

Outbreak Management Plan: Covid 19

1. Introduction and Context:

This management plan sets out how Porthleven School will operate in the event of an outbreak of Covid 19 infection from September 2021.

In the event of a single confirmed case, the school will implement DfE and Public Health Guidance, in line with the school's risk management procedures.

It is a national priority that education continues to operate as normally as possible during the ongoing pandemic of Covid 19. This outbreak management plan is written to ensure that further disruption to education is minimised and will be used

- To help manage a Covid 19 outbreak within Porthleven School
- If there is an extremely high prevalence of Covid 19 in the school community and other measures have failed to reduce transmission
- As part of a package of measures responding to a Variant of Concern (VoC).

In the event that this Management Plan is required, decisions made about how best to adapt procedures will give full consideration to the benefits of managing transmission weighed against potential educational drawbacks. In making decisions about additional measures, these will be limited to the minimum number of groups possible and will be in place for the shortest amount of time. Additional measures will be kept under review and will be lifted as soon as the evidence supports doing so.

Restrictions to pupil attendance within the school will only ever be considered as a last resort. Where measures include attendance restrictions, the advice of Public Health England and the Department for Education will be followed, including groups whose continued attendance should be prioritised.

Whilst as much notice as possible will be given to stakeholders, decisions will need to be made swiftly, in response to the emerging circumstances.

In the event of 3 or more confirmed cases within 2 weeks, the Headteacher, in liaison with the Head of School, Chair of Governors and the Trust's Central Team will review the following additional measures, and will act in line with DfE and PHE advice:

2. Testing:

The frequency of home testing may be increased for staff. In this event, the school will increase the frequency of reminders about home testing and reporting results.

3. Face Coverings:

It is likely that the use of face coverings will be temporarily re-introduced for staff and visitors in communal areas where a safe 'social distance' cannot be maintained. The school will allow for reasonable exemptions for staff and visitors to site.

4. Ventilation:

The school will increase the level of ventilation in classrooms and communal areas by opening doors and windows. Consideration will be given to the time of year, weather and temperature conditions and the comfort of staff and pupils.

5. Cleaning:

Cleaning routines will be reviewed with particular attention to high contact surfaces. Cleaning routines will be augmented as appropriate.

6. Hand Hygiene:

The school continues to promote good hand hygiene with regular hand washing and sanitiser easily available. Pupils and staff will be reminded of the importance of hand hygiene and the regular and frequent use of sanitiser and hand washing will be emphasised regularly during the school day.

7. Social Distancing:

The school will review the requirements for social distancing for both staff and pupils. Where appropriate the school will re-introduce social distancing and take measures to reduce close, prolonged contact between staff and pupils.

8. Shielding:

Shielding is currently paused and shielding can only be re-introduced by national Government. Where shielding is re-introduced by the Government, the school will use individual risk assessments to manage the potential risks and implications for staff and pupils. Shielding may be re-introduced by the Government in response to a major outbreak or a VoC.

9. Parental and Visitor 'onsite' attendance:

The school will review whether onsite visits by parents and other stakeholders should be temporarily suspended. Should this be implemented, alternative 'remote' options will be available for educational meetings. Essential, statutory meetings which cannot take place effectively using a 'remote' format will be considered and managed under individual risk assessments. Large events, which would bring significant numbers of adults or children into the school will be postponed. This includes parent evenings, open days, transition or taster events, and school performances. Wherever possible, alternative 'remote' formats will be used.

Where visitors to the site continue to be permitted, the use of face coverings, hand sanitiser and the requirement to provide confirmation of a negative LFT test prior to the visit will be reviewed and re-introduced where appropriate to do so.

10. Educational Trips and Visits:

The school will review whether educational trips and visits can continue. Particularly consideration will be given to residential trips and risk assessments will be reviewed. The advice of Cornwall Outdoors, and the schools Educational Visits Coordinator will be sought. Where trips or visits are postponed, the school will make every effort to reschedule these at an appropriately convenient

alternative date and time. The school will also provide advice to parents on refund of monies paid including insurance claims.

