



Toft Hill Primary School Outbreak Management Plan

September 2021

1. Purpose

This outbreak plan aims to guide schools in the actions which we need plan for to respond to either a local outbreak of COVID-19 (including variants of concern) or an outbreak in their setting.

This version has been revised in accordance with the most recent version of the national contingency framework for education and childcare settings and should be read alongside this national document.

Contingency framework: education and childcare settings (last updated August 2021)

www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings

The contingency framework describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in education and childcare settings and sets out that local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks and that they play an important role in providing support and advice to education and childcare settings. The measures described in the contingency framework are reflected in this template.

2. Context

Actions for schools during the coronavirus outbreak schools guidance at step 4 (last updated 17th August 2021)

Link: www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance

The preventative measures which we need to maintain are outlined and covered in this guidance. We have a current risk assessment and proportionate control measures including: good hand hygiene, good respiratory hygiene, environmental cleaning, good ventilation, testing in accordance with current guidance and the management of cases and contacts in line with current public health advice.

In addition, if there is an outbreak of coronavirus in school then some additional measures may be advised on a temporary basis, in an outbreak situation. These measures are reflected in this document.

3. Thresholds for Action

National guidance recommends that for most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. The thresholds, detailed below, can be used as an indication for when to seek public health advice if we are concerned.

Mainstream primary and secondary schools:

5 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 children, pupils, students or staff who are likely to have mixed closely* test positive for COVID-19 within a 10-day period

Or

If any case of COVID-19 in school has resulted in that person being hospitalised

*in the same cohort, for example class/year group/activity group/friendship group/home to school transport

4. Outbreak definition

A standard outbreak definition is two or more confirmed COVID-19 cases associated with the setting with an onset of illness in the last 14days and:

- where the cases are likely to have been exposed to each other using the close contact definition (within 2m for more than 15minutes, within 1m for 1minute, within 1m and face to face for any amount of time, shared a small vehicle for any amount of time)

Or

- where there is no sustained community transmission

5. Outbreak assessment

An assessment of an outbreak will be undertaken, in most instances when the threshold for action is reached, by working with public health who will advise on public health actions and this assessment is made taking into account the current position regarding COVID-19 in the population.

6. Outbreak Management Plan Template

In line with the guidance, we have an outbreak management plan outlining how we will operate if any of the measures described were recommended for our setting or area.

This includes how we would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

Public Health Actions include:

1) Prevention measures:

All prevention measures on the current COVID-19 risk assessment will be fully implemented. Where needed we will seek advice from your health and safety advisor.

2) Bubbles

Bubbles may need to be reintroduced. Each individual class will return to being a bubble. Bubbles will not mix indoors or outdoors. Where possible, staff will avoid crossing bubbles.

Within bubbles and around school:

Bubbles will visit hand washing and sanitising stations separately.

Each bubble will have a separate area of the playground/ field where breaktimes need to be shared.

From Year 2 – 6, classroom tables and chairs will be arranged in rows and children should not sit in a face to face position.

From Year 2-6. Sharing of equipment will be avoided. If absolutely necessary, then sanitising procedures will be implemented between uses.

One-way systems will be used in the corridors.

Assemblies will only take place within classes for each bubble or virtually. No singing will take place.

3) Face coverings

Face coverings may need to be reintroduction for staff in communal areas of the school. Any visitors to school, including parents, will need to wear face masks. As previously there will be reasonable exemptions for their use.

4) Testing:

Increased testing may be advised this may include:

Increased use of home testing by staff. For example, to request more frequent use of home LFD testing by some staff for a specified period (eg. 7days)

Please refer to the section covering testing in the current risk assessment.

And/or

Request the use of home PCR testing by some staff (all schools) and some pupils (all schools) by accessing testing via NHS 119.

5) Shielding

Should shielding be reintroduced by national government then those on the shielded patient list should follow national guidance. Shielded pupils will be required to learn remotely from home. Shielded staff will be required to work from home.

6) Other activities

A range of activities may be paused or restricted during an outbreak including: educational visits, residential educational visits, open days, transition days, parental attendance, performances and use of the school premises by other organisations.

