



## Alford Primary

# COVID-19 Outbreak Management Plan

Version 1

School Name	Alford Primary School
Type of School	LA Maintained
School address	Hanby Lane, ALFORD, Lincolnshire, LN13 9BJ
Operating hours (including extended services)	7:45am – 5:30pm School Hours – 8:45am – 3:15pm
Number of staff	66
Number of pupils	327
Age range of pupils	4-11
Office telephone number	01507463414
Office email address	<a href="mailto:primaryschool@alford.lincs.sch.uk">primaryschool@alford.lincs.sch.uk</a>
School website	Alfordprimary.co.uk
Headteacher	Vicky Ross
Date of approval by governing body	September 2021
Date of last update	

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# 1. Introduction

This outbreak management plan details the actions school leaders should take after they have been notified of a school or local outbreak to reduce the risk of transmission of coronavirus (COVID-19), including responding to variants of concern, including:

- the types of measures that school should be prepared for
- how decisions are made
- who can recommend these measures and where
- when measures should be lifted

All education and childcare settings should have outbreak management plans outlining how they would operate if there were an outbreak in their setting or local area. If you have several confirmed cases within 14 days, you may have an outbreak. You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the **DfE helpline on 0800 046 8687** and selecting option 1 for advice on the action to take in response to a positive case.

Local authorities, Directors of Public Health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks and can recommend measures (described below) in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

This outbreak management plan should describe how this school would operate if specific measures were recommended and should also include how the setting would ensure every, pupil receives the quantity and quality of education and care to which they are normally entitled.

## a. Risk assessment

- You must comply with health and safety law and put in place proportionate control measures.
- **This plan does not replace the need to keep our school risk assessment up to date.**
- It is vital that a risk assessment is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission.
- It is important that this risk assessment is a live document that is kept up to date as required. The most efficient and effective way to update your current risk assessment would be to show in the document which existing control measures have been removed by using strike through text.

## b. Guidance links

Completion of this template will be achieved in conjunction with the following list of guidance, however, **please note that this guidance is constantly being updated and it is important that you make sure you are working from the latest version**

- [Contingency framework: education and childcare settings \(www.gov.uk\)](http://www.gov.uk)
- [Schools COVID-19 operational guidance - Step 4 updates \(www.gov.uk\)](http://www.gov.uk)

### c. Key points for consideration

- The impacts of having missed education during the pandemic are severe for children, young people and adults. The school understand and will continue to carefully manage the impact on all staff, governors, visitors and volunteers. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.
- Decision-makers should endeavour to keep any measures to the minimum number of schools or groups possible, and for the shortest amount of time possible.
- Decision-makers should keep all measures under regular review and lift them as soon as the evidence supports doing so.
- Measures affecting education across an area should not be considered in isolation, but as part of a broader package of measures.
- **Attendance restrictions should only ever be considered as a last resort.**
- Where measures include pupil attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised.

## 2. 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 Lincolnshire County Council Public Health Team	Public Health, Health Protection Team, Lincolnshire – Call <b>01522 552993</b> or contact via Email: <a href="mailto:HealthProtectionTeam@Lincolnshire.gov.uk">HealthProtectionTeam@Lincolnshire.gov.uk</a>  Monday – Friday 8am to 8pm, Saturday & Sunday 9am - 5pm.
Local authorities (LAs)	Tamsin Caputa (Locality Lead) Tamsin.Caputa@lincolnshire.gov.uk
Department for Education	The <b>DfE helpline on 0800 046 8687</b> (selecting option 1) can 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

Person/Role	Responsibilities / contact details
Vicky Ross/Headteacher	vicky.ross@alford.lincs.sch.uk
Lisa Button/Deputy Headteacher	<a href="mailto:Lisa.button@alford.lincs.sch.uk">Lisa.button@alford.lincs.sch.uk</a>
Ros Simpson/SENDCo	<a href="mailto:Ros.simpson@alford.lincs.sch.uk">Ros.simpson@alford.lincs.sch.uk</a>
Catherine Murray/Bursar	<a href="mailto:Catherine.murray@alford.lincs.sch.uk">Catherine.murray@alford.lincs.sch.uk</a>
Paul Lock/DPO	<a href="mailto:Paul.lock@alford.lincs.sch.uk">Paul.lock@alford.lincs.sch.uk</a>
Andrew Willoughby/ Chair of Governors	CoG@alfordprimary.co.uk

### 3. Stepping measures up and down

- 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>a. Procedure for reacting to a school or local area outbreak</b>	
Information to record	[Who was the source of the alert? Is this a school or local outbreak? What advice are they currently giving?]
Named contact(s) for responding to the alert	
Specific actions required	[What are the initial actions they are required to take – e.g. who do they notify, what measures do they start to instigate]

The same applies for stepping down additional measures - wait for, or seek, assurance from the source who issued the alert that is safe to relax restrictions before doing so.

