



Woodstone Community Primary School

Outbreak Management Plan

This plan outlines the procedures and steps that Woodstone Community Primary School will implement based on the principles set out in the Contingency framework published by the DfE in August 2021, which describes how local outbreaks of Covid19 will be managed. It should be read in conjunction with the Leicestershire and Rutland COVID-19 Outbreak Management Plan for Education Settings.

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

However, measures affecting education may be necessary in some circumstances, for example:

- To help manage a COVID-19 outbreak within a setting
- If there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- As part of a package of measures responding to a Variant of Concern (VoC)

At all times when implementing additional protective measures, the school's leaders will follow the advice of the Local Authority, the Department for Education and Public Health England.

The principle of this management plan is to ensure that every pupil at Woodstone Community Primary School receives the quantity and quality of education and care that they would normally receive.

Bubbles

In the event of a local or school outbreak the school will once again operate single year group bubbles. Staff and children will be limited to movement around the school and all past Covid prevention measures will be put in place i.e. Hands, Space, Face, Ventilation.

Face coverings

In the event of a local or school outbreak the school will ask parents to wear face masks on the school grounds, this will be communicated by email and text. We will also have signs up around the school grounds. Should the school be advised that face coverings are appropriate in communal areas or where large numbers of people gather (e.g. playground at collection times) then the Headteacher/Deputy Headteacher will inform staff.

Shielding

Shielding is currently paused. It can only be introduced by the national Government. If it is reinstated then staff who have previously shielded and are advised to do so, will be supported to work from home where possible. If this is a teacher then they will continue to deliver lessons remotely with the support of their in class Teaching Assistant and the Senior Leadership Team. If a pupil needs to shield, then they will be provided with remote learning which is explained later in this document.

School trips

In the event of a local outbreak, the school will postpone all school trips that involve the use of transport (this includes swimming sessions). Where the risk assessment allows, local visits to outside locations would still be permissible as long as it was within a sensible walking distance of the school. If a trip cannot be postponed, then it will be cancelled and parents refunded any contributions that they have made.

Transition events

Our transition plans will be altered to reflect the local guidance at the time of the planned event. Internal transition events will be risk assessed to decide if teachers and Teaching Assistants should work with their new class or remain with their current bubble. If the risk is deemed too high, then online transition opportunities will be implemented.

Parental attendance in school

At present parents are still being encouraged to speak to staff via the class email or on the telephone and this will continue wherever possible. Parents will be allowed into school for meetings and assemblies. If a local breakout was to occur all on-site parental meetings will not continue until they can be undertaken via Microsoft Teams or outside whilst maintaining social distancing. Prospective parents can see the school but these tours will be conducted at the end of the school day. If either party do not feel comfortable with this then they will be offered discussions via Microsoft Teams or the telephone with the Headteacher/Deputy Headteacher.

School performances/assemblies

In the event of a local outbreak all school activities, that may have included a parental audience, will either be postponed or revert to online or recorded. If an event is recorded, then parents/carers will be provided with a copy at the earliest opportunity.

All internal assemblies will be held through our You Tube channel and class bubbles will remain in place.

Attendance restrictions

High quality face to face education is a priority of not only the government but also the staff here at Woodstone.

Attendance restrictions will only be considered as a last resort and in consultation with Leicestershire Local Authority and Public Health England. They will be as short-term as possible.

If we are advised to limit attendance due to Covid cases our remote learning plans will be reintroduced (via Microsoft Teams). If it is a local lockdown all children will attend unless advised otherwise. Staffing issues will be taken into consideration with each year team.

Safeguarding

In the event of a local or school outbreak and an attendance restriction being in place staff will monitor our 'vulnerable' children every three days. This monitoring will also focus on those pupils that are not attending and not engaging with remote learning. Appropriate steps will then be determined and actions agreed and implemented. A Designated Safeguarding Lead (DSL) or Deputy DSL will be onsite during the school day to ensure that any safeguarding concerns are addressed. In the extremely unlikely event that both DSLs or deputies are not in school (during an outbreak), then the Headteacher (DSL) Deputy Headteacher (Deputy DSLs) will be available on the phone. All staff have these numbers and are aware of the procedures to report concerns.

