

# COVID-19: outbreak management plan

THE VICTORY PRIMARY SCHOOL  
THE BEST IN EVERYONE  
Part of United Learning



|                        |  |   |
|------------------------|--|---|
| Review Dates           | Last reviewed: - 6/9/21 / 17.9.21 / 21.9.21 / 1.10.21 / 8.10.21 / 14.10.21 / 22.10.21 / 5.11.21 / 12.11.21 / 19.11.21 / 30.11.21 / 10.12.21 / 17.12.21 / 6.1.22  | Next Review due – 17.9.21 / 24.7.21 / 1.10/21 / 8.10.21 / 15.10.21 / 22.10.21 / 1.11.21 / 12.11.21 / 19.11.21 / 3.12.21 / 14.1.22 |
| Responsible Person     | Jim Hartley  |   |
| Other Persons Involved | Kath Jones (Deputy Headteacher), Vikki Gidney (Assistant Headteacher), Sam Smith (Business Operations Manager), Helen Butler (School Union Representative), Richard Clarke (Chair of Governors), Claire Fortey (Regional Director) |   |

## 1. Introduction

At The Victory Primary School, the education and well-being of our pupils is our highest priority. The Government has stated that:

“As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education...our priority is to deliver face-to-face, high quality education to all pupils.”

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

- 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 within a 10-day period (which will be monitored by our Business Operations Manager – Sam Smith)
  - 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

## 2. Seeking public health advice

When one of the thresholds above is met, we will review our COVID-19 Risk Assessment control measures to ensure that they are being effectively applied and whether there is anything further that could be done, this will include reviewing all measures including 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. Jim Hartley, Kath Jones, Vikki Gidney & Sam Smith will be responsible for seeking this advice and will do so by telephoning the DfE helpline (0800 046 8687).

Any positive cases will be reported to United Learning Trust and Portsmouth Local Authority.

## 3. Shielding

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

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

Vulnerable staff will have individual risk Assessments in place which will be regularly reviewed by their line managers.

Vulnerable pupils will have individual risk assessments in place which will be regularly reviewed by class teachers and the SENCO.

## 4. Other measures

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

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances
- Visitors coming into school

If recommended, we will (re)introduce:

- Bubbles, to reduce mixing between groups
- Specific areas for the children to play in during break and lunchtimes
- Closure of the adventure playground and climbing frames
- Face coverings in communal areas and classrooms for staff and visitors (unless exempt)
- Staggered start and end times to the school day
- Remote assemblies and meetings
- Implement a rapid deep clean programme with a focus on contact points
- Some teaching of lessons taking place outdoors
- Full or partial closure of the school

In addition, we will continue to:

- Review our current Risk Assessment control measures to ensure that they are being effectively applied and whether anything further can be done
- Continue to share updated Risk Assessments and important Covid messages with parents and staff each week. An updated Risk Assessment can be found on our school website each week.
- Check our ventilation to ensure that it is performing as intended with fresh air maximised
- Check hand hygiene to ensure handwashing is being robustly carried out, that sanitiser supplies are adequate and suitably located
- Regular clean classroom areas, wiping down table tops and key touch point areas throughout the day
- Remove classroom waste after lunchtime but before afternoon sessions commence
- Ensure that specialist staff are present and in the required numbers e.g. safeguarding team, first aiders, member of SLT

(See appendix for implementation of the above measures)

## 5. Attendance restrictions

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

## 5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

## 5.2 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 the Remote Learning Policy. (See Frequently asked questions)

Pupils will be sent links to Teams via their school emails. School will contact parents / pupils via email, Facebook, letters or text message to inform you of when remote teaching will commence. This is usually the day after school closure / isolation periods begin.

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.

Depending upon the number of pupils involved, this will probably be in the form of lunch parcels. In the event of a School Closure (following Government announcements), food vouchers will be provided.

## 5.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most. In most cases, parents will be required to book a place for their child online on a first come, first served basis.

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

## 5.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will have a trained DSL or deputy DSL on site wherever possible.

