

Educational Setting: Friday Bridge Primary School	Date: 2/09/21
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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 (where a school has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence)
- 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 (this is not an exhaustive list, and these documents change frequently so the reader should check they have the most up to date guidance).

- [Actions for early years and childcare providers during the COVID-19 outbreak.](#)
- [Actions for schools during the COVID-19 outbreak](#)
- [Protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 pandemic](#)
- [Guidance for special schools and other specialist settings: COVID-19](#)
- [Summer schools programme guidance](#)
- [Contingency framework: education and childcare settings](#)

It is important to recognise that Local authorities, Directors of Public Health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks and will recommend some or all of the measures described below to individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

Key Contacts for Support:

Cambridgeshire/ Peterborough Contact Tracing Team: emergencyschool.closure@cambridgeshire.gov.uk

DFE Helpline: 0800 046 8687 and selecting option 1

Risk Assessments

This plan does not replace the need to keep school risk assessments up to date. It is vital that a risk assessment is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission. It is important that risk assessments are live documents that are kept up to date as required.

All settings should continue to manage individual positive cases within their community by:

- Keeping records of positive pupil, staff and visitor cases and tracking potential outbreaks
- Notifying the Local Authority of positive cases
- Liaising with Public Health and passing on relevant information
- Remote learning plan to be implemented for those asked to isolate
- School Covid Risk Assessment to be evaluated in light of any learning from new case

Stepping measures up and down

You will be alerted of a school or local outbreak, and do not need to activate measures within this plan before you receive that alert. An alert may come from a number of sources (e.g. Local Authority, Director public health or their team, Public Health England) Do not act on information from unofficial sources – seek more information from the Local Authority First. Whoever receives the alert should ask for, and record, as much information as possible.

Key points for consideration

The impacts of having missed education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

- Decision-makers will endeavour to keep any measures to the minimum number of schools or groups possible, and for the shortest amount of time possible.
- Decision-makers will keep all measures under regular review and lift them as soon as the evidence supports doing so.
- Measures affecting education across an area will not be considered in isolation, but as part of a broader package of measures.
- **Attendance restrictions will only ever be considered as a last resort.**
- Where measures include pupil attendance restrictions, the Department for Education (DfE) advise on groups that should be prioritised.

Guidance about potential measure	Actions to take in school	Personnel
<p><u>Re-introducing Bubbles.</u></p> <p>If advised to re-instate bubbles schools should evaluate staffing and pupils needs and re-instate the bubbles and the control measures previously used in school to keep bubbles separate wherever possible. Details of previous bubbles and control measures should be found on Risk Assessments.</p>	<ul style="list-style-type: none"> • Class bubbles to be reintroduced as per previous risk assessment • Headteacher to revisit and update previous risk assessment to reflect current situation • Headteacher to ensure that parents and governors are kept informed • Class teachers to support pupils in readjusting to change 	<p>School staff Headteacher</p>
<p><u>Shielding</u></p> <p>Shielding can only be introduced by the National government. If it is reinstated, then staff who have previously shielded and are advised to do so, will be supported to work from home where possible. If this is a teacher, then they will continue to deliver lessons remotely with the support of the Senior Leadership team. If a pupil needs to shield, then they will be provided with remote learning.</p>	<ul style="list-style-type: none"> • Risk assessments to be updated for CEV staff and pupils. • Government guidance to be followed in relation to shielding staff • Staff member to be supported in working from home • SLT to regularly check on staff/ pupil wellbeing throughout shielding period • Upon return to school risk assessment and back to work interviews to be conducted • Sign post staff to wellbeing service as appropriate 	<p>Headteacher SLT</p>
<p><u>Limiting Attendance</u></p> <p>If attendance restrictions are advised across an area, the government will publish detailed operational guidance for settings. Settings must continue to provide high-quality remote education for all pupils or students not attending site. In Primary Schools all vulnerable children, children of critical workers, children in reception, year 1 and year 2 will still be eligible to attend. If attendance is restricted further, only vulnerable children and children of critical workers will still be eligible to attend. In all circumstances, priority must be for vulnerable children and children of critical workers.</p>	<ul style="list-style-type: none"> • Government guidance to be followed in relation to school attendance and eligibility • Headteacher to ensure that there is good communication between home and school • Class teachers to deliver teaching in line with remote learning policy • Staff rota to be in place to ensure that there are enough staff to support in school and home learning. 	<p>Headteacher All staff</p>

Outbreak Management Plan.

