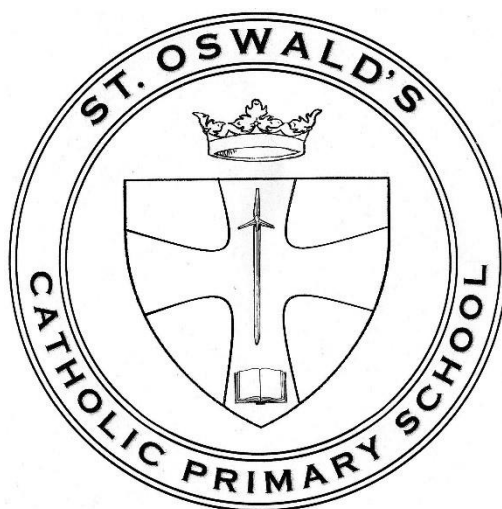


# St Oswald's Catholic Primary School



## Outbreak Management Plan

Committee	Agreement date	Review Date
Full governors	23 <sup>rd</sup> September 2021	When gov requirements change.

## 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.

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

- to help manage a COVID-19 outbreak within a setting
- as part of a package of measures responding to a Variant of Concern (VoC) or to extremely high prevalence of COVID-19 in the community
- to prevent unsustainable pressure on the NHS

This Outbreak Management Plan describes how we would operate if we were advised to reintroduce any measures described in the Contingency Framework: education and childcare settings

## Roles and responsibilities

Local authorities, Director of Public Health and Health Protection Teams are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings.

Local authorities, Director of Public Health and Health Protection Teams can work with their regional partnership teams (RPTs) to escalate issues from the local level into the central Local Action Committee command structure. RPTs support local areas in managing outbreaks and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context.

In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees (for example incident management teams), but this should be by exception only.

Liverpool schools should have in place a Covid-19 lead who oversees a response team in the case of an outbreak. In addition to the Covid-19 other staff may be involved in different elements of the outbreak management plan.

## Risk Assessment

Our school risk assessment can be found here:

[www.stoswaldsschool.com](http://www.stoswaldsschool.com)

Our risk assessment has been developed in line with national guidance and local advice. We have consulted with staff, unions and our governing body in order to apply national guidance and local advice to our setting.

Our risk assessment will be reviewed fortnightly in the first instance or if there are any incidents, near misses or changes to procedure.

In the case of any outbreak, schools should revisit their risk assessment to ensure that controls are being followed effectively, particularly

- Ensuring good hygiene for everyone
- Maintaining appropriate cleaning regimes
- Ventilation
- Following public health advice on testing, self-isolation and managing confirmed cases of covid-19

## When settings should consider extra action

**If extra action is needed, this will be advised by the Director of Public Health or the Local Health Protection Team.**

**The Director of Public Health or Health Protection Team may give schools 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 than set out**

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

Liverpool Public Health will regularly review local data including number of positive cases, testing uptake, testing positivity and local hospital admissions. This data will influence threshold levels for additional action.

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

**All positive cases will continue to be reported to the local authority via the online MDS form <https://www.smartsurvey.co.uk/s/covid-19-schools/>**

Public Health and School Improvement Liverpool will liaise with schools when there are concerns about an outbreak in a school setting.

## Close mixing

Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples.

For schools, this could include:

- a form group or subject class
- a friendship group mixing at breaktimes
- sport teams
- a group in an after-school activity

## Reporting a confirmed case

<b>For COVID-19 queries related to educational settings – Single Point of Contact (SPOC)</b>	
<b>School Improvement Liverpool</b>	<b><a href="mailto:SPOC@si.liverpool.gov.uk">SPOC@si.liverpool.gov.uk</a> 0151 233 3901</b>
<b>Notifying a confirmed case</b>	
All confirmed cases should be notified via the online MDS form below:  <a href="http://www.smartsurvey.co.uk/s/covid-19-schools/">www.smartsurvey.co.uk/s/covid-19-schools/</a>	
<b>DfE helpline</b>  Telephone: 0370 000 2288 Monday to Friday, 9am to 5pm	

<b>School Covid-19 Lead Details</b>		
<b>Primary Contact</b>		
Name:	Mary Walsh	
Telephone Number:	0151 228 8436	
Out of Hours Telephone Number:	07834281816	
<b>Secondary Contact</b>		
Name:	Donna Hay	
Telephone Number:	0151 228 8436	
Out of Hours Telephone Number:	<i>Redacted from public information</i>	

