



Breakout Management Plan: Outbreak of COVID – 19 in local area



This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
 - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
 - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a ‘variant of concern’ (VoC)
- To prevent unsustainable pressure on the NHS

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. Lisa Farrow or Lisa Mafrika will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687).

Focus	Details of Provision
Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures below:	
Nursery	If attendance restrictions are needed, vulnerable children and children of critical workers will be allowed to attend.
Partial closure	If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in nursery, reception, year 1 and year 2 will still be allowed to attend.
Full closure	If, by exception, attendance is restricted further, vulnerable children and children of critical workers will still be allowed to attend.

Onsite Provision

<p>Pupils</p>	<p>In the event of a local lockdown, the school will continue to offer on-site provisions for eligible pupils – eligible pupils are likely to be vulnerable pupils and children of critical workers.</p> <p>The number of pupils who will be attending school from these groups will be identified by contacting parents via email and text – this number will be used to agree what staffing resources are required.</p> <p>Vulnerable pupils and children of critical workers are permitted to travel into and out of the area for education – this includes parents taking their children to school.</p> <p>In circumstances where a parent or carer of a child with a social worker does not want their child to attend the school, the school and the child’s social worker will explore the reasons for this directly with the parent or carer, and work together with them to support the child to attend.</p> <p>The Headteacher will work with all relevant staff to decide appropriate pupil bubbles. We will work on the basic principle that class sizes are halved (with no more than 15 pupils per bubble) and that one teacher will be allocated to each bubble. The teacher may vary. Where there are teacher shortages, support staff may be asked to lead groups under the direction of a teacher. We will also ensure that support is in place for those pupils with SEND who are attending school.</p> <p>Pupils will be kept in the same bubbles at all times each day, and different groups will not mix during the day, or on subsequent days. The same staff will be assigned to each bubble and, as far as possible, staff will stay assigned to the same bubble during the day and on subsequent days.</p>
<p>Staff</p>	<p>Critical workers, which includes school staff, are permitted to travel into and out of the lockdown areas to get to work, in order to maintain provision for pupils who will be attending on-site provision.</p> <p>If shielding measures are reintroduced due to the local lockdown, affected members of staff will be supported to work from home or the appropriate leave or pay measures will be discussed.</p> <p>Staff with roles that must be undertaken on site (e.g. teachers) will be asked to come into school to deliver provision, unless they are shielding or self-isolating. Staff members who are able to carry out their role from home will be supported to do so.</p> <p>An audit of all staff will be conducted to assess who is able to work on site and who will need to work from home due to their underlying health issues or those of the people they live with. The audit will be reviewed on a continuous basis to establish whether the circumstances of any staff member have changed.</p> <p>If any staff member has concerns regarding working on the school site, they will discuss these concerns with their line manager. A risk assessment will be completed.</p>
<p>Parents</p>	<p>Parents will not be permitted to enter the premises unless invited.</p>

	Face coverings will be mandatory when parents are on site.
Infection Control	
The school's operational risk assessment will continue to be adhered to – this meets the requirements set out in the DfE's system of controls. Any member of the school community who displays symptoms of coronavirus will be encouraged to take a PCR test. Essential workers, including school staff, have priority access to testing.	
Use of personal protective equipment (PPE)	<p>Most staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> • children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms <p>During an 'outbreak', face coverings may be worn in communal areas by staff and visitors.</p>
Hand hygiene	We will continue to ensure that children clean their hands regularly. This can be done with soap and water or hand sanitiser. Every classroom has a hygiene box and supplies are replenished weekly.
Respiratory hygiene	<p>The 'catch it, bin it, kill it' approach continues to be very important. Discrete lessons highlight the importance of good hygiene for keeping everyone safe.</p> <p>The class hygiene charter will be revisited regularly throughout the term.</p>
Ventilation	All occupied spaces are kept well ventilated. Where it is safe to do so, windows and doors are kept open to improve natural ventilation.
Cleaning	An enhanced cleaning regime is in place. This includes regular cleaning of areas and equipment (for example, twice per day) with a particular focus on frequently touched surfaces.
Asymptomatic testing - staff	<p>Staff have been advised to continue to undertake twice weekly Lateral Flow Tests (LFT).</p> <p>Staff and children with a positive LFT result are told to self-isolate in line with the guidance for households with possible coronavirus infection. They must then take a free PCR test to check if they have COVID-19 within 2 days of the positive LFT result.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p>