<p><u>Widening Testing or On-Site Testing Centres</u></p> <p>In Primary Schools: DfE or public health may require schools to increase the use of home testing by staff.</p>	<ul style="list-style-type: none"> School to continue to engage with the LFD process and report results as required. 	<p>All Staff</p>
<p><u>Re-introducing Face Coverings.</u></p> <p>If advised to by public health or DfE schools will temporarily re-instate the wearing of face coverings more widely and this may include communal areas and/or classrooms for both staff, pupils, and visitors. Schools should follow previous exemptions for their use. Any educational drawbacks in the recommended use of face coverings will be balanced with the benefits in managing transmission.</p>	<ul style="list-style-type: none"> School to ensure that is complies with local and national guidance at all times. Face coverings to be worn in communal areas in the event of an outbreak and if advised in the classroom. Face coverings to be worn by all visitors to the school (unless exempt) Face coverings to be worn during interactions with parents 	<p>Staff/ visitors to school</p>
<p><u>Remote Learning</u></p> <p>All schools must deliver remote education for pupils not on site that meets the same quality and quantity of education that pupils would receive in school, as outlined in remote learning plans Schools should continue to provide meals/lunch parcels or food vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.</p>	<ul style="list-style-type: none"> If remote learning is required then the remote learning policy should be implemented from Day 1. School will ensure that all pupils eligible for FSM receive vouchers in the case of school full or partial closure. 	<p>Class teachers Office staff</p>

<p><u>Limiting Educational Visits, Open days, Transition Events Parental Attendance and performances</u></p> <p>Schools should seek/ follow the advice from The Local Authority, Public Health, & the DfE to determine if visits and activities are safe and appropriate to undertake or need postponing in the event of a VoC, high levels of cases in the community or a serious outbreak in the school. Similarly, schools may be asked to limit access to the site for parents/carers and visitors to essential visits</p>	<ul style="list-style-type: none"> • Large gatherings in school will be cancelled in the event of an outbreak or in response to local and national guidance. In this instance only essential visitors should be permitted on site and will act in accordance with risk assessment (eg. face coverings, LFT etc). • Parents to be informed of any cancellations or changes in access to the school in writing as soon as possible. 	<p>Headteacher</p>
<p><u>Safeguarding and Designated Safeguarding Leads</u></p> <p>Schools should review their child protection policy to make sure it reflects the local restrictions and remains effective. Schools should aim to have a trained DSL or deputy DSL on site wherever possible. Schools must continue to have regard to any statutory safeguarding guidance that applies to them.</p>	<ul style="list-style-type: none"> • In the event of full or partial closure school will ensure that a DSL is onsite at all times • Vulnerable pupils including those with social workers will be offered to attend school and regular contact will be maintained between school and home. • All concerns should continue to be reported in accordance to school policy. • DSLs should ensure that any changes to guidance or updates in relation to safeguarding are disseminated to staff. 	<p>DSLs</p>
<p><u>Vulnerable Children and Young People</u></p> <p>When attendance is restricted, vulnerable children and young people should be prioritised for continuation of attendance at school. Procedures should be in place to maintain contact with vulnerable children and young people when they are absent from school. If schools must temporarily stop onsite provision on public health or DfE advice, they should discuss alternative arrangements for vulnerable children and young people with the Local Authority.</p>	<ul style="list-style-type: none"> • DSLs to be aware of which children are ‘vulnerable’ and should be prioritised for placement and regular contact in the case of school closure. Clear procedures for documenting contact calls should be in place. • If the child has a social or family worker contact should take place between school and external agency to establish arrangements and ensure that any concerns are shared. • Should onsite provision not be possible for vulnerable pupils the LA should be informed. 	<p>DSLs</p>