Salford City Council

Clarendon Road Primary School APPENDIX - OUTBREAK MANAGEMENT PLAN– September 2021

Primary Schools

CHECKS AND BALANCES: RESPONDING TO COVID-19

A toolkit to support leaders

Version 2 20th August 2021

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.
- ✓ We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
- ✓ We have regard to advice and guidance issued by Public Health England.

COVID-19: Outbreak management plan

Please note: this document is an appendix to the school's main risk assessment, it should be undertaken in conjunction with the school guidance updated by the Department for Education on 17th August 2021 as follows: Actions for schools during the coronavirus outbreak.

It outlines how schools would operate if children, pupils, students or staff test positive for COVID-19, or if they were advised to reintroduce any measures described in the Contingency framework document to help break chains of transmission Contingency framework: education and childcare settings - GOV.UK (www.gov.uk).

ACTIONS SHOULD ONLY BE INSTIGATED IF ADVISED by DfE, Public Health or the Local Authority.

Assessment conducted by:	Rachel Gallagher	Job title:	Headteacher	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	24th August 2021	Review interval:	Monthly	Date of next review:	10th September 2021

Related documents	
School/Trust/Local Authority documents/ :	**Government guidance:** Schools COVID-19 operational guidance (publishing.service.gov.uk) (August 2021) You should have outbreak management plans outlining what you would do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools would only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible. Contingency framework: education and childcare settings - GOV.UK (www.gov.uk) (Updated 17/8/2021) Describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