	<p>If the PCR test is taken within 2 days of the positive rapid lateral flow test, and is negative, it overrides the rapid lateral flow test and they can return to the setting, as long as the individual doesn't have COVID-19 symptoms.</p> <p>If the PCR result is positive, they must self-isolate for a period of 10 full days.</p>
Pupils who develop symptoms	<p>If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection.</p> <p>If the supervising member of staff is unable to maintain social distancing e.g., due to the pupil's age or needs, they will wear PPE. After the pupil has left the premises, any areas they were in will be cleaned.</p> <p>The pupil's parents will be encouraged to get their child tested. The pupil will be required to self-isolate for 10 full days – remote education will be arranged for them immediately.</p> <p>Any pupils who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.</p>
Staff who develop symptoms	<p>If a staff member develops symptoms while on site, they will be directed to go home to self-isolate and to take a PCR test. Cover arrangements will be put in place.</p> <p>Any staff members or children who have been in close contact with a symptomatic individual do not need to self-isolate unless they develop symptoms themselves or the individual subsequently tests positive.</p>
Parent or family member tests positive	<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p>
After a positive result	<p>If an individual tests positive, the school will contact the local HPT. The individual's close contacts at school will be sent home to self-isolate for 10 days and encouraged to get a test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.</p>

Admitting children back to school	In most cases, parents and carers will agree that a child with symptoms should not attend the setting, given the potential risk to others. If a parent or carer insists on a child attending, the school can decide to refuse the child if it is judged necessary to protect other children and staff from possible infection with COVID-19. The decision would be made after careful consideration of all the circumstances and current public health advice.
<p>Remote Education</p> <p>In the event of a total or partial lockdown, the school will offer immediate access to remote education for all pupils who are required to remain at home. If there is not a local lockdown, but a single class or bubble needs to self-isolate, the school will immediately implement remote education for that group.</p> <p>All remote education will be delivered in line with the school's Remote Education Policy.</p>	
Teaching and Learning	<p>All pupils will have access to high-quality education when remote working.</p> <p>The school will use a range of teaching methods to cater for all different learning styles.</p> <p>When teaching pupils who are working remotely, teachers will:</p> <ul style="list-style-type: none"> ○ Set assignments so that pupils have meaningful and ambitious work each day. ○ Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally. ○ Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos. ○ Assess progress by using questions and other suitable tasks and be clear on how regularly work will be checked. ○ Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding. ○ Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers. ○ Provide feedback in line with the policy. <p>All provisions for remote education will be subject to the class group's age, ability and/or any SEND.</p> <p>In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the Headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.</p> <p>Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.</p> <p>Pupils without access to a laptop, will be provided with one. Free Wi-Fi is also available for those families without internet access. Arrangements will be made for parents, who request paper versions of learning packs, to collect packs and return completed packs to school.</p>
SEND provision	Teachers will ensure lessons are inclusive for all pupils and can be adapted to account for the needs of disadvantaged pupils and pupils with SEND.