7) Contact tracing

Contact tracing may be reinstated and in this situation DCC will work with schools to ascertain the contacts of cases during their infectious period and will provide a letter (to follow) for schools to share with identified contacts advising the contact to seek a PCR test and where not exempt, to self-isolate.

For primary school age pupils the whole class would usually be considered contacts of a case.

8) Attendance restrictions

As a last resort, it may be necessary to limit attendance in school.

High-quality remote education will be provided for all pupils or students not attending. Please see our Remote Learning guidance.

In all circumstances, priority will continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.

If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 will still be allowed to attend.

If, by exception, attendance is restricted further, vulnerable children and children of critical workers will still be allowed to attend.

Additional school actions will include:

9) Communications

Key methods of communication between school and parents are:

- Class Dojo
- Arbor
- School email
- School phone/ school mobile

We will ensure that all parents have access to at least one method of communication, prioritising Class Dojo where remote learning will be posted.

10) IT Access

Additional IT resources are available for families with limited access to IT to enable them to access remote learning or communications. Families will be contacted to ensure that they have the necessary facilities. Engagement with communications and home learning will be monitored to ensure adequate access to appropriate resources.

11) Safeguarding

All staff will adhere to our school Keeping Children Safe in Education Policy. Additional measures will include weekly contact with any child not attending school to monitor welfare. This will include a familiar member of staff having a conversation with the child and/ or parents. Children or families identified as vulnerable will have additional contacts from members of the SLT and safeguarding leads. Where there are concerns about a child then the usual procedures from the school policy will be followed.

Parents – What you need to know about school routines in the case of an outbreak

Below is a range of information that will help you get a better understanding of what a return to school in the case of an outbreak will look like and will outline the measures we are putting in place

to ensure the safety and wellbeing of pupils, staff and our whole school community. It is very similar to how we have previously worked and we found that everything ran very smoothly.

Start and End of the School Day

Entering school

As we did in September, all pupils will enter school through two separate entrances, the usual pedestrian gate and the car park gate. To ensure safety, one of the car park gates will be closed to prevent vehicles entering the site when children are around. We ask that parents leave children at the main gates and do not enter the school premises. Both gates will be monitored by staff and additional staff members will monitor internal gates and the playgrounds.

Timings have been staggered so that not everyone is trying to enter the site at the same time and so minimising contact between parents, staff and children. We ask that parents do not arrive at school too early and wait outside of school for their time slot but try to arrive within their time allocation and to leave children at the gates and move away quickly to reduce congestion.

Time	Car Park Gate	Pedestrian Gate
8.45	Y6 + siblings	
8.50	Y5 + siblings	Y2 + siblings
8.55		
9.05	Y4 + siblings	Y1 + siblings
9.10	Y3 YR	

In the centre of the school's playground will be a 'sibling zone' this is to make it easier for parents bringing children from different classes at the same time. Siblings will wait, socially distanced from others until their class enters the school. This zone will be monitored by a staff member. The same system can be used for grandparents or parents bringing cousins to school.

Leaving school

Only one parent should collect children. Year 6 pupils should be encouraged to walk home if at all possible. Year 5 pupils are able to walk home if parents choose.

We plan to operate a one way system when parents are collecting children to avoid the crossover of people leaving with other arriving – especially in the gateways. The Pedestrian gate will be opened at 2:55 pm, this will ensure that the footpath outside of school does not become over congested.

YR children will be collected from the reception class side door – we ask that parents stand away from the footpath to allow others to access the rear playground. They will move onto the rear yard and exit via the car park gate.

Year 1 – 6 pupils – parents are asked to wait at the rear of the yard (near the field) and maintain distance from other parents and children. Once children have been collected we ask that everyone leaves the school site as quickly as possible by the car park exit.

Time	KS2 door	KS1 door	Reception door
3.00	Y6	Y2	YR
3.10	Y5	Y1	
3.15	Y3	Y4	

These procedures will be monitored and reviewed regularly. We ask for parents support in making sure arrival and collection times are as smooth and safe as possible.

Attendance

We will communicate attendance requirements according to government or local guidance at the time in response to the situation.

Classes

Children will continue to be taught with the rest of their year group and will remain in this 'bubble' for all activities. Mixing of groups is not yet allowed. Children will be seated shoulder to shoulder (except the very youngest where this is impossible) to prevent any spread of infection. Staff and visitors will wear face-coverings in the corridor and communal areas e.g. the hall, but not in classrooms (this is in line with government guidance).