11. Early Years

If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.

12. Restricting Attendance

Attendance restrictions will only ever be considered as a last resort and in extreme circumstances. Attendance restrictions may be recommended as a result of public health and Local Authority advice. If attendance restrictions are advised across the local area, the Government will publish detailed operational guidance which the schools will implement. If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend.

If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.

All pupils not attending will be provided with high-quality remote education from the first day of absence, in line with DfE guidance.

In the event of attendance restrictions being implemented, vulnerable children and the children of key (critical) workers will be prioritised to be able to continue to attend school.

School leaders in conjunction with the SPMACT central team will confirm a 'skeleton' staff structure who will continue to work onsite to meet the needs of pupils and to ensure the organisational continuity of the school. In these circumstances, a risk assessment will be used to minimise and control the risks to staff who continue to work onsite.

11.1 Safeguarding

The DSL will continue to co-ordinate and lead safeguarding provision for pupils, taking into account the increased risks while children are not attending school. The school will continue to robustly implement KCSIE and Working Together to Safeguard Children. The DSL will lead decision making to safeguard vulnerable children including the frequency and format of contact where children are not attending school. The school's safeguarding policy will be reviewed, led by the DSL and drawing on advice from the SPMACT Safeguarding Lead. This will ensure that the policy reflects the local restrictions and remains effective. Wherever possible, the DSL (or deputy) will continue to be available on site. Should there be operational challenges that mean this is not possible, then the DSL or Deputy will be contactable by phone and/or online (for example, working from home). In exceptional circumstances, a DSL (or deputy) from another school within the Trust will be available by phone or online. Where a trained DSL (or deputy) is not on site, an on-site senior leader will take responsibility for co-ordinating safeguarding on-site.

11.2 Vulnerable children

Where vulnerable children are absent, the school will allocate a key member of staff to the child who will:

- Follow up with the parent/ carer, working with the local authority and social worker (where applicable) to explore the reason for absence and discuss their concerns.

- Encourage the parent to access the onsite provision for their child, particularly where the social worker and/or Virtual School Head agree that their attendance would be appropriate.
- Ensure that discussions focus on the welfare of the children and that they are able to access appropriate education and support while they are at home.
- Have in place appropriate procedures to maintain contact, ensure that pupils can access remote education and regularly check that they are doing so.

Should the school be required to stop onsite provision for all pupils on public health advice, the school will discuss and agree alternative arrangements for vulnerable children with the Local Authority. In these circumstances, full consideration will be given to the use of alternative school facilities within the Trust including that vulnerable children attend another local primary school site.

11.3 Children being educated by alternative providers.

Alternative provision should continue to allow all children to attend full time, in line with their risk assessments and outbreak management plans. In event of restricted attendance, pupil' provision plans will be reviewed on an individual basis, in partnership with providers and families.

11.4 Children with free school meal entitlement.

In the event of restricted attendance, the school will ensure that pupils eligible for free school meals continue to receive this subsidy, in line with Government guidance via either provision of a meal in school, a voucher or food parcel. Pupils eligible for free school meals will continue to receive this subsidy in the form of a voucher or food parcel if they are required to

- Self isolate
- Have had symptoms or a positive test result themselves
- Are a close contact of someone who has Covid 19

11.5 School Transport

The school will liaise with transport providers and the local authority to ensure that pupils who are attending school continue to have access to school transport, for example a taxi service. The school will support school transport providers to implement temporary additional infection control measures as appropriate e.g. the temporary re-introduction of the use of face coverings.

11.6 Educational Visits

Only children attending onsite provision should go on an educational visit. Visit risk assessments will be reviewed on an individual basis in the event of attendance restrictions and school leaders will decide whether the visit is still appropriate and safe, in light of the emerging context and circumstances.

12. Monitoring and Review

This Plan will be reviewed in response to any updated school guidance from the DfE or Public Health England.

In the event of an outbreak, the school will carry out a 'lessons learned' review to ensure that any required adaptations to this Plan are made.