Record of Review	
Review Date	**Overview of review**

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	**Possible**	**Remote**
Likely impact	**Major:** Causes major physical injury, harm or ill-health.	H	H	M
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed **only if N is put by a bullet point**	Residual risk rating (H/M/L)
1. Minimising Transmission					
1.1 General					
NB In Salford, prior to reaching the thresholds outlined below, Salford Infection Control team will discuss the cases with school to explore these cases and provide any appropriate advice with a view to putting in place preventative measures to avoid a significant outbreak such as the thresholds outlined below. In addition, two or more cases within a 10-day period in a setting will be monitored by Salford Public Health team. The DfE threshold to use as an indication for when to seek public health advice: For most education and childcare settings, whichever of these thresholds is reached first: • 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					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed **only if N is put by a bullet point**	Residual risk rating (H/M/L)
All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents. The director of public health may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher. If they judge that additional action should be taken, they might advise the setting to take some or all of the other measures described in this document, for example extra testing.					
Direct or Indirect transmission of COVID - 19 virus	M	• The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a two weekly basis	Y		L
The threshold has been reached	M	• Review and reinforce the testing, hygiene and ventilation measures already in place. • Consider whether any activities could take place outdoors, including exercise, assemblies, or classes. • Consider ways to improve ventilation indoors, where this would not significantly impact thermal comfort. • Consider one-off enhanced cleaning focussing on touch points and any shared equipment. • Contact Salford Public Health.	NA NA NA NA NA	All control measures will be NA until directed to action by DfE/PH/LA	L
1.2 Mixing and 'bubbles'					
Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission	M	• Reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. • Any decisions to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education. • Ensure the reintroduction of 'bubble' is understood and communicated to pupils, parents/carers, and staff.	NA NA NA	All control measures will be NA until directed to action by DfE/PH/LA	L
1.3 Directed to restrict attendance					
Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission	M	• High quality face-to-face education remains a priority. • Attendance restrictions are only a short-term measure and used as a last resort where other recommended measures have not broken chains of in-setting transmission.	NA NA	All control measures will be NA until directed to action by DfE/PH/LA	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed **only if N is put by a bullet point**	Residual risk rating (H/M/L)
		• On government advice, attendance restrictions are used in order to supress or manage a dangerous variant. • In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables. • Refer to DfE advice on any other groups that should be prioritised • Provide high-quality remote education to all pupils not attending. • Ensure the attendance restrictions are understood and communicated to pupils, parents/carers, and staff.	NA NA NA NA NA		
1.4 Asymptomatic testing of staff					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	• When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will ramp up targeted testing in that geographical area to help suppress and control any possible new cases and better understand the new variants. • An increased use of home testing by staff may be advised. • Staff have received clear communications informing them about the increased use of home testing.	NA NA NA	All control measures will be NA until directed to action by DfE/PH/LA	L
1.5 Face Coverings					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	• Director of Public Health advises that face coverings should temporarily be worn in communal areas or classrooms (by staff and visitors, unless they are exempt). • Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. • Children of primary school age and early years children should not be advised to wear face coverings. • Make reasonable adjustments for disabled pupils to support them to access education successfully. • Where appropriate, discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.	NA NA NA NA NA	Face coverings in staff rooms when not eating/shared spaces where social distancing cannot be maintained	L
1.6 Out-of-school settings and wraparound childcare					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed **only if N is put by a bullet point**	Residual risk rating (H/M/L)
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	• Providers who run community activities, holiday clubs, breakfast or after-school clubs, tuition and other out-of-school or childcare provision (including wraparound childcare), for children over the age of 5 should be able to continue to open for both indoor and outdoor provision. • Where restrictions are required, these providers should only offer face-to-face provision for those children that are eligible to be in school full-time, or who are electively home educated and of equivalent age to those eligible groups.	NA All control measures will be NA until directed to action by DfE/PH/LA NA		L
1.7 Clinically extremely vulnerable pupils					
Extremely high prevalence of COVID-19 / variant of concern (VoC) putting CEV pupils at risk	M	• In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), reintroduce shielding following ministerial agreement. • Keep SPL up-to-date.	NA NA All control measures will be NA until directed to action by DfE/PH/LA		L
1.8 Other measures					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed **only if N is put by a bullet point**	Residual risk rating (H/M/L)
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	• Limit the following if advised by public health: - residential educational visits - open days - transition or taster days - parental attendance in settings - live performances in settings • Communicate the changes to all stakeholders. • Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. • Only students who are attending the setting should go on an educational visit. • Consult the health and safety guidance on educational visits when considering visits.	NA All control measures will be NA until directed to action by DfE/PH/LA NA NA NA NA		L
1.9 Education workforce					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	• If restrictions on pupil attendance are needed, leaders will determine the workforce required onsite and if it is appropriate for some staff to work remotely. • Employers should have regard to the guidance on clinically extremely vulnerable people and share the guidance with relevant staff. • Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. • If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.	NA NA NA NA All control measures will be NA until directed to action by DfE/PH/LA		L
1.10 Remote Education					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	• Refer to Remote Learning policy. • High-quality remote learning to be provided for all pupils if they have tested positive for COVID-19 but are well enough to learn from home. • High-quality remote learning should be provided if attendance at their setting has been temporarily restricted.	Y Y Y		L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed **only if N is put by a bullet point**	Residual risk rating (H/M/L)
		• On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. • If settings have to temporarily stop onsite provision (on public health advice), discuss alternative arrangements for vulnerable children with the local authority • Refer to Get Help with Remote Education - GOV.UK for remote education expectations and support.	Y Y Y		
1.11 Safeguarding and designated safeguarding leads					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	• There should be no change to local multi-agency safeguarding arrangements. • If restrictions are implemented in any education or childcare setting, all local safeguarding partners are expected to be vigilant and responsive to all safeguarding threats and ensure vulnerable children and young persons are safe, particularly as more children and young people will be learning remotely. • Continue to have regard to any statutory safeguarding guidance: - Keeping children safe in education - Working together to safeguard children - Early Years Foundation Stage (EYFS) framework • Schools (ideally led by the designated safeguarding lead (DSL) or a deputy) should review their child protection policy so that it reflects the local restrictions and remains effective. • All staff working in the school are aware of, and follow, the revised policy. • Schools will have a trained DSL (or deputy) available on site. If operational challenges prevent this, school could consider the following options: - a trained DSL (or deputy) from the early years setting, school, out-of-school settings or FE provider can be available to be contacted via phone or online video, for example working from home - sharing trained DSLs (or deputies) with other settings, schools or FE providers (who should be available to be contacted via phone or online video. • Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader should take responsibility for co-ordinating safeguarding on site	NA NA NA NA NA NA NA NA NA /NA NA NA		L
1.12 Vulnerable children					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet point	Further actions/comments needed **only if N is put by a bullet point**	Residual risk rating (H/M/L)
Vulnerable children are absent	M	• School should follow up with parent or carer, working with the local authority and social worker (where applicable) to explore the reason for absence. • Encourage attendance. • Focus discussions on the welfare of the child and ensure they have access to appropriate education and support while they are at home • have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so. • If settings have to temporarily stop onsite provision on public health advice, discuss alternative arrangements for vulnerable children with the local authority.	NA NA NA NA NA		L
1.13 Transport					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	• Transport services to education settings should continue to be provided as normal where children are attending education settings. • The guidance on transport to schools and colleges during the COVID-19 pandemic guidance remains in place.	NA NA		L
1.14 School meals					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	• Schools should provide meal options for all pupils who are in school. • Meals should be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria. • Schools should also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they have had symptoms, or a positive test result themselves.	NA NA NA		L
2. Additional site-specific issues and risks					
• **Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them**					
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	•	•	•	•	

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Approved by (Head Teacher/ Chair of Governors)	RACHEL GALLAGHER	**Date of Approval**	24/08/2021
Date Provided to Unions	24/08/2021	**Date of Review**	10/09/2021