Curriculum

The Government has made their expectation clear – we are required to teach an 'ambitious and broad curriculum in all subjects'. Teachers will plan this carefully. We will place the greatest focus on the basics of phonics, reading, increasing vocabulary, writing and maths to ensure gaps in children's learning are identified and filled as well as ensuring that we focus on our children's physical and mental well-being.

Breakfast and After School Club

Wrap around care will continue to be available. Space in our school is limited and because of this fact we need to keep numbers in breakfast and after school club as low as possible in order to keep children and staff as safe as possible.

We advise parents that where they are accessing this provision for their children, that they must only be using this, where:

- the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group.

Places need to be booked. Breakfast Club will start at 8:00 and after school care will run until 5:30. Children will be kept in their class groups and they will share items only with their class members. Activities have been altered to enable children to work on a table top.

Bookings:

Please contact school to make bookings using the usual communication systems:

- Class Dojo
- Email school on tofthill@durhamlearning.net marking your email 'breakfast club or after school care'
- Telephone the school office on 01388 832393

Payment:

Accounts are now managed by the school office. Payment can be via Arbor, or if you prefer to use cash, it must be sent to the school office in a sealed envelope, clearly labelled.

Arrival at breakfast club

Children can enter school through the main office. Ring the buzzer and staff will release the door for children to enter. Parents are requested not to enter school. Please ensure children arrive before 8:30.

Collection from After School Care

Children can be collected from the main office. Ring the buzzer to alert staff. Children will be brought out to parents. Parents are requested not to enter school. There will no longer be any need to sign on collection.

Please note: We are unable to put uncollected children into after school care.

Uniform and Equipment

We would like children to continue to wear school uniform. The order form to buy Toft Hill Primary jade green polo shirts and red sweatshirts/cardigans embroidered with the school logo can be found [here](#). A white/jade green polo shirt and plain sweatshirt bought from a supermarket is perfectly acceptable.

Footwear – Children will be unable to get changed for PE lessons. We ask that shoes are sensible: no heels, with good grips (trainers are a sensible choice) and easy for children to manage. (Children need to be able to tie their own shoe laces. If they cannot do this the Velcro fasteners will be best).

School will provide all equipment that children will require. We ask that children only bring:

- A water bottle
- A packed lunch (in a wipe clean bag/container or disposable packaging)
- Sun cream (weather dependent)
- Coat (weather dependent but remember this is Toft Hill and we have our own weather system which is often different to the surrounding area).

Lunches

Packed Lunches

All packed lunches will be eaten in the classroom (except for children in reception class who will eat in the hall).

School Meals

All school meals will be eaten in the hall. A rota system will be in place.

Hygiene

Hand hygiene

All children will be encouraged to wash their hands at regular intervals throughout the day for example, on entry to school, before lunch and after using equipment such as iPads and play equipment. Three hand gel dispensers are positioned outside of the main entrances. Hand gel and hand wipes are also available and these will be used under supervision of class teacher or teaching assistant. When the weather improves, the mobile handwashing kits can be brought back into use.

Cleaning

Additional cleaning will occur throughout the day. Our cleaner Ms Gibson will also complete spot cleaning during the lunch period e.g. toilets, door handles, light switches etc

First Aid/Illness

First Aid

We have four paediatric trained first aiders in school:

Mrs Lynne Tully, Mrs Joanne Stones, Mrs Gemma Jones, Mrs Janice Bedford

All staff are trained in First Aid at Work (including lunchtime supervisors). Mrs Tully and Mrs Stones are the designated first aiders.

If the injury is minor e.g. a scrap or small cut, then the child will be supervised to clean the injury with an antiseptic wipe and apply a sticking plaster. Where a child requires close contact first aid staff can wear whatever PPE they feel comfortable with. First Aid kits are available throughout the school and these contain: gloves, plastic aprons, facemasks, visors and eye protection. A spillage kit for when vomit or other bodily fluids are present is available (this also contains a range of PPE). For more serious accidents or illness, you may be contacted to take your child home.

We will provide further information, in a timely manner to respond to the ever changing situation.