Parents will not enter the classrooms. Parents will be advised to sanitize hands whilst walking around school.</p> <p>Play group Parents and children restricted to the small hall and outdoors. If access to the toilet is required, adults to wear masks. Parents will be advised to sanitize hands regularly.</p> |
| <p>5. Attendance Restrictions</p> | |
| <p>Attendance restrictions will only be recommended as a last resort. If recommended, implement the measures in this section:</p> | <p>Attendance restrictions will only be considered either under national / local government guidance or as part of an outbreak management plan</p> |
| <p>5.1 Eligibility to remain in school</p> <p>If restrictions are recommended, school will stay open for:</p> <ul style="list-style-type: none"> • Vulnerable pupils • Children of critical workers • Year 10 and 11 pupils • Year 12 and 13 pupils (delete if inapplicable) • Any other pupils due to take external exams this academic year <p>If further restrictions are recommended, school will stay open for:</p> <ul style="list-style-type: none"> • Vulnerable pupils • Children of critical workers | <p>As guided by local / national government to include Vulnerable Students; children of Key workers.</p> <p>A risk register will continue to be used to prioritise need and to ensure that all relevant information is obtained to support decision making.</p> <p>A staff rota including working from home will be considered to reduce numbers within school, if required and advised.</p> <p>The lead DSL will keep an ongoing record of pupil vulnerability</p> |
| <p>5.2 Education and support for pupils at home</p> | <p>Plan for remote education in place via Padlet</p> <p>IT devices available for deployment if required</p> |

COVID-19 Outbreak Management Plan (V1 September 2021)

| | |
|---|--|
| <ul style="list-style-type: none"> • All pupils required to stay at home will receive remote education. • remote education will meet the same quality and quantity of education that pupils would receive in school • 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. <p>[school may wish to insert details of how meals or lunch parcels will be distributed to pupils (e.g. parents collect from school).]</p> | <p>Paper-based work can be provided in cases where electronic learning may not be appropriate / best</p> <p>Supermarket voucher scheme available via Wonde for FSM children not in attendance</p> |
| <p>5.3 Wraparound care</p> <ul style="list-style-type: none"> • Access to before and after-school activities and wraparound care during term time and the summer holidays will be offered to those that need it most. • Eligibility to attend will be communicated once the restrictions are confirmed. | <p>Wraparound care is provided by Playcare. in the event of restrictions on attendance, a plan will be discussed with the management to ensure a complimentary offering if possible to maintain operation.</p> <p>Relevant Risk assessments will be sought from the provider to confirm safety of operation</p> |
| <p>5.4 Safeguarding</p> <ul style="list-style-type: none"> • Review child protection policy to make sure it reflects the local restrictions and remains effective. • Aim to have a trained DSL or deputy DSL on site wherever possible. <p>[Adapt as necessary according to the arrangements you have in place:]</p> | <p>Safeguarding and Child Protection policies are updated and reviewed in readiness for September start.</p> <p>4 DSLs within school - should therefore always have 1 on site with others readily contactable as members of the senior leadership team (via mobile phone).</p> <p>Where vulnerable students are absent, weekly phone calls home will recommence doorstop welfare checks to be considered if difficulty in contacting parents</p> |

COVID-19 Outbreak Management Plan (V1 September 2021)

| | |
|---|--|
| <p>If our DSL (or deputy) can't be on site, they can be contacted remotely by [insert contact details].</p> <p>If our DSL (or deputy) is unavailable, we will share a DSL with [insert school name]. Their DSL can be contacted by [insert contact details].</p> <ul style="list-style-type: none"> • On occasions 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: <ul style="list-style-type: none"> ➤ Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence ➤ Encourage attendance ➤ Ensure 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 | <p>Multi-agency works to continue, supporting those with poor attendance and known social care involvement.</p> <p>Provision made for additional laptops and iPad where needed to access remote education.</p> <p>In the event that a child with a CP or CIN plan is absent from school with a Covid related absence, the Social Worker will be notified by email /phone</p> |
|---|--|

COVID-19 Outbreak Management Plan (V1 September 2021)

| Links to related published guidance notes to be referred to alongside the Outbreak Management Plan | As per Risk Assessment |
|--|--|
| <p>Links to DfE Guidance</p> <p>As new guidance is produced weekly, please refer to www.gov.uk for updates</p> <p>Note from DfE: Schools are not required to use these guides, and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches</p> | <p>Full opening (updated 6 July 2021 and applies until Step 4): https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Early Years and Childcare: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>Special Schools: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings</p> <p>Out of School settings: https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>Testing in primary and nursery schools: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</p> <p>Safe working in education and childcare: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>Compilation of all guidance notes for schools: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</p> <p>Advice for parents: https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</p> |

COVID-19 Outbreak Management Plan (V1 September 2021)

| | |
|--|--|
| | <p>Advice for parents attending Out of School settings: https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>Ofsted guidance and update: https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Providing meals to pupils: https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</p> <p>School reports: https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers</p> <p>Safeguarding and remote learning: https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</p> <p>EYFS disapplication: https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p> <p>Keeping children safe in education for schools and staff: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>Shielding and guidance for CEV: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Curriculum and teaching guidance: https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19</p> <p>Remote learning support for schools and staff: https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19</p> <p>Remote learning support for parents: https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19</p> |
|--|--|

COVID-19 Outbreak Management Plan (V1 September 2021)

| | |
|--|--|
| | <p>Transport to schools: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>General travel guidance: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Recording attendance: https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year</p> <p>Enhanced area of response: https://www.gov.uk/government/news/further-support-for-birmingham-blackpool-cheshire-east-cheshire-west-and-chester-liverpool-city-region-and-warrington-to-tackle-delta-b16172-v</p> <p>BCC: https://www.birmingham.gov.uk/news/article/890/covid-19-birmingham-listed-as-enhanced-response-area</p> |
|--|--|

COVID-19 Outbreak Management Plan (V1 September 2021)

| | |
|---------------------------------------|---|
| Governance and other resources | <p>Link to Public Health flowchart in case of coronavirus symptoms within pupils or staff: https://www.birmingham.gov.uk/downloads/download/3527/public_health_flowchart_for_schools</p> <p>Safeguarding policy addendum: https://www.birmingham.gov.uk/downloads/file/16735/covid-19_safeguarding_policy_addendum</p> <p>Useful contacts in BCC:</p> <ul style="list-style-type: none">• If subscribing schools have questions / queries about governance, contact School and Governor Support (S&GS) at governors@birmingham.gov.uk• Nursery Schools and Nursery Classes should contact the Early Years' Service for EYFS queries via email: EYDuty@birmingham.gov.uk• Education Safeguarding questions please contact the Education Safeguarding Team via email: EducationSafeguarding@birmingham.gov.uk <p>Other resources:</p> <p>ACAS guidance on mental health: https://www.acas.org.uk/acas-launches-new-guidance-on-mental-health-during-coronavirus</p> <p>HSE guidance on working during coronavirus and related links: https://www.hse.gov.uk/coronavirus/working-safely/index.htm</p> <p>NAHT guidance on health and safety duties and schools: https://www.naht.org.uk/advice-and-support/management/health-and-safety-duties-and-schools/</p> <p>RCPH COVID-19 - 'shielding' guidance for children and young people: https://www.rcpch.ac.uk/resources/covid-19-guidance-clinically-extremely-vulnerable-children-young-people#children-who-should-be-advised-to-shield</p> |
|---------------------------------------|---|