

Churchfields, the Village School

Outbreak Management Plan – September 2021

Written by Simon Futcher

Measures	Baseline	Covid Cases within the setting but not at threshold level	Covid Cases at threshold level	Unmitigated spread of Covid	Additional Planning considerations
<b>Cleaning regimes</b>	<p>Enhanced cleaning provided by PM Cleaning in line with non-healthcare setting guidance.</p> <p>Cleaning by staff of key areas throughout the day (please see risk assessment for each base).</p> <p>Children, staff and visitors reminded to wash hands regularly and use sanitiser.</p>	<p>As left plus enhanced cleaning on touch points throughout the building regularly throughout the day with particular attention to breakout areas after identification.</p>	<p>As left plus identification of cohorts, etc. where maintaining hygiene standards may be difficult. Implement a more rigorous cleaning regime.</p>	<p>As left plus consider resumption of pupil bubbles and use of separate equipment for each pupil. Take advice from Public Health England (PHE).</p>	<p>Consider staffing and whether staff movement between bubbles should be restricted or stopped altogether when cases rise.</p>
<b>Ventilation</b>	<p>Windows and external doors that do not face areas that the public can access are to remain open providing</p>	<p>As left plus provide examples to staff of how lessons, etc. can be taken outside for greater time in well-ventilated area. Balance this against thermal comfort</p>	<p>As left plus more regular CO2 testing and mandate regular airing of classrooms at more frequent times of the school day.</p>	<p>As left plus mandate use of outdoor area and building airing to increase ventilation significantly throughout the school day.</p>	<p>Consider use of staffroom and staff toilets as well as areas used by pupils.</p>

	<p>the temperature is comfortable in the building.</p> <p>Use carbon dioxide monitors from DfE to check effectiveness of ventilation and seek to improve if CO2 levels are high.</p>	requirements (see 'Moving Activities Outdoors' below.....			
<b>Contact tracing of staff cases</b>	Staff cases to be reported to isolation hub 020 3743 6715	As left.	As left.	As left.	
<b>Testing, self-isolation and managing confirmed cases of Covid-19</b>	Follow and promote public health guidance.	As left.	<p>If advised by PHE, implement increased lateral flow testing with staff and volunteers immediately. Ensure all relevant people receive this instruction by speaking to them in person or over the phone rather than email.</p> <p>Follow all other PHE advice.</p>	As left.	Ensure adequate lateral flow tests are available for enhanced testing of staff.
<b>Messaging about signs and symptoms of Covid 19</b>	Weekly newsletters remind parents about COVID-19 symptoms and	As left plus communicate importance of parents undertaking lateral flow testing.	As left plus send warning letter to parents is necessary, where verbal communication has failed.	As left.	Parents coming on site will be kept under review, especially where this is not outside and where social distancing is restricted.

	what actions to take clearly.	<p>Contact parents by phone to clarify communication if needed.</p> <p>Provide detail of how you might:</p> <ul style="list-style-type: none"> <li>- strengthen communications to encourage uptake of LFD testing in eligible cohorts</li> <li>- Symptoms</li> <li>-isolation if a suspected or confirmed case</li> <li>-Consider sending a warn and inform letter to parents</li> </ul>			
<b>Vaccinations</b>	Encourage vaccination uptake for eligible staff.	As left plus encourage parents to undertake vaccinations.	As left plus provide further vaccination materials to parents to encourage further take up.	As left.	Consider using school nurse to support if non-vaccinating parents are an issue that is having a negative impact on the health of the school community.
<b>Promotion of PCR testing for close contacts for over 5-year-olds</b>	Promotion of PCR testing for close contacts identified by NHS Test and Trace.	As left.	As left plus there is clear transmission between a group and contact can be clearly defined, consider communicating to parents that the recommendation is that their child gets a PCR test.	As left.	
<b>Moving activities outdoors</b>	HT and Senior Teachers to informally identify	As left but use class timetables to identify specific lessons and	As left.	As left.	

