



## COVID-19 Outbreak Management Plan – September 2021

	Action	
<b>Roles and Responsibilities</b>	<p>Head teacher (Katie Turner) will on a day-to-day basis be responsible for:</p> <ul style="list-style-type: none"><li>• Ensuring that the Health, Safety and Wellbeing of staff, students and others using the academy premises or facilities or services or attending or taking part in academy-related activities is a priority.</li><li>• Ensuring safe working conditions of the school premises and facilities.</li><li>• Ensuring all required H&amp;S procedures are in place and updated with local information.</li><li>• Ensuring all required H&amp;S procedures throughout the school so that all risks are controlled.</li><li>• Arranging comprehensive systems of risk assessment to allow the prompt and accurate identification of potential hazards, and where appropriate ensure that the Chair of Governors is made aware of the findings.</li><li>• Identifying the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in H&amp;S matters</li><li>• Ensuring that any defects in the premises, its plant, equipment or facilities which relate to, or may affect, the health and safety of staff, students and others are made safe in a timescale commensurate to the risk by liaising with the Resources Committee and the school admin/finance team.</li><li>• Collating accident and incident information and, when necessary, carry out accident and incident investigations</li><li>• Monitoring the standards of Health and Safety throughout the school including all school-based activities.</li><li>• Monitoring the H&amp;S management structure, in consultation with the Chair of Governors.</li><li>• Consulting with members of staff, including Trade Union safety representatives (if appropriate) on H&amp;S issues.</li><li>• Encouraging staff; students and others to promote H&amp;S.</li></ul> <p>These actions can be delegated to another member of staff however, that does not negate the responsibility of the Headteacher, Katie Turner.</p>	



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Public Health Advice	<p>The school will report attendance and any attendance affected by COVID-19 via the daily LA register</p> <p>The school follows all advice with regard to “what to do” in the event of suspected or actual positive COVID-19 cases.</p> <p>The documents the school will refer to are all held within our School COVID-19 Risk Assessment November 2021 document which is available on our website.</p> <p><a href="http://www.chiltonfoliatprimary.org.uk/wp-content/uploads/2021/12/Covid-19-Risk-Assessment-November-2021.pdf">http://www.chiltonfoliatprimary.org.uk/wp-content/uploads/2021/12/Covid-19-Risk-Assessment-November-2021.pdf</a></p> <p>The DfE have specified that schools should seek public health advice where whichever of these thresholds is reached first:</p> <ul style="list-style-type: none"><li>• 5 children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or</li><li>• 10% of children, pupils, students and staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.</li></ul> <p>We would expect that at this stage, a review of preventive measures would take place and following guidance appropriate and proportionate steps be taken to mitigate the potential for further transmission.</p>	
Prevention	<p>Infection prevention and control measures continue to be implemented including:</p> <ul style="list-style-type: none"><li>• Enhanced cleaning, daily disinfection of frequently touched surfaces such as, door handles/push plates, access control buttons, shared telephones and photocopiers</li><li>• Hand hygiene, washing hands with soap and water where possible, where not using hand sanitiser, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food, including snacks and after sneezing/coughing.</li><li>• Respiratory hygiene, promoting a ‘catch it, bin it, kill it’ approach and immediate disposal of used tissues in the waste bin, and then the washing of hands to pupils and staff</li><li>• Ventilation, classroom doors and windows and external doors leading to the secure playground remain open, when weather permits</li><li>• Staff and pupils are asked to be considerate of staff who wish to maintain social distancing, whatever their reasons</li></ul>	



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	<ul style="list-style-type: none"> <li>• CEV (of which there are none at this present moment) staff and pupils have individual risk assessments which are reviewed in conjunction with any new guidance.</li> </ul>	
Tracing close contacts and isolation	<p>With the numbers of children on site, shared toilets and wrap around care provision, it would be very difficult to prove that no contact had taken place between groups of children in the event of a positive case.</p> <p>The following guidance is used in the event of tracing close contacts and isolation: Please see link:</p> <p><a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person</a></p> <p>Signing in and out of school remains mandatory for all visitors and parents (when removing a child from school during normal school day hours). Pupil attendance is recorded on school systems am and pm. We can then use this information to try and establish any close contacts within the school</p>	
Secure data collection	Data collected at Chilton Foliat will follow the school's Data Protection Policy	
High risk staff and students	There are currently no high-risk adults or children in school. Should this change we would complete an individual risk assessment for each person. These documents would be reviewed alongside updated government guidance or a change to the individuals' circumstance	
Re-introduction of bubbles and strengthening of preventative measures	<p>The school is following the current guidance – Schools COVID-19 operational guidance November 2021 which is held within the School COVID-19 Risk Assessment document and found on our website.</p> <p><a href="http://www.chiltonfoliatprimary.org.uk/wp-content/uploads/2021/12/Covid-19-Risk-Assessment-November-2021.pdf">http://www.chiltonfoliatprimary.org.uk/wp-content/uploads/2021/12/Covid-19-Risk-Assessment-November-2021.pdf</a></p> <p>If the government guidance changes or the local transmission rate increases and following public health advice the school may re-introduce 'bubbles'. We would revert to the 4 bubble systems that was in place during the period March 2021 – July 2021. We have considered this very carefully and feel that this affords the school a greater level of safety should we have a case/s in the school community. With the numbers of children on site, shared toilets, and other shared areas, without the re-introduction of our 4-bubble system it would be very difficult to prove that no contact had taken place between the bubbles in the event of a positive case. In addition:</p>	