Remote learning

Should we need to restrict attendance then remote learning will be used for all pupils who are not attending our onsite provision. The school will:

- Identify pupils and families that require IT equipment support.
- Provide weekly work which follow the school's long-term curriculum map.
- Provide daily Reading, Writing and Maths lessons and Microsoft Teams support where staffing allows.
- Teachers will maintain an attendance register for all sessions and those pupils who do not attend will be contacted by the School to establish reasons for non-attendance and to offer support.

Attendance of vulnerable pupils

Where vulnerable pupils are absent, the school will:

- Follow up with a parent or carer, working with the Local Authority and social worker to establish the reasons for absence and discuss concerns.
- Encourage the child to attend educational provision and discuss benefits with parents or carers.
- Focus discussions on the welfare of the child, ensuring that they can access appropriate education and support whilst they are at home.
- If a vulnerable child is not attending school and is not engaging with remote learning then the Senior Leadership Team will contact parents/carers daily in order to welfare check the children.

Table 1: Criteria and Measures for Outbreak Management Stages

Stage	Criteria	Measures that may be introduced
Stage 0	0-4 cases, unlinked, or linked outside of setting within 10 days Setting has not had high case numbers previously Low cases in local area Setting in line with current guidance	None (if setting not in line with current guidance- LCC HPT will advise that they should be)
Stage 1	5- 10 cases within 10 days- linked in setting OR 10% of staff and pupils test positive within 10 days, and are linked	Emphasising and enhancing current measures – cleaning, ventilation, testing etc. Encouraging uptake of asymptomatic testing Activities taking place outdoors, including exercise, assemblies, or classes

	OR setting has medium level of cases previously OR medium levels in local area	One-off enhanced cleaning focussing on touch points and any shared equipment Communications from the setting to the community about current cases.
Stage 2	11-20 cases within 10 days linked in setting OR setting has medium/high level of cases previously OR medium/high levels in local area.	Emphasising and enhancing current measures – cleaning, ventilation, testing etc. Encouraging uptake of asymptomatic testing Activities taking place outdoors, including exercise, assemblies, or classes One-off enhanced cleaning focussing on touch points and any shared equipment Communications from LCC about the cases Reintroducing face coverings in communal areas Limiting visits, performances etc. IPC/HPT LCC visit
Stage 3	21+ cases within 10 days linked in setting AND/OR setting has high level of cases previously AND/OR high levels in local area	Emphasising and enhancing current measures – cleaning, ventilation, testing etc. Activities taking place outdoors, including exercise, assemblies, or classes One-off enhanced cleaning focussing on touch points and any shared equipment Reintroducing ATS Surge testing Communications from LCC about the cases - specific to setting circumstances Reintroducing bubbles Reintroducing facemasks in classrooms Limiting visits, performances etc. Escalation to an OCT IPC/HPT LCC visit
Stage 4	50+ cases/30% of setting positive within 10 days	Emphasising and enhancing current measures – cleaning, ventilation, testing etc. Activities taking place outdoors, including exercise, assemblies, or classes One-off enhanced cleaning focussing on touch points and any shared equipment Limiting attendance Reintroducing ATS Surge testing Communications from LCC about the cases-specific to setting circumstances Escalation to an OCT IPC/HPT LCC visit

Table 2: Key Contacts

Organisation	Contact details	This organisation should be contacted when...
Education Effectiveness	educationeffectiveness@leics.gov.uk 01163053365	The setting is notified of a COVID-19 case
Early Years and Childcare	childcare@leics.gov.uk 0116 305 7136	The setting is notified of a COVID-19 case (if early years and childcare)
Health Protection Team, Leicestershire County Council	healthprotection@leics.gov.uk 0116 305 0740 Available Monday-Friday 9-5. If support is needed outside these hours, please contact DfE helpline.	The HPT (LCC) will contact settings
Infection Prevention and Control Team Leicestershire County Council	infection@leics.gov.uk 0116 305 1525	The IPC team will contact settings, when requested
DfE Helpline	Dfe.coronavirushelpline@education.gov.uk 0800 046 8687	The setting is notified of a COVID-19 case
Ofsted (Early Years settings only)	https://www.gov.uk/guidance/tell-ofsted-if-you-have-a-covid-19-incident-at-your-childcare-business	The setting is notified of a COVID-19 case
Public Health England	0344 2254524	PHE will contact settings

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