



West Meadows Primary School (St. Mary's Academy Trust)

Covid-19 School Outbreak Management Plan

Updated 6/9/21

1.0 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.
- The government announces local or national lockdown measures if there is an extremely high prevalence of COVID-19.

The impact of having missed education during the pandemic is still unknown for many children and adults. It is clear however that there is still work to be done to ensure all children are where they should be academically and that any gaps in their attainment and progress are being rapidly addressed.

This Covid-19 Outbreak Management Plan describes what West Meadows Primary School would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce control measures to help break chains of transmission.

2.0 Principles

Covid-19 resilience and planning is now more important than ever. This Outbreak Management Plan should be kept robust and up to date in light of the advice set out in the Government's [Contingency Framework for childcare and education settings](#).

Any control measures put in place will be regularly reviewed and changed as and when it is safe to do so. Schools will continue to respond to the evidence being provided at a local and national level and act accordingly in line with guidance.

2.1 Aims

- To ensure that West Meadows Primary School continues to provide high quality education whilst providing a safe working and learning environment for staff and students.
- To aid the prevention and mitigation of the spread of Covid-19 cases through effective engagement with our community on Government, public health and school rules.
- To support the health and wellbeing of students and staff who become infected, and their contacts, in line with current Government guidance.
- To prepare for any community or school outbreak in partnership with BMBC, NHS and PHE.
- To support staff and students beyond immediate outbreak control (health and wellbeing, equality, diversity, and inclusion).
- To identify strategic ownership and leadership of the School's Outbreak Management Plan and clear escalation protocols.

3.0 Guidance

West Meadows Primary School will continue to respond to the latest guidance and advice from:

- National Government
- Public Health England (PHE)
- Local Authority Public Health (Barnsley Council)
- Department for Education

3.1 Any member of the school community (children, pupils, staff and other adults) **should not attend the setting** if they:

- Have any of the main Covid-19 symptoms (i.e. a high temperature (37.8 or higher), a new, continuous cough or a loss or change to sense of smell or taste).
- Have tested positive for Covid-19 (less than 11 days ago).
- Have been contacted through NHS Test and Trace and been advised to stay at home, unless exempt from self-isolation.

Close contacts do not need to self-isolate if either:

- They are under 18
- They had their second vaccine dose from the NHS more than 14 days ago.

If any individual becomes symptomatic whilst in school they will be sent home immediately and asked to book a Covid-19 PCR test.

4.0 School's Roles and Responsibilities

4.1 West Meadows Primary School has responsibility for ensuring basic infection prevention and control measures are in place, as per the national guidance.

4.2 West Meadows Primary School has responsibility for implementing secure data management systems to keep a record of confirmed cases. Ensuring that managers recognise the sensitive personal nature of this information and that it is collected ethically and securely, with the appropriate governance, regulatory and security measures in place.

4.3 West Meadows Primary School has responsibility for updating school specific Covid-19 risk assessments in line with national guidance. Covid-19 risk assessments are updated in consultation with School Leaders and BMBC colleagues where necessary. Risk assessments should be in place for vulnerable individuals (clinically vulnerable, pregnant women and BAME).

4.4 West Meadows Primary School has a responsibility to ensure Lateral Flow Test (LFT) home testing kits are available to staff for twice a week testing.

4.5 The Headteacher (Miss Rebecca Marsh) has responsibility for the updating, implementation, and evaluation of this School Outbreak Management Plan.

5.0 When and how to seek Public Health advice

5.1 Single Confirmed Covid-19 Case

If there is a single positive case identified in an individual attending the setting West Meadows Primary School **does not need to notify any other agency.**

The school may seek support from the DfE helpline if necessary (accessible 7 days a week) 0800 046 8687 (option 1) or the [DfE Portal](#).

The following steps will be taken in line with the latest guidance:

- All contact tracing will be undertaken by NHS Test and Trace.
- From 16 August 2021, asymptomatic children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, they will be informed that 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.
- A remote learning plan will be implemented for those isolating.
- From 16 August 2021, asymptomatic staff members who are fully vaccinated will also not need to self-isolate following close contact with a positive case. They will however be asked to take a Lateral Flow Test/ PCR test before returning to school.
- Any individual who has symptoms or who has tested positive for Covid-19 must self-isolate in line with Government guidance.