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, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure 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

# Appendix

### **21.9.21**

As a result of The Victory Primary School reaching a Covid Outbreak (21.9.21), the following measures have been reintroduced:-

- Assemblies will no longer take place in the school hall. These will now take place via Teams.
- Increased ventilation when using the hall is essential. All doors leading into the hall / from the hall (with the exception of the door leading to the kitchen and storage) must remain open at all times regardless of the weather conditions. This is particularly important to adhere to when teaching PE or after school clubs.
- Checking of Covid Checklists to take place daily by Phase Leaders to ensure that the school Risk Assessment is being adhered to

At present, Covid cases seem to be most dominate amongst the children and school analysis (alongside discussions from Public Health England) suggest that this is a result of children being brought together for school assemblies. In the event of further positive cases, further safety measures (listed in section 4 will be put in place.

### **8.10.21**

Further outbreak WC 4<sup>th</sup> October, Public Health were contacted and were happy with our current Risk Assessment and plans.

Following updated Government advice (27<sup>th</sup> September), Face coverings will now be worn by staff in the main school entrance upon arrival, during the school day and when leaving school premises, at the start and end of the school day if they are on the school playground and by staff at classroom doors at the start and end of the school day.

### **11.10.21**

From Monday 11<sup>th</sup> October, masks to be worn in all communal areas and when staff meet with staff members not in their current year group e.g. PDMs, briefings etc.

### **14.10.21**

Further outbreak from 14.10.21. Public Health were contacted. They continue to support our Risk Assessment and have advised that no further action is needed. Letter sent out to parents suggesting that they conduct a Lateral Flow test with their child. The outbreak is, at present, confined to one area within Key Stage 2.

### **12.11.21**

WC 8<sup>th</sup> November – all staff and pupils offered the Flu vaccination to further reduce spread of viruses

### **19.11.21**

CO2 monitors in place throughout the school.

### **30.11.21**

Following updated Government advice and in light of the new variant Omicron the following will take place:-

- Wearing of facemasks by staff and parents (except those who are medically exempt) will be compulsory in all communal areas and whilst on our school playground at the start and end of the school day
- Visitors to our school will be limited and will be determined on a 1:1 basis depending upon the reason for their visit. Teams will be the preferred method for meetings between visitors and our school.
- For the Christmas period, any concerts or performances will be kept to outdoors except for circumstances where numbers can be considerably reduced, and social distancing can be maintained between households. This will only be permitted for smaller classes such as EYFS and Rainbowfish.
- Staff who decide to travel abroad during the Christmas Holidays must ensure that they are back in time for the first day of Spring Term taking into consideration time to quarantine. Failure to attend school on 4<sup>th</sup> January as a result of quarantining will result in staff members being unpaid.
- All staff will be required to take a Lateral Flow Test on Monday 3<sup>rd</sup> January prior to returning to school.
- Families will be advised to test their children prior to returning to school in January
- Staff and pupils who have been informed by Track and Trace that they have been in close contact with a person who has contracted the Omicron variant of Covid 19 (regardless of their vaccination status), must self-isolate for 10 days.
- Staff encouraged to book their Covid Booster jabs

#### **10.12.21**

Due to changes in Government Rules, the following will apply from Monday 13<sup>th</sup> December 2021:-

- From 13<sup>th</sup> Dec, school office workers should work from home if they can. Those involved in face to face provisions of education should continue to go to work
- Nativity plays, Christmas activities and Christmas Carol performances will be cancelled
- Any visitor or parent coming into our school site must take an LFT test prior to entering our school building ahead of their meeting / visit
- The Government is looking to introduce daily LFT testing as an alternative to Self-Isolation. Self-isolating will continue until this is officially announced.

#### **17.12.21**

From 14.12.21, adults who are fully vaccinated and all children between 5-18 years identified as a contact of someone with Covid 19, are strongly advised to take a Lateral Flow Test every day for 7 days and continue to attend work, unless they have a positive test result.

#### **6.1.21**

From 11<sup>th</sup> January 2022, Staff or Pupils who test positively on a Lateral Flow test and who are asymptomatic will no longer need to conduct a PCR test. They should self isolate for a period of 7 days. They will be required to conduct a Lateral Flow Test on days 6 and 7 (24 hours apart). If both tests are negative, they can return to school.

However, staff or pupils who have Covid symptoms – high temperature, cough, loss of taste or smell, must take a PCR test and should isolate until they receive their result. They should self isolate for a period of 7 days. They will be required to conduct a Lateral Flow Test on days 6 and 7 (24 hours apart). If both tests are negative, they can return to school.

- CO2 monitors are checked weekly by our site assistant. A reading of 1500 PPM is considered to be too high. When O2 levels are too high, monitors have been set to beep. When this occurs, classrooms are vacated and ventilated for a period of 10 minutes.

