

## Holmes Chapel Primary School Outbreak Management Plan – September 2021

All education and childcare settings should have outbreak management plans. The Outbreak management Plan should sit alongside the school's COVID Risk Assessment.

The [Education Contingency Framework](#) identifies what measures may need to be in place where an outbreak occurs.

The current definition of an outbreak is:

- 5 individuals (children, pupils, students or staff), who are likely to have mixed closely, test positive for COVID-19 within a 10-day period, or
- 10% of a group of individuals (children, pupils, students or staff) who are likely to have mixed closely test positive for COVID-19 within a 10-day period

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 individuals (children, pupils, students and staff), who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

*Note – this does not include household members of school staff/pupils nor does it include those who are self-isolating due to positive cases within their households when they themselves are not positive.*

Where there is a suspected outbreak in a school, an outbreak control meeting will usually be triggered by the Education COVID response team / CE Public Health.

Area of Concern	Issues for schools to consider	School Response Plans
<b>Outbreak Control Meeting</b>	<ul style="list-style-type: none"> <li>• Does the school have a process to collect all the information required in relation to an outbreak, including a list of staff / pupils who have tested positive in the last 14 days, with isolation dates etc.?</li> <li>• Model form in appendices</li> </ul>	<p>All information collected by our Covid coordinator who will keep records of staff/pupils The attached appendix will be used</p>
<b>Remote Learning</b>	<ul style="list-style-type: none"> <li>• What capacity and plans does the school have for remote learning?</li> <li>• What measures need to be put into place to 'switch on' the remote learning offer?</li> <li>• How will decisions be made about how to limit the workforce onsite and who are the appropriate staff to work remotely?</li> </ul>	<p>Remote learning offer in place Support provided for staff by Remote learning lead (Lauren Brown) Laptops offered to identified families Workforce decisions made by SLT dependent on situation and staff availability</p>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• What plans are in place if staff test positive and are required to isolate including: <ul style="list-style-type: none"> <li>– Classroom staff</li> <li>– Site staff</li> <li>– Office staff</li> <li>– The Senior Leadership Team</li> </ul> </li> <li>• How will lessons be covered and prioritised?</li> <li>• How will the site be safety checked?</li> <li>• Who will manage a critical incident?</li> <li>• What is the minimum number of staff required on site to ensure the site is safe? (bearing in mind that large groups of pupils will not be routinely sent home.)</li> </ul>	<p>Teaching staff will be covered by in house staff as much as possible with supply staff used if needed Year group teams will work to cover where needed HT and DHT to provide teaching cover as needed Supply staff contacted to increase capacity Office staff will cover each other and the event of all staff isolating, the HT/DHT will cover with support provided by the Trust Site Manager will be covered by HT/DHT Middays will be covered by members of SLT where possible Critical incident will be managed by SLT and support from the Trust Minimum number of staff required will be dependent on the number of children in the building and the needs of those children</p>
<b>Prioritising pupil attendance</b>	<ul style="list-style-type: none"> <li>• Which year groups will be given priority if the school is required to limit attendance onsite?</li> </ul>	<p>Reception, Year 1, Year 2 to be given priority Registers of priority groups (vulnerable children) available on Teams</p>

