



# St John Rigby Catholic Primary School

## COVID-19 Outbreak Management Plan

Date of Review: September 2021
Approved by:
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## 1. Introduction

This outbreak management plan details the actions school leaders will take in response to a school or local outbreak to reduce the risk of transmission of coronavirus (COVID-19),

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), published 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:

- 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 clustered in a consistent group or cohort within a 10-day period**
  - **10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period**
  - **Evidence of severe illness e.g. student or staff member admitted to hospital or a death as a result of a Covid-19 infection**
- 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. Roles and responsibilities

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).

## 3. Testing

If recommended, we will increase the use of home testing by staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the director of public health (DsPH) to discuss any further support we need to do this. Staff will be asymptomatic testing twice a week until the Government review this at the end of September:

- Testing will be on a Wednesday (before 8.00pm) and Sunday (before 12.00pm)
- Staff will test at home and contact the headteacher if they test positive

## 4. Face coverings

If recommended, staff and visitors who are not exempt from wearing a face covering:

- Will be asked to put on/keep 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

## 5. Shielding

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

## 6. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email once a decision has been made.

If recommended, we will limit:

- › Residential educational visits
- › Open days
- › Transition or taster days
- › Parents coming into school
- › Requesting that parents wear masks when dropping off/collecting children on the school premises
- › Whole school assemblies
- › Mixing of children
- › Live performances

If recommended, we will (re)introduce:

- › Staggered starts
- › Bubbles, to reduce mixing between groups
- › Social distancing, to reduce close contact

## 7. Attendance restrictions

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

### 7.1 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 children

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

- › Vulnerable pupils
- › Children of critical workers

### 7.2 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 on our website.

The school will continue to provide supermarket vouchers for pupils eligible for benefits-related free school meals, under the Pupil Premium criteria, while they are not attending school because of COVID-19 isolation guidelines.

### 7.3 Wraparound care

We will limit access to before and after-school activities and wraparound care to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

## 7.4 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 this is not possible they will be contactable by telephone and/or email for advice.

- Designated Safeguarding Lead (Mrs Greaves) Phone: **07545 652603** Email: [agreaves@stjohnrigby.org](mailto:agreaves@stjohnrigby.org)
- Deputy Safeguarding Lead/Family Support Worker (Mrs McLoughlin) Phone: **07802 780976**

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

## 7.5 Vulnerable pupils

When vulnerable pupils are not in attendance at school or are absent, we will:

- Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence
- Encourage attendance wherever possible
- 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

**SEND Communication:** Families who regularly have contact with Mrs Jepps regarding support for their child(ren)'s learning can continue to communicate with Mrs Jepps via email on [ijepps@stjohnrigby.org](mailto:ijepps@stjohnrigby.org)

## 8. Risk Assessments

This plan does not replace the school risk assessment, which will continue to outline proportionate control measures to manage and reduce the risk of COVID-19 transmission.

## 9. Roles and Responsibilities

### a. List of individuals/organisations who play an important role in providing support and advice to schools

Person/Organisation	Contact details
Director of Public Health (DsPH) and Bedford Borough Public Health Team	Contact via: <a href="mailto:Public.Health@bedford.gov.uk">Public.Health@bedford.gov.uk</a>
Local authorities (LAs)	Contact via <a href="http://www.bedford.gov.uk/covidschools">http://www.bedford.gov.uk/covidschools</a>
Department for Education	The <b>DfE helpline on 0800 046 8687</b> (selecting option 1) help with advice on the action to take in response to a positive case.

**b. List of individuals or teams within the school with a role within this plan**

<b>Person (Role)</b>	<b>Responsibilities</b>
<p>Mari Zafar &amp; Marcella Di Pace (Attendance Officer)</p>	<p>Monitor attendance and reporting of positive cases to school. Notify LA of any positive cases.</p> <p>Keep accurate records of positive Covid-19 cases in staff and students and notify HT of any trigger points met.</p>
<p>Michele McGettigan (Headteacher)</p>	<p>Liaise with PHE in situations where:</p> <ul style="list-style-type: none"> <li>• 5 or 10% (whichever is reached first) test-confirmed cases of Covid-19 within 10 days, among students or staff clustered in a consistent group or cohort OR</li> <li>• Evidence of severe illness e.g. students or staff members admitted to hospital or a death as a result of a COVID–19 infection.</li> </ul>
	<p>Local Public Health Team will liaise to consider introducing temporary measures such as bubbles, face masks and social distancing to prevent further spread of the virus.</p>
<p>Aoife Greaves, Jennie Jepps &amp; Louise Guard (Assistant Headteachers - SLT)</p>	<p>Acting on behalf of the Headteacher if not available and supporting with procedures for stepping up safety measures – see Appendix 1.</p>
<p>Aoife Greaves (DSL)</p>	<p>Procedure to ensure safeguarding is maintained for pupils not in school and online safety.</p>
<p>Jennie Jepps (Inclusion Lead)</p>	<p>Monitor impact on vulnerable pupils and ensure contact maintained if they are not in school.</p>
<p>Donna Maslen (School Manager)</p>	<p>Support the Headteacher and SLT with procedures for stepping up safety measures in relation to site management (enhanced cleaning) and supply of FSM – see Appendix 1.</p>