<b>b. Procedure for stepping down measures</b>	
Named contact(s)	
Information to record	[Who took the decision to step down? What was the authority to do so?]
Specific actions required	

## 4. Control measures

Details in this section outline how this school will respond should any of the following measures be reintroduced into the school or local area.

### a. Testing

Procedure for reintroduction of <b>asymptomatic testing sites (ATS)</b> for pupils and staff	
Named contacts(s)	Vicky Ross will take responsibility for liaison with PH and establishment on site?
Location	Staff will test at home. Pupils are not eligible for on-site testing.
Testing schedule	[To be determined at the time of the outbreak]
Communications	Staff will be informed via email, staff briefing and in person for staff members who do not access email. This will be done by V Ross
Specific actions required	<p>Email staff to gain consent if needed.</p> <p>Training on procedures via TEAMS</p> <p>Signing out of testing kits</p> <p>Supply check of kits fortnightly by office staff</p> <p>COVID-secure procedures implemented for collecting test kits</p> <p>Re-communicate links for recording results and what to do if test positive/void etc.</p>
Weblink to guidance	<a href="http://www.gov.uk">Ordering test kits for schools and FE providers - (www.gov.uk)</a>

Procedure for <b>additional testing</b> , e.g. encouraging more home testing	
Named contacts(s)	Vicky Ross
Communications	Regular emails/briefings re importance
Specific actions required	[To be determined at the time of the outbreak]

Weblink to guidance	<a href="https://www.gov.uk/government/news/ordering-test-kits-for-schools-and-fe-providers">Ordering test kits for schools and FE providers - (www.gov.uk)</a> <a href="https://www.gov.uk/government/news/getting-a-free-pcr-test-to-check-if-you-have-coronavirus-covid-19">Getting a free PCR test to check if you have coronavirus (COVID-19) (www.gov.uk)</a>
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## b. 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.

Procedure for establishing the use of <b>face coverings</b>	
Named contacts(s)	Vicky Ross
Communications	Staff will be informed via email, staff briefing and in person for staff members who do not access email. This will be done by V Ross
Specific actions required	<p>Signage required for main entrances – C Murray to organise office to complete this</p> <p>Email/Parent Hub to all parents, staff and governors to provide guidance and expectations re wearing face coverings.</p> <p>Auditing of face coverings in school – supply maintained by office for emergencies and monthly checks by E Mager to ensure PPE is in date.</p>
Use of face coverings	<p>Masks will be expected to be worn by all adults who can in shared areas/outside of the school (break, lunchtime, collection times) if a positive case becomes known.</p> <p>Parents will be asked to wear face-covering in the playground if a positive case becomes known.</p> <p>Adults will be permitted to wear face-coverings within their bubble if their class has a positive case.</p> <p>Face shields can be worn in addition to masks if the adult requests.</p> <p>All lunch time and ancillary staff will be expected to wear a face covering if working in a positive case is known.</p> <p>Staff who are exempt from wearing face coverings will not be expected to wear them but can choose to do so if they wish.</p>

Weblink to guidance	<a href="#">Face coverings in education (applies until Step 4) (www.gov.uk)</a> <a href="#">Use of PPE in education (www.gov.uk)</a>
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### c. Shielding

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

Procedure for reintroduction of <b>shielding for pupils</b>	
Named contact(s)	Vicky Ross/HT
Specific actions required	<p>Autumn review by office (J Dale) to compile list of CEV or CV pupils.</p> <p>If a class/bubble has an identified positive case, CEV/CV parents will be notified and offered remote education for the remaining isolation time. This will be coded as X.</p> <p>If the school is required to close/partially close, all CEV/CV pupils will be permitted to shield for the required isolation time.</p> <p>Remote education via TEAMS will be provided for all children required to shield/isolate.</p>

Procedure for reintroduction of additional <b>shielding measures for staff</b> (including staff who are pregnant)	
Named contact(s)	Vicky Ross/HT
Specific actions required	<p>Staff to complete a survey to refresh the record of those staff who are CEV/CV and to detail the level of vaccination.</p> <p>If national guidance requires, the CEV staff (currently 1 staff member will be permitted to shield). If the school is required to close/partially close, all CEV staff and pupils will be permitted to shield for the required isolation time.</p>