	<ul style="list-style-type: none"> <li>• Are registers available of priority groups i.e. vulnerable children, parents of critical workers?</li> <li>• Special Schools / Alternative Provision: How will you seek to resume as close as possible to full-time provision?</li> </ul>	Critical workers will depend on the definition given at the time
<b>On-site testing (secondary schools/colleges)</b>	<ul style="list-style-type: none"> <li>• If cases increase what needs to be in place to be able to re-introduce an on-site ATS?</li> <li>• Will a scaled down version remain operational for pupils who are unable to test at home?</li> <li>• Will the 'Cheshire East Swab Squad' be called on to support with on-site testing, if required?</li> </ul>	N/A
<b>Face Coverings</b>	<ul style="list-style-type: none"> <li>• What will trigger the requirement for face coverings to be worn by staff / pupils in Y 7 and above? <ul style="list-style-type: none"> <li>– In communal areas</li> <li>– In classrooms</li> </ul> </li> <li>• How will face covering requirements be communicated to pupils / parents / staff?</li> <li>• What plans are there to 'warn' pupils and staff that this may be a requirement?</li> </ul>	<p>Face coverings for staff in communal areas to be optional except in the event of an outbreak or as advised by public health/local authority - staff will be notified by email about any changes</p> <p>Face coverings for parents in the playground will be optional except in the event of an outbreak – parents will be notified by parent mail and/or newsletter</p>
<b>Shielding</b>	<ul style="list-style-type: none"> <li>• How many staff/pupils are classed as clinically extremely vulnerable in the school?</li> <li>• How will school accommodate staff/pupils if the clinically extremely vulnerable are required to shield?</li> </ul>	School has a record of these staff/pupils and will follow the latest government guidance.
<b>Trips and Performances</b>	<ul style="list-style-type: none"> <li>• Has the school included COVID safe measures and a risk assessment where school visits are planned?</li> <li>• Is consideration for school and local case rates included in planning for school trips?</li> <li>• Is any financial outlay insured against the possibility of having to cancel a school trip due to a local / school outbreak?</li> </ul>	<p>Section for Covid safe measures to be included in risk assessment – EVC Nicky Waddington to ensure this in place</p> <p>Covid safety measures to be considered on a case by case basis for performances – consider space, number of children/parents etc.</p>

	<ul style="list-style-type: none"> <li>• What plans are in place to monitor local and school case rates before agreeing a performance can go ahead?</li> <li>• What COVID safety measures are in place for the performance?</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• If an outbreak occurs in the school, what plans are in place to inform parents quickly?</li> <li>• How will press enquiries be dealt with?</li> <li>• Does Cheshire East Communication Team need to be involved?</li> <li>• Are there other organisations that need to be involved in communication</li> </ul>	<p>Parents to be notified by text and/or parent mail, and telephone calls where necessary</p> <p>Press enquiries will be dealt with by the Trust</p>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• If there are concerns about a child during an outbreak, what school measures are in place to keep in touch with them?</li> <li>• How will safeguarding be assured during periods of remote learning for vulnerable pupils?</li> <li>• Who will contact social workers / family support workers if a vulnerable child is isolating?</li> </ul>	<p>DSL/Deputy DSL/Learning mentor to keep in touch with vulnerable families by email or telephone as needed – monitor and record on Cpoms</p> <p>Learning mentor to keep in contact with social workers/family support as needed – records kept on Cpoms</p> <p>Attendance registers are rigorously monitored and any absences are followed up with a phone call</p>

<b>Useful Contacts</b>	
<b>LA Education COVID response team</b>	<a href="mailto:COVID19@cheshireeast.gov.uk">COVID19@cheshireeast.gov.uk</a> 01270 371323
<b>Cheshire East Public Health</b>	<a href="mailto:PHBusinessTeam@cheshireeast.gov.uk">PHBusinessTeam@cheshireeast.gov.uk</a>
<b>Public Health England Northwest Health Protection team</b>	0344 225 0562 / 0151 4344819
<b>DfE Helpline</b>	0800 046 8687 8am to 6pm Mon-Fri and 10am to 4pm Sat-Sun

<b>Cheshire East Communication Team</b>	<a href="mailto:communications@cheshireeast.gov.uk">communications@cheshireeast.gov.uk</a> 01270 686577
<b>ChECS</b>	0300 123 5012 (opt3), <a href="#">Out of Hours</a> 0300123 5022
<b>Early Years Team</b>	<a href="mailto:earlyyearsandchildcareteam@cheshireeast.gov.uk">earlyyearsandchildcareteam@cheshireeast.gov.uk</a> 01625 374182
<b>School Meals Service</b>	<a href="mailto:cheshireeastcatering@cheshireeast.gov.uk">cheshireeastcatering@cheshireeast.gov.uk</a> 01270 2713663



