

Outbreak Management Plan – Wincle CE Primary School (September 2021)

All education and childcare settings should have outbreak management plans. The Outbreak management Plan should sit alongside the school's COVID Risk Assessment.

The [Education Contingency Framework](#) identifies what measures may need to be in place where an outbreak occurs.

The current definition of an outbreak is: Two or more confirmed cases with symptoms of coronavirus (COVID-19) arising within the same 14-day period in people who work at or attend the educational and childcare settings or provision, or there is a high reported absence which is suspected to be COVID-19 related.

Where there is a suspected outbreak in a school, an outbreak control meeting will usually be triggered by the Education COVID response team / CE Public Health.

Area of Concern	Issues for schools to consider	School Response Plans
Outbreak Control Meeting	<ul style="list-style-type: none"> Who has been identified to lead on outbreak management and to act as main liaison with the local authority? Does the school have a process to collect all the information required in relation to an outbreak, including a list of staff / pupils who have tested positive in the last 14 days, with isolation dates etc.? Model form in appendices 	<p>Staff/Parents to ring/email school as soon as possible once a positive result is known. Within school hours, they are to contact admin@wincle.cheshire.sch.uk. Outside of school hours, they must contact head@wincle.cheshire.sch.uk. All positive cases will be identified and recorded on the outbreak log, completed by admin staff. Admin staff will then alert the headteacher who is responsible for leading on outbreak management. The headteacher will report a positive case via the online form and be responsible for identifying whether or not the outbreak management plan is to be followed.</p> <p>An advice and inform letter will be sent to the positive case and a warn and inform letter will be sent to the rest of the school.</p>

Remote Learning	<ul style="list-style-type: none"> • What capacity and plans does the school have for remote learning? • What measures need to be put into place to 'switch on' the remote learning offer? • How will decisions be made about how to limit the workforce onsite and who are the appropriate staff to work remotely? 	<p>Remote learning may be required following advice from Public Health/Local Authority or in the event of not enough staff for a class to be safely on site.</p> <p>There must be at least 5 members of staff on site in order for school to run as normal.</p> <p>Microsoft Teams will be used in the same way it was used during the two national lockdowns. In the event of a whole class being taught remotely, registration will be open at 9am and classes/activities will run as close to the class timetable as possible. In the event of individual pupils being off, they will access lessons via a live link through Microsoft Teams as and when appropriate. When not, they will be set work. Teachers will make contact with these pupils each day.</p>
Staffing	<ul style="list-style-type: none"> • What plans are in place if staff test positive and are required to isolate including: <ul style="list-style-type: none"> – Classroom staff – Site staff – Office staff – The Senior Leadership Team • How will lessons be covered and prioritised? • How will the site be safety checked? • Who will manage a critical incident? • What is the minimum number of staff required on site to ensure the site is safe? (bearing in mind that large groups of pupils will not be routinely sent home.) 	<p>If a teacher tests positive, HLTAs or other teachers from the school will be asked to cover as per normal teacher absence. If a teaching assistant who is not employed to support an individual pupil, tests positive, their absence will not be covered. If a one-to-one support assistant is absent, school will attempt to find cover moving staff around school.</p> <p>Absence of office and site staff will be as per normal absence – no cover.</p> <p>The headteacher will remain on site at all times and will manage a critical incident. In the event of the headteacher being off will illness, the two teachers working at UPS3 will lead a critical incident.</p> <p>There must be at least 5 members of staff on site in order for school to run as normal.</p>
Prioritising pupil attendance	<ul style="list-style-type: none"> • Which year groups will be given priority if the school is required to limit attendance onsite? 	<p>N/A as all classes can be kept separately if required. Classes are of small size and the hall has been furnished as a classroom to ensure small class sizes can be maintained and pupils can be sat spaced out.</p>