	<p>Physical home learning boxes developed in school will be sent home with the pupils with EHCP's. These pupils will also have an additional daily live learning with their LSA.</p> <p>The SENCO will make weekly check-ins with the parents of pupils with high needs.</p>
Safeguarding	
<p>Child Protection Policy</p> <p>Child Protection Policy: COVID19 addendum</p>	<p>Ensuring safeguarding arrangements remain effective while the school is partially closed is a key priority.</p> <p>Our Child Protection and Safeguarding Policy was updated during the national lockdown to include provisions for keeping pupils safe during the coronavirus pandemic – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.</p>
<p>Procedures</p>	<p>We will aim to have a trained DSL or deputy DSL on site wherever possible.</p> <p>If our DSL (or deputy) can't be on site, they can be contacted remotely by phoning:</p> <p>Lisa Farrow on: 07881 094652 or Lisa Mafrica on 07881 091917</p> <p>We will continue to ensure that:</p> <ul style="list-style-type: none"> ○ The best interests of pupils always come first. ○ If anyone in the school has a safeguarding concern about a pupil, they act immediately. ○ A DSL or deputy DSL is always available. ○ Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site or via our learning platform. ○ Pupils who remain at home are protected when they are online. ○ Children are aware of the online whistle blowing tool access via the website. This helps us to identify potential risks and act at the earliest possible point.
Well-being	
<p>Support for families</p>	<p>At Essendine, we are committed to supporting the emotional health and well-being of our whole community. We know that everyone experiences life challenges that can make us vulnerable and, at times, anyone may need additional emotional support.</p> <p>Weekly 'well-being calls' will resume for all vulnerable children.</p> <p>External support from a range of providers, including Anna Freud Centre, Future Men, and Early Help Inclusion Pilot will continue either in person or over Zoom.</p>

	<p>Support from the SENCO for children with special educational needs:</p> <ul style="list-style-type: none"> ○ The school SENCO/ class teacher/ LSA will make contact with parents to support in establishing routines, explain the use of equipment and other online activities/ resources that will help their children with their learning ○ The SENCO will explain the use of the resource box for SEND pupils <p>The SENCO will make additional well-being calls to the families of children with an EHCP (this includes those families whose children's statements are pending). We also signpost other professions to families who require additional support:</p> <ul style="list-style-type: none"> ○ Autism outreach worker ○ Educational psychologist ○ CAMHS
Pupils	Bespoke online safety lessons will be delivered during periods of remote learning via Teams.
Staff	<p>Plans have been, and will continue to be, developed alongside staff. Opportunities to review systems and ways of working are regularly reviewed with staff.</p> <p>Teaching and support staff will be organized into teams. All teams are led by phase leaders, SLT and the SBM, who check in weekly with team members either via phone, a group text, or Zoom.</p> <p>The SLT meet weekly via Zoom</p> <p>Staff will be reminded of the school's subscription to Health Assured, which provides free, confidential health and well-being support for all staff.</p>
Food Provision	
Benefit related FSM & Universal FSM	<p>We will ensure measures are in place so that meals can be prepared and served safely for FSM and UIFSM pupils who remain on site.</p> <p>The school catering team will work with our food providers to ensure we can continue offering FSM to pupils and families who are eligible.</p>
Benefit related FSM	Those pupils who are unable to attend will be given vouchers as an alternative to a FSM in school.
Communication	
Parents	The school will communicate its plan for a local lockdown with parents, including whether it will remain open to vulnerable pupils and children of critical workers, or if remote working will be applicable for all. All relevant stakeholders will be kept up-to-date with the circumstances of the local lockdown and how it affects the school as they develop.

	<p>We will do this via:</p> <ul style="list-style-type: none"> ○ Text ○ The website ○ Pupil post ○ Messages on the school gates ○ Phone
Making contact	<p>If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following people as appropriate:</p> <ul style="list-style-type: none"> • Staff – their line manager, a Deputy Headteacher or Headteacher • Pupils – their class teacher or member of pastoral staff • Parents – the Year Group Lead or a Deputy Headteacher in the first instance
SLT	The SLT will continue to meet weekly, either in person or via Zoom.
SBM	A member of the SLT will meet at least weekly with the SBM, or more often if required, to review arrangements and priorities.
Wraparound Childcare	
Breakfast club	To avoid pupils from a variety of bubbles mixing, pupils who attend breakfast club will be socially distanced. Thorough hand washing and cleaning routines are in place.
Afterschool provision	<p>Handwashing routines will continue as they do during the school day.</p> <p>Children will be outside as much as possible.</p>
Educational visits	
Trips	<p>Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p> <p>We will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. We will consult the health and safety guidance on educational visits when considering visits.</p> <p>Visits will be considered on a case-by-case basis.</p>
Other measures	
	Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances