



COVID-19 OUTBREAK MANAGEMENT PLAN

Introduction

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic. The DfE's published COVID Contingency Framework states that schools should have an "outbreak management plan", outlining how they would operate if any of the measures described in the guidance were recommended for their setting or area.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

In these cases, the guidance also states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings.

If there is a need to address more widespread issues across an area, "ministers will take decisions on an area-by-area basis".

This plan should be read alongside the latest guidance for education settings operating during COVID, found on the government website www.gov.uk.

Measures Settings Should Plan For

This plan describes the measures that Ayscoughlee Hall School has in place in relation to the measures that all education and childcare settings should have in their outbreak management plans, to outline how they would operate if any of the measures described below were recommended for their setting or area. This includes how they would ensure every child receives the quality of education and care to which they are normally entitled.

Testing

Under national guidelines there is no longer a requirement for staff to test routinely for COVID-19 and the government are no longer making testing kits available to school. There is no requirement for children of primary age to be tested for COVID-19. Should a child test positive for the disease, guidance states that they should remain at home for a period of 3 days. Adults are expected to remain at home for a period of 5 days. There is no requirement to test before returning to work after 5 days.

Face Covering

Face coverings are not required to be worn by pupils and staff in school. If staff want to wear a face covering in and around the school they may do so.

During an outbreak of COVID-19 in the school, all visitors and parents entering the building will be asked to wear a face covering. The number of visitors and parents allowed in school will be restricted if necessary.

Shielding

Should shielding be reintroduced, those on the shielded patient list will be supported to follow guidance. If this is a pupil, then the school's remote learning policy would be implemented. Shielding staff will be supported to work from home and measures put in place to support their wellbeing. Shielding can only be reintroduced by national government.

Other Measures

Ayscoughfee Hall School will follow any national recommendations in regard to other measures the Local Authorities, directors of Public Health (DsPH) and PHE Health Protection Teams (HPtS) may recommend.

In the event of an outbreak within the setting the school will introduce the following measures: -

- All children and staff will be reminded of the importance of good and regular handwashing practice.
- Whole school assemblies and special assemblies such as Remembrance will cease and commence via Zoom until the outbreak is under control. Singing will not be allowed during assemblies.
- Parents evening appointments will be held by Zoom.
- Extra-curricular after school clubs which can take place outdoors will continue. Clubs that cannot take place outside will stop for a period of two weeks to allow time for the outbreak to be brought under control.
- If the outbreak is in a cohort that attends weekly swimming lessons, the lessons will cease until the outbreak is under control. This will be reviewed on a weekly basis.
- Infant and junior bubbles will be re-introduced for all children attending out of school Kids Club. Staff must ensure all children wash and sanitise their hands before commencing Kids Club and chairs and tables are sanitised before and after the session. Junior children to use the toilets in the main school.
- Sporting fixtures will be reviewed and cancelled if deemed necessary
- Hot meals will continue to be provided. Children will eat their lunch in the hall on tables that are separated into class bubbles to restrict the number of children mixing. Infant children to eat their packed lunches in the classrooms.
- Playtimes will continue without restrictions but will be monitored and reviewed on a regular basis.
- Cohorts that are affected will not attend any educational visits.
- Banisters and door handles will be disinfected after morning registration, before and after breaks and during the afternoon as required. Teachers to walk behind their class and wipe the banisters on the way up to the art room / ICT room.
- All classrooms to be well ventilated throughout the school day – unless this is likely to cause discomfort in the winter months.
- Year 6 infant helpers will be temporarily suspended
- Parent helpers will be informed of the situation in school and given the choice to continue to help during a period of an outbreak. This will be reviewed and if deemed necessary all parent helpers will be temporarily suspended.

- Children will use separate toilets as much as possible. Arrangements for this depend upon which year groups are affected.
- If any child falls ill whilst at school, the teacher should ring down to the school office. A member of the school office team will meet the child and take them to the COVID first aid area. The child's parents will be contacted and asked to collect their child from the Hall entrance. The member of office staff sitting with the child should wear a face covering.

If recommended or deemed necessary the school will reintroduce: -

- bubbles throughout the whole school, to reduce mixing between groups
- different playtimes if necessary
- separate entrance and exit points for children before and after school

Attendance Restrictions

If the school is instructed to close following government advice, we will endeavour to stay open for: -

- Vulnerable children
- Children of critical workers
- Kindergarten, Reception and Year 1 pupils (or as directed by government)

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

Education and support for pupils at home

If attendance restrictions are recommended all other children apart from those listed above will be required to stay at home and will receive remote education. Remote education will also be provided when attendance restrictions are not in place, for children who need to isolate at home. Our remote learning policy will aim to include the following: -

- The school will use Zoom and the education resource Seesaw to help provide remote learning
- Teachers will provide, as a minimum, 1 piece of English and 1 piece of Maths work per day of suitable length and time for focused working.
- In addition, teachers will set 1 piece of curriculum work per day or something that can be done over a few days in the style of a project.
- Teachers should consider setting small projects that can be done during timetabled PE sessions.
- Teachers can record and provide explanation of task videos through Seesaw.
- Parents will be sent an email with details of tasks and where to find the resources. Ideally resources need to be either emailed or uploaded onto Seesaw.
- Spellings should be emailed to parents for continuation of learning.
- Reading and Times Table practice must continue. The App 'Hit The Button' can be used to aid Times Table learning.
- Teachers to use Power Point, appropriate video links and Espresso etc. to facilitate learning.
- All work should be returned via Seesaw or photographed and sent to the class teacher via email.

- In the event of whole school closure, a full time table will be delivered remotely as far as is reasonably possible.
- Teachers must offer support. Parents can email if the child is particularly stuck on a piece of work and the teacher will contact the parent and pupil at a time mutually convenient with both parties. This may be done via a Zoom link.

In the circumstances of having reduced numbers on site due to national attendance restrictions, external visits including swimming lessons and planned educational visits would not take place.

Please refer to the school's Remote Learning Policy for further details.

Out of School Settings and Wraparound Childcare

Ayscoughfee Hall School will continue to provide Kids' Club before and after school. To limit the risk of infection during an outbreak infant and junior children will be placed in separate bubbles. Doors will remain open and table and chairs will be sanitised before and after each session.

If attendance restrictions are introduced, only vulnerable children and children of critical workers will be allowed to attend.

Safeguarding

The school's Safeguarding and Child Protection policy will be reviewed to ensure it reflects the local restrictions and remains effective.

The school will aim in the first instance to have a trained DSL or Deputy DSL in school wherever possible. If the DSL or deputy cannot be on site, they can be contacted remotely by mobile phone (the number is available on request from the school office).

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for coordinating safeguarding on site.

This policy should be read in conjunction with the following policy and documents: -

- Safeguarding and Child Protection Policy**
- Remote Learning Policy**
- Ayscoughfee Hall School COVID-19 Risk Assessment**

Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS

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