## Reintroducing bubbles / reduce mixing between groups

<b>Lead Person:</b>		<b>Key contacts:</b>
Donna Hay/Mary Walsh		<a href="mailto:SPOC@si.liverpool.gov.uk">SPOC@si.liverpool.gov.uk</a>
<b>Communications:</b>		
<p>Consider communications to parents about changes to the school day such as:</p> <ul style="list-style-type: none"> <li>• staggered start / finish</li> <li>• impact on lessons</li> </ul>		
<b>Additional Information:</b>		
There may be changes to individual buildings so changes may not apply to whole areas of school.		
<b>Considerations:</b>		
<b>Organisation</b>	<p>How will this impact:</p> <ul style="list-style-type: none"> <li>• dining arrangements</li> <li>• playtime</li> <li>• lessons</li> <li>• intervention groups</li> <li>• staffing</li> <li>• space</li> <li>• movement through school</li> </ul>	
<b>Resources</b>	Would resources be needed such as signage?	
<b>Other:</b>	<p>Signage around the buildings</p> <p>Entrances and exits different for classes or year groups where possible.</p>	

## Shielding

Lead Person:		Key contacts:
Donna Hay/Mary Walsh		<p>Supply cover: Lewis at Hayes 07738366321</p> <p>School HR team: Ellis Whittham LTD Tel: 0345 226 8393 www,elliswhittham.com</p>
Communications:		
Individuals who are advised to shield should be contacted directly by government, local authority or GP		
Additional Information:		
Individual risk assessments are carried out for people who would have been in vulnerable categories.		
Considerations:		
<b>Business continuity:</b>	<p>Home access to Sims, CPOMS and school shared drives.</p> <p>Staff have use of computers with home access</p> <p>Phone service through mobile school number at home.</p>	
<b>Staff impacted</b>	<p>Staff would inform school if they receive a shielding letter.</p> <p>Cover would be arranged for shielding staff and home working tasks organised.</p>	
<b>Cover</b>	Cover would be through internal staff changing roles or from external agencies if required.	
<b>Other:</b>	Emergency cover for grounds staff etc could be through cooperation with network schools.	

## Attendance restrictions

Lead Person:		Key contacts:
Donna Hay/Julie Finch/Cath McKenna		<p>Contact with school through email or Weduc/Dojo.</p> <p>office@st-oswalds.liverpool.sch.uk</p> <p>Remote education – paul.bradshaw@si.liverpool.gov.uk;</p>
Communications:		
Parents would be informed by our Weduc and Dojo platforms. All information will also be available on our school website.		
Additional Information:		
<a href="https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html">https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html</a>		
<a href="https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools">https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</a>		
Considerations:		
Access to computers and internet	<p>All Pupil Premium children will initially be offered a chrome book in KS2.</p> <p>All children being lent a Chromebook will sign a contract for acceptable use and care of device.</p> <p>Parental questionnaires will be sent out via our platforms to ask parents about devices and connectivity.</p> <p>Children will continue having some lessons using DoJo and Chromebooks to ensure children know how to access their platforms and are able to navigate and use effectively.</p> <p>Access to WIFI provided through cards where necessary.</p>	
Free School Meals:	<p>Families who are available for FSM will have food hampers made up for them to access via the reception areas.</p> <p>Office staff to phone to ensure the correct numbers of food parcels.</p>	



<b>Key Worker and Vulnerable Children:</b>	<p>School will have a list of all vulnerable and eligible children. Parents will be asked for information around the role of key workers. Numbers will be limited to safe numbers within classrooms to maintain social distance.</p> <p>Staff will be on a rota to either teach face to face in school or virtually from home.</p> <p>Learning offered virtually should be the same as at home learning.</p> <p>Keeping in touch phone calls made by Family Liaison Officers and teachers weekly.</p>
<b>Safeguarding provision:</b>	<p>Safeguarding processes would continue as usual, staff with have access to CPOMS and will attend all necessary social care/LAC meetings virtually.</p> <p>Vulnerable children known to safeguarding team.</p> <p>Contact will be regular with vulnerable children, home visits to be carried out when no contact is established. EWO would continue with role.</p> <p>Communication with safeguarding team would continue as usual.</p>
<b>Other:</b>	<p>Places offered in school to those children and families where they are struggling.</p>

## Educational Visits

<b>Lead Person:</b>	<b>Key contacts:</b>
Mrs Alison Jones	<b>Educational Visits:</b> <a href="mailto:Nicola.horton@si.liverpool.gov.uk">Nicola.horton@si.liverpool.gov.uk</a>
<b>Communications:</b>	
Parents would be informed by our Weduc and Dojo platforms. All information will also be available on our school website.	
<b>Additional Information:</b>	
Outdoor Education Advisors Panel: <a href="http://www.oeap.ng">www.oeap.ng</a>	

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

**Considerations:**

**Cost implications:**

Refunds for cancelled trips would be either through insurance company or directly to families.

**Risk Assessment**

Risk assessments would be updated as necessary

**Other:**

Other restrictions:

If the Director of Public Health or Health protection team advise additional measures, they may also advise restrictions on the activities below. If this is the case, then please consider

- open days
- transport
- transition or taster days
- parental attendance in settings
- live performances in settings