### d. '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.

Procedure for the reintroduction of ‘bubbles’	
Named contact(s)	Vicky Ross/HT
Specific actions required	<p>If a positive case is identified within a class, that class will return to a modified bubble approach. The class will be restricted to specified/unshared areas. The class will eat lunch within their classroom and will collect their lunch when no other children are in the hall. The class will play separately. The children within the class who attend ASC and BC will be distanced from other children wherever possible. This will last only for the duration of the 10-day isolation period from onset of symptoms/test if asymptomatic. Classes will return to strategies such as quarantining resources, using individual resources wherever possible. (It is recognised that this is not possible in EYFS and very difficult with younger children. Adults working within that bubble will be restricted to that bubble for the period of the isolation. Classes would attend assemblies virtually or have class assemblies for the duration of the isolation.</p> <p>If there are several positive cases in the school, in different class, the school would revert to a whole-school bubble approach. This would lead to all classes operating as bubbles. This would mean that all school assemblies would be via TEAMS.</p> <p>If the school is advised to partially close, the school would prioritise opening for EYFS/KS1, vulnerable and children of critical workers.</p> <p>This information will be shared with staff, governors and parents at the beginning of the academic year and via Parent hub if implemented.</p>

### e. Other measures

**NOTE:** Local authorities, Directors of Public Health and PHE Health Protection Teams may recommend these precautions in one setting, a cluster of settings, or across an entire area.

Procedure for limitations around <b>residential educational visits</b>	
Named contact(s)	Catherine Murray/Bursar/EVC

Specific actions required	To keep abreast of national and local requirements in regards to residential educational visits  To ensure that all residential visit risk assessments include a COVID-19 risk assessment.
Weblink to guidance	

<b>Procedure for limitations around open days</b>	
Named contact(s)	C Murray/Bursar P Lock/DPO
Specific actions required	Open days will be permitted unless there is a confirmed positive case in the school community.  Visitors will be expected to leave contact details in case of NHS Test and Trace contact.  These details will be shredded in line with GDPR requirements for visitors details.
Weblink to guidance	

<b>Procedure for limitations around parental attendance and visitors</b>	
Named contact(s)	C Murray/Bursar P Lock/ DPO
Specific actions required	Parents will sign in (details held on integris) and visitors will be expected to leave contact details in case of NHS Test and Trace contact.  These details will be shredded in line with GDPR requirements for visitors details.
Weblink to guidance	

Procedure for limitations around <b>performances</b>	
Named contact(s)	C Murray/Bursar
Specific actions required	<p>Parents will need to sign in (contact details must be available on integri) and visitors will be expected to leave contact details in case of NHS Test and Trace contact.</p> <p>These details will be shredded in line with GDPR requirements for visitors details.</p>
Weblink to guidance	

#### f. Tracing close contacts

From Step 4 onwards contact tracing will be done via NHS Test and Trace. Contacts from a school setting will only be traced by NHS Test and trace where the positive case specifically identifies the individual as being a close contact. You may be contacted in exceptional cases to help identify close contacts.?

Procedure for requests for contact details from <b>NHS Test and Trace</b>	
Responsible person(s)	Vicky Ross/HT or Lisa Button/Deputy Head
Identification approval	<p>Do not give contact information to anyone ringing up the school.</p> <p>An authorising email must be requested by the office staff</p> <p>Any confidential/identifying information must be sent securely to the validated email address.</p>
Information released	The process used and information released here is expected to be the same as for managing other infectious diseases.]

## 5. Attendance restrictions

### ATTENDANCE RESTRICTIONS SHOULD ONLY EVER BE CONSIDERED AS A LAST RESORT

As part of their outbreak management responsibilities, local authorities, the Director for Public Health and Public Health England (PHE) Health Protection Teams may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.

The cohorts described below should be used to guide decisions about restricting attendance, as well as prioritising groups to return to face-to-face education.

#### a. Types of teaching provision

Procedure for limiting attendance in the <b>main education provision of the school</b>	
Named contact(s)	SLT
Specific actions required	<p>Vicky Ross/HT</p> <p>Immediately inform the parent/governor/staff community via email, online briefing and Parent Hub</p> <p>Catherine Murray/Bursar – P Lock/IT</p> <p>Survey sent out to identify vulnerable and key worker children.</p> <p>Office to ensure that devices/FSM lunches are distributed to relevant families</p> <p>Lisa Button/DHT</p> <p>Organise immediate return to remote learning via TEAMS/PH including the assembly of stationery packs/IT logins if needed.</p> <p>Prioritisation for vulnerable children and young people, and for children of critical workers to attend</p> <p>Ros Simpson/SENDCo</p> <p>Welfare and monitoring of vulnerable families to be implemented including remote welfare calls with 48 hours.</p>
Weblink to guidance	<p><a href="https://www.gov.uk/guidance/school-attendance-guidance-for-schools">School attendance: guidance for schools (www.gov.uk)</a></p> <p><a href="https://www.gov.uk/guidance/contingency-framework-education-and-childcare-settings">Contingency framework: education and childcare settings (www.gov.uk)</a> - contains further prioritisation advice, grouped by type of setting – see section headed Attendance Restrictions.</p>

Procedure for limiting attendance of <b>out-of-school and wraparound childcare</b>	
Named contact(s)	Vicky Ross
Specific actions required	
Weblink to guidance	<a href="https://www.gov.uk/guidance/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings">Protective measures for holiday or after-school clubs and other out-of-school settings (www.gov.uk)</a>

**b. Types of teaching provision (support)**

Procedure for supporting the <b>education of pupils in hospital</b>	
Named contact(s)	Ros Simpson/SENDCo
Specific actions required	Identify contact within the child's family and the hospital Provide IT device if needed Ensure able to access TEAMS Complete regular (at least weekly) check in calls.
Weblink to guidance	

**c. Other considerations where attendance has been restricted**

- **Remote education**

Where appropriate, pupils who need to self-isolate because they have tested positive will be supported to learn from home if they are well enough to do so.