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	<ul style="list-style-type: none"><li>• All communal, whole school activities would cease until all periods of isolation were complete and after a review of the situation by the HT and chair of governors a short period of time (2 days from the last returner or until the end of that school week) would be given to ensure that there were no further cases and to prevent entering into another cycle of bubble re-introduction.</li><li>• Unless advised to do so by public health we would not re-introduce a staggered day but would ensure that children were kept separate at the beginning and ends of days when handed to parents on the playground.</li><li>• Should a staggered day become possible we would revert to the plans for a staggered finish in the first instance and then consider the need for a staggered start.</li><li>• All resources will be meticulously cleaned or left for 48hr (72hr for plastics) before moving into another classroom.</li><li>• Teachers would re-introduce book quarantine when handling home – school reading books.</li><li>• External play equipment will be separated so each bubble would have its own set of playtime equipment.</li><li>• Social distancing, to enable social distancing staff will only mix with those working in their bubble where possible (consider the need to ensure provision of support by Teaching Assistants).</li><li>• Staff will be asked to adhere to the 2m rule, where possible and would wear a face covering if this is not possible.</li></ul>	
Visitors to school	<ul style="list-style-type: none"><li>• Non- essential meetings will be postponed or moved to online.</li><li>• Parents would be asked to communicate via email or to wear a face covering if they needed to speak to a member of office staff.</li><li>• Any prospective parent visits will be postponed or accessed via TEAMS.</li></ul>	
On site testing	<ul style="list-style-type: none"><li>• Staff test at home twice weekly before entering the school's grounds.</li><li>• Should a pupil become unwell, while at school, the parents must be available to collect their child as soon as reasonably possible. The pupil will be isolated until collected.</li></ul>	
Face coverings	<ul style="list-style-type: none"><li>• Face coverings will be worn by staff when accessing communal areas such as the corridors, staffroom and toilets.</li><li>• While within their classroom teachers will not be required to wear face coverings however, they can if they wish to do so.</li><li>• Donning and doffing of PPE and face masks training, will be refreshed for all staff.</li><li>• Spare mask masks are kept on site should visitors or staff forget theirs.</li></ul>	



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	<ul style="list-style-type: none"><li>Parents will be advised of any changes to guidance or by the school's instigation, through the schools' newsletter, via parent contact email and ParentMail</li></ul>	
Trips, performances	Should these extra measures be required, all trips, performances, parents evening, Collective Worships, open days etc. will be cancelled.	
Shielding	There are currently no CEV members of staff. Should this change the school will follow the guidance and update the outbreak management plan accordingly.	
Limited attendance	<p>If the need for limited attendance is deemed necessary, Chilton Foliat will prioritise the following categories:</p> <ul style="list-style-type: none"><li>a) Vulnerable children</li><li>b) Children of critical workers</li><li>c) Children in EYF and KS1</li></ul> <p>Our Designated Safeguarding Lead is Katie Turner, who will be on site or contactable at all times. All teaching staff would have a core priority of the provision of online learning. Support staff Teaching Assistants would support the provision of home learning, in school, for children in the above categories. In the event that we are not able to manage this provision with our current staffing levels teaching staff would be asked to cover periods of 'in school' teaching and support on a rota basis (ref previous lock down planning).</p>	
Engagement	<p>If the need for limited attendance is deemed necessary Chilton Foliat will prioritise the following categories:</p> <ul style="list-style-type: none"><li>a) Vulnerable children</li><li>b) Children of critical workers</li><li>c) Children in EYF and KS1</li></ul> <p>Our Designated Safeguarding Lead is Katie Turner will be on site or contactable at all times. All teaching staff would have a core priority of the provision of online learning. Support staff Teaching Assistants would support the provision of home learning, in school, for children in the above categories. In the event that we are not able to manage this provision with our current staffing levels teaching staff would be asked to cover periods of 'in school' teaching and support on a rota basis (ref previous lock down planning).</p>	