



Greenfield Primary School

COVID-19 OUTBREAK MANAGEMENT PLAN

August 2021

1. Introduction

This plan is based on the contingency framework for managing local outbreaks¹ of COVID-19 and the schools operational guidance², provided by the Department for Education (DfE). This plan has also been informed by the Leicestershire and Rutland COVID-19 Outbreak Management Plan for Education Settings.

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:

1. 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 who are likely to have mixed closely within a 10-day period
 - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
2. If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
3. As part of a package of measures responding to a 'variant of concern' (VoC)
4. To prevent unsustainable pressure on the NHS

2. Record keeping and reporting

We will continue to fill out the DfE Daily Attendance return.³

We will keep accurate records of COVID-19 cases and contacts, especially for cases in staff.

We will notify Education Effectiveness at Leicestershire County Council (0116 3053365) of any COVID-19 cases at our school, whether they have taken PCR or LFD tests by email to educationeffectiveness@leics.gov.uk using the pro-forma table provided. The Health Protection Team (LCC) will gather and record information about cases in education settings. Based on this assessment the Health Protection Team (LCC) will recommend which stage of outbreak management the school should enter and will provide support for settings entering and exiting outbreak management.

There is no legal obligation to inform the DfE helpline of cases. However, we will contact the DfE helpline if we require support with COVID-19 cases on 0800 046 8687.

¹ <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings>

² <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

³ <https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year>

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place. We will also seek advice from Education Effectiveness team at Leicestershire County Council and the local Health Protection team on 0116 305 0740 or at healthprotection@leics.gov.uk.

If cases amongst staff mean our schools the threshold, described above, we will contact the Self-Isolation Service Hub on 020 3743 6715 and provide the Test and Trace Account ID of the person who tested positive, alongside the names of co-workers identified as close contacts.

3. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list (SPL)⁴.

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

4. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via Parentmail once a decision has been made.

If recommended, we will limit:

1. Residential educational visits
2. Open days
3. Transition or taster days
4. Parents coming into school
5. Live performances

If recommended, we will (re)introduce:

1. Testing, including the use of an asymptomatic test site (ATS)
2. Bubbles, to reduce mixing between groups
3. Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

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:

⁴ <https://digital.nhs.uk/coronavirus/shielded-patient-list>

1. Vulnerable pupils
2. 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 our Remote learning policy.

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. We will make available a week's lunch parcel to pupils, either for parents to collect or if the family is unwell/unable to collect we will deliver it to the pupil's home address.

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.

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

5.4 Safeguarding

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

We will aim to have a trained Designated Safeguarding Lead (DSL) or deputy DSL on site wherever possible. If that is not possible, they will be contacted by telephone. If a DSL or Deputy DSL is unavailable we will share a DSL with our partner school, Thistly Meadow Primary school in Blaby. These arrangements will be reciprocal.

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:

1. Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
2. Encourage attendance
3. Make sure vulnerable pupils can access appropriate education and support while at home
4. Maintain contact, and check regularly that the pupil is able to access remote education provision

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