	some activities may be moved outdoors	activities with classteachers that should be moved outdoors.  Particularly identify activities which involved exercise, singing and shouting as moving these to outside should be a priority.			
<b>Social distancing and reducing crowding and mixing</b>	Staff and parents are reminded regularly to social distance from one another to mitigate COVID-19 transmission.	As left.	As left.	As left plus consider reduction of mixing of all groups within the school community including bubbles, playground, use of staffroom and staff online meetings.  Consider move to staggered timings (e.g. start/end of day and lunchtimes).  Stop use of volunteers for the school's, and their own, safety.  Fall back to essential visitors only in school (this may be required to be implemented earlier at HT discretion).	Use previous risk assessments as a guide to how to implement more stringent protective measures again.  Communicate clearly with parents, referring to previous information sent to them. Give full details as to why measures are changing and the fact they are recommended by PHE, etc. where appropriate.  Make use of all staff to ensure the continued operation of the school in the best format possible. Make use of own staff contacts for supply purposes as well as

					agencies. HT to also continue to support where possible across both bases (e.g. individual class celebration assemblies, lunchtime serving and cover, gate duties, etc.)
<b>Limitations of residential education visits, open days, parents' evenings, live performances</b>	No limiting providing adequate safety measures are implemented (e.g. social distancing and mask wearing in the case of open days).	Consider moving to online contact where possible to prevent transmission. This may not be appropriate – professional judgement must be used by HT. Teaching staff will be consulted where appropriate.	When required, fall back on online activities to replace those planned to be face to face (e.g. online parents' evenings using already purchased software; recorded performances; highly risk assessed trips, visits and residential).	As left.	Clear communication with parents and other members of the school community required as above.
<b>Attendance restrictions</b>	No restrictions.	As left.	As left.	Any restrictions to the attendance of pupils (non-cases) may only be considered in extreme cases ' <b>as a short-term measure and as a last resort</b> '. where other measures have been implemented and have not broken chains of transmission. Guidance from PHE and LA will be obtained.	Priority to be given to vulnerable children to attend their normal timetable.
<b>Partial closure</b>	No closure.	As left.	As left.	Should a large number of children and/or staff need to go home, they will receive	

				<p>high quality remote education in line with our "Remote Education Policy" and "Remote Education Provision: Information for Parents" document. Both are available on our website for reference.</p> <p>FSM provision will continue using supermarket vouchers or Eynon food parcels. If parcels, they can be collected from each base at time specified by Eynon. This will be communicated clearly to parents.</p> <p>No EHCP currently but the SENDCo will liaise with classteachers to ensure needs are met during isolation or lockdown, as is the case for all SEN pupils.</p> <p>HT will liaise with classteachers for pupils CiN or CP although no children in school at time of writing.</p> <p>Staffing timetables will be reintroduced to effectively cover in school work and remote education so both are effective.</p>	
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<b>Full Closure</b>	No full closure.	No full closure.	No full closure.	As above except all staff will remain at home so will all teachers and TAs will be involved in the remote education of pupils using Google Classroom learning platform.	When transmission reaches the point that partial closures and/or staffing capacity can no longer maintain safe teaching and learning within the setting, the outbreak control process may recommend a move to remote learning for the whole school for a short period of time.
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### Additional Considerations

#### Remote Learning

High-quality remote learning in schools, further education and higher education settings should be provided for all pupils and students if they have symptoms of COVID-19 and are awaiting a PCR test result, they have tested positive for COVID-19 but are well enough to learn from home or attendance at their setting has been temporarily restricted. We will continue to use Google Classroom for this purpose.

#### Safeguarding measures

- We review our Safeguarding and Child Protection Policy to ensure it reflects any local restrictions and remains effective.
- We aim to have a trained DSL or deputy DSL on site wherever possible.
- If the DSL (or deputy) can't be on site, the DSL can be contacted remotely by email at [head@churchfields.wilts.sch.uk](mailto:head@churchfields.wilts.sch.uk)