All settings should seek advice if a pupil or staff member is admitted to hospital with Covid-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1). 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.

5.2 Multiple Confirmed Covid-19 Cases

If there are multiple linked confirmed cases amongst individuals attending West Meadows Primary School within 14 days, the school **may** have an outbreak.

The school may seek support from the BMBC Children and Young People’s Public Health team via Covid19childrenandeducationreporting@barnsley.gov.uk when one of the following thresholds is reached:

- 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.

The school will work in collaboration with BMBC Public Health to reach a decision around what measures **may** need to be put in place in line with this Plan (see section 6.0 below).

6.0 Measures that School has planned for

The table below outlines: measures that may be reintroduced following a discussion with BMBC Public Health; actions to be taken to put the measure in place quickly; how West Meadows Primary School would ensure every pupil receives the quantity and quality of education and support to which they are normally entitled; and how changes would be communicated with children, parents, carers and staff.

The Government’s [Covid-19 Contingency Framework for education and childcare settings](#) should be used to support development of the below table (from page 12).

Measure to be planned for	Action	How we would ensure every pupil receives the quantity and quality of education and support to which they are normally entitled	How we would communicate changes to children, parents, carers and staff
<p>Testing – may be advised:</p> <ul style="list-style-type: none"> • for an individual setting or a small cluster of settings 	<ul style="list-style-type: none"> • SMAT Staff are required to take LFT week prior to school commencement in 	<ul style="list-style-type: none"> • Pupils who are absent due to isolating will be able to access learning via Google Classrooms as outlined in West Meadows Primary 	<p>Via: Twitter School Website</p>

<p>only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or</p> <ul style="list-style-type: none"> for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate 	<p>September 2021</p> <ul style="list-style-type: none"> On-site Pupil testing is not applicable, however close contacts (as notified by Track and Trace) will be requested to access a PCR test before returning to school Pupils contacted by NHS Test and Trace as a close contact of a positive COVID-19 case, will be informed that they have been in close contact with a positive case and advised to take a PCR test. All Staff will be advised to take 2x LFT per week through September (see employers guidance) until further guidance is issued Staff members who are fully vaccinated will also not need to self-isolate following close contact with a positive case. They will however be asked to take a Lateral Flow Test/ PCR test before returning to school 	<p>School's Remote Learning Policy (Remote-Learning-Policy.pdf (westmeadows.org.uk)). Pupils who are unable to access remote learning via Google Classrooms or for whom this does not meet their learning needs, will be provided with an appropriate paper based alternative.</p>	<p>Text alert where/when necessary Individual phone calls / communication where appropriate</p> <p>Staff updates via SMAT communications, telephone calls and work email</p>
<p>Face coverings – may be advised:</p>			

<ul style="list-style-type: none"> • for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or • for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate 	<ul style="list-style-type: none"> • There are no current requirements for pupils to wear face coverings in school • Staff are not required to wear face coverings in class spaces, however may opt of choice. • Staff may be required to wear a face covering in response to an outbreak (As defined above) • School will maintain promotion of the benefits of wearing of face coverings in crowded spaces (EG pupil collection times), however this will not now be enforced 	-	<ul style="list-style-type: none"> • School Covid risk assessment • SMAT Employee Guidance document 2021
<p>Shielding – can only be reintroduced by national Government.</p>	<ul style="list-style-type: none"> • Shielding is currently paused. In the event of a major outbreak or a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would 	<ul style="list-style-type: none"> • Use of technologies to support remote teaching by the teacher if required. This will be implemented enabling the teacher to maintain/support in-school practice, reducing impact upon pupil learning 	<p>SMAT Employee Guidance document 2021</p>

	<p>be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account. If the Government reintroduces Shielding then the Trust will consider the impact of this based on which members of staff fit the remit of "SPL".</p> <p>Considerations will be given as to whether it is appropriate for those members of staff to work from home</p>		
<p>Other measures – Residential Educational Visits</p>	<ul style="list-style-type: none"> • If an outbreak occurs, then consideration would be given to the postponement or rescheduling of the residential visits. • C19 considerations included in visit risk assessment 	<ul style="list-style-