## Appendix 1: Procedure for reacting to a school or local area outbreak

- You will be alerted to a school or local outbreak, and do not need to activate measures within this plan before you receive that alert.
- An alert may come from a number of sources (e.g. Director Public Health or their team, Public Health England (PHE) Health Protection Team, or a relevant person from the local authority).
- Do not act on information from unofficial sources – seek more information from one of the above contacts first.
- Whoever receives the alert should ask for, and record, as much information as possible.

<b>Named contact(s) for responding to the alert</b>	Mari Zafar, Marcella Di Pace, Michele McGettigan Aoife Greaves, Jennie Jepps, Louise Guard
<b>Information to record</b>	Who is the source of the alert? Is this a school or local outbreak? What advice are they currently giving? Is there any other information the school needs to know?
<b>Specific actions required</b>	1. MM: Advise CEO & Chair of Governors 2. MZ: Prepare & send letters to go to parents (affected group) parents (whole school) and staff, if required 3. SLT: Inform staff/pupils of required action (as below) 4. DM: To review enhanced cleaning schedule for area(s) affected

## Consistent Groupings (Bubbles)

**NOTE:** From 19<sup>th</sup> July 2021, the move to Step 4 means there will no longer be a requirement to keep children in consistent groups ('bubbles'), meaning that bubbles will no longer need to be used for summer provision or in the autumn term. However, local authorities, Directors of Public Health and PHE Health Protection Teams may recommend the reintroduction of 'bubbles' as a temporary measure.

<b>Specific actions required</b>	<p>MM Re-adopt previous arrangements for class/year bubble – staggered start/finish including toilets, entry exit points, one-way system (if needed) Inform parents/class teachers/pupils of arrangements</p> <p>LG Timetable set up for breaks and lunch, separate from the rest of the school</p> <p>DM Arrangements for lunch – children will need to receive dinners in class. Food parcels/Voucher issued to pupils isolating Re-instate enhanced cleaning programme and recording sheets on class door. Label toilets (if restriction to class bubble only). Ensure supply of cleaning materials are readily available</p> <p>AG Re-instate Remote Learning Policy Monitor attendance and engagement of pupils accessing Remote Learning (CTs to inform daily)</p> <p>JJ Monitor Remote Learning Access for vulnerable pupils at home – support Required, including IT (Log of IT loans and signed for)</p>
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## Face coverings

**NOTE:** In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.

<b>Specific actions required</b>	<p>MM Re-introduce requirement to wear face coverings on site Staff in communal areas or where it is difficult to socially distance. Must be worn in doors or when meeting parents at drop off and pick up Staff unable to wear face coverings, or who wish to wear PPE in class, can wear a face visor -Parents anywhere on school site, including drop off and pick up</p> <p>Communicate to staff and parents via email that face coverings required on sight Reissue guidance to all staff</p> <p>AG To alert parents/carers of requirement to wear face coverings at all times when on school site via ClassDojo</p> <p>Issue visors to cover staff and vulnerable staff (reintroduce use of 'teaching' boxes in class)</p> <p>DM To reinforce the use of facemasks with suppliers/deliveries/contractors, although should be worn anyway as part of school RA</p> <p>MZ Signage in school reception – face coverings to be worn at all times</p>
Weblink to guidance	<p><a href="https://www.gov.uk/guidance/face-coverings-in-education">Face coverings in education (applies until Step 4) (www.gov.uk)</a></p> <p><a href="https://www.gov.uk/guidance/use-of-ppe-in-education">Use of PPE in education (www.gov.uk)</a></p>

## Shielding (measures for staff, including those who are pregnant)

**NOTE:** Shielding for staff and pupils will only be introduced by national government.

<b>Specific actions required</b>	<p>DM To obtain CEV Shielding letters and record on Trust attendance records</p> <p>SLT To liaise with relevant staff to discuss working arrangements from home</p> <p>AG To update risk assessments for vulnerable staff and DM to file</p>
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