Procedure for providing <b>remote education</b> to pupils	
Named contact(s)	C Murray/Bursar

Specific actions required	<p>Ensure that class teacher is aware of the child's self-isolation via email</p> <p>Provide FSM/Device/Letter re support to family</p> <p>Class adults to provide daily learning and remote welfare calls</p>
Weblink to guidance	<p><a href="http://www.gov.uk">Get Help with Remote Education (www.gov.uk)</a></p> <p><a href="http://www.gov.uk">Get help with technology during coronavirus (www.gov.uk)</a></p> <p><a href="http://www.gov.uk">Remote Education Temporary Continuity Direction: explanatory note (www.gov.uk)</a></p>

- **Safeguarding and designated safeguarding leads**

Procedure for ensuring <b>safeguarding</b> is maintained	
Named contact(s)	Vicky Ross/HT
Specific actions required	<p>Monthly review of monitoring and welfare list to ensure provision in place – Stored in SLT TEAM/Safeguarding</p> <p>Immediate review if partial/whole-school closure to ensure remote welfare call within 24 hours.</p> <p>Keyworker (SLT/Parent liaison identified) to complete weekly/fortnightly additional checks depending on vulnerability</p> <p>External agencies to be informed (VR - Children's Services, Early Help; RS-SEN/Virtual school)</p>
Weblink to guidance	<p><a href="#">Keeping children safe in education</a></p> <p><a href="#">Working together to safeguard children</a></p> <p><a href="#">Early Years Foundation Stage (EYFS) framework</a></p> <p>- read alongside <a href="#">Early years foundation stage: coronavirus disapplications</a></p>

- **Transport**

Transport services to schools should continue to be provided as normal where children are attending school.

Procedure for transport for schools	
Named contact(s)	C Murray/Bursar
Specific actions required	Confirm Transport will run as before. If child is symptomatic, ensure that they are collected by family. If family are unable to collect the HT will take responsibility for ensuring that the child is returned home for testing.
Weblink to guidance	<a href="http://www.gov.uk">Transport to schools during the COVID-19 pandemic (www.gov.uk)</a> <a href="http://www.gov.uk">Coronavirus (COVID-19): safer travel guidance for passengers (www.gov.uk)</a>

- **School meals**

School meals will continue to be provided for all children who are still in school.

Meals will continue to be free for all children who meet the benefits-related free school meals eligibility criteria.

Procedure for continuation of <b>free school meal provision</b>	
Named contact(s)	C Murray/Bursar
What level of provision will be available?	Voucher
Specific actions required	E Mager to organise delivery of voucher via email or post. If family are unable to leave the property, office to liaise with Alford Hub to support.
Weblink to guidance	Further information available in the <a href="#">guidance on providing school meals during the COVID-19 pandemic</a>

- **Educational visits**

Procedure for undertaking <b>educational visits</b>	
Named contact(s)	C Murray/Bursar

Specific actions required	<p>If children are isolating due to a confirmed case of covid-19, except in exceptional circumstances, any local educational visits will be postponed.</p> <p>If positive cases are in school then school will limit non-essential visitors and consider postponing non-essential events.</p>
Weblink to guidance	<p><a href="https://www.gov.uk/guidance/health-and-safety-on-educational-visits">Health and safety on educational visits (www.gov.uk)</a></p>

## 6. Recovery

### a. Debriefing

Procedure for debriefing staff after an outbreak	
Named contact(s)	Vicky Ross
Specific actions required	[Lead by PHE]

### b. Pupil and staff wellbeing and support

Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on [promoting and supporting mental health and wellbeing in schools](#).

Procedure for promoting and supporting mental health wellbeing in pupils and staff	
Named contacts(s)	SLT
Resources for promoting mental health wellbeing	Direct support from line manger Self-referral to GP Employee Counselling Services Staff wellbeing team
Support for mental health concerns	<a href="#"><u>Employee Support and Counselling service is also available and is a private and confidential service that can be contacted on Phone: 01522 836198 or Email - emp.support@mouchel-lincoln.com</u></a>
Weblink to guidance	<a href="#"><u>Promoting and supporting mental health and wellbeing in schools (www.gov.uk)</u></a>