	<ul style="list-style-type: none"> • Are registers available of priority groups i.e. vulnerable children, parents of critical workers? • Special Schools / Alternative Provision: How will you seek to resume as close as possible to full-time provision? 	
On-site testing (secondary schools/colleges)	<ul style="list-style-type: none"> • If cases increase what needs to be in place to be able to re-introduce an on-site ATS? • Will a scaled down version remain operational for pupils who are unable to test at home? • Will the 'Cheshire East Swab Squad' be called on to support with on-site testing, if required? 	N/A
Face Coverings	<ul style="list-style-type: none"> • What will trigger the requirement for face coverings to be worn by staff / pupils in Y 7 and above? <ul style="list-style-type: none"> – In communal areas – In classrooms • How will face covering requirements be communicated to pupils / parents / staff? • What plans are there to 'warn' pupils and staff that this may be a requirement? 	<p>In The event of a positive case, all staff will resume wearing face coverings in communal areas and limit the number of staff in the school office at any one time.</p> <p>Visitors to school will be asked to wear a mask and these will be provided if they do not have one.</p> <p>Parents will be asked to wear a mask when entering the school building. A text and an email will be sent to all parents and staff if these changes are implemented.</p>
Shielding	<ul style="list-style-type: none"> • How many staff/pupils are classed as clinically extremely vulnerable in the school? 	There are currently no pupils or staff classed as clinically extremely vulnerable in school.

	<ul style="list-style-type: none"> • How will school accommodate staff/pupils if the clinically extremely vulnerable are required to shield? 	
Trips and Performances	<ul style="list-style-type: none"> • Has the school included COVID safe measures and a risk assessment where school visits are planned? • Is consideration for school and local case rates included in planning for school trips? • Is any financial outlay insured against the possibility of having to cancel a school trip due to a local / school outbreak? • What plans are in place to monitor local and school case rates before agreeing a performance can go ahead? • What COVID safety measures are in place for the performance? 	<p>When planning class trips, teachers will consider the implications of a recent positive case in their class. Upon discussion with the headteacher and health and safety governor, a decision will be made as to whether the trip will go ahead.</p> <p>Trips will be organised to ensure that the school will not lose money in the event of the trip not going ahead.</p> <p>Performances will move to outside or will be filmed for parents in the event of an outbreak.</p> <p>Parents will not be able to attend Celebration Worship during an outbreak.</p> <p>Parents will be asked to wear face coverings for all performances when in school or church as a preventative measure.</p>
Communication	<ul style="list-style-type: none"> • If an outbreak occurs in the school, what plans are in place to inform parents quickly? • How will press enquiries be dealt with? • Does Cheshire East Communication Team need to be involved? • Are there other organisations that need to be involved in communication 	<p>As and when a positive case is identified, parents, governors and staff will be sent the warn and inform letter via email. It will also be printed and distributed to pupils.</p> <p>The headteacher will continuously liaise with the health and safety governor as well as the local authority and public health.</p>

Safeguarding	<ul style="list-style-type: none"> • If there are concerns about a child during an outbreak, what school measures are in place to keep in touch with them? • How will safeguarding be assured during periods of remote learning for vulnerable pupils? • Who will contact social workers / family support workers if a vulnerable child is isolating? 	<p>Staff will continue to follow all normal safeguarding procedures when reporting concerns about a child. For those pupils at home, teachers will make daily contact.</p> <p>The designated safeguarding lead or one of the two deputy safeguarding leads will be on site at all times and will contact social workers if a vulnerable child is isolating.</p>
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Useful Contacts	
LA Education COVID response team	COVID19@cheshireeast.gov.uk 01270 371323
Cheshire East Public Health	PHBusinessTeam@cheshireeast.gov.uk
Public Health England Northwest Health Protection team	0344 225 0562 / 0151 4344819
DfE Helpline	0800 046 8687 8am to 6pm Mon-Fri and 10am to 4pm Sat-Sun
Cheshire East Communication Team	communications@cheshireeast.gov.uk 01270 686577
ChECS	0300 123 5012 (opt3), Out of Hours 0300123 5022
Early Years Team	earlyyearsandchildcareteam@cheshireeast.gov.uk 01625 374182
School Meals Service	cheshireeastcatering@cheshireeast.gov.uk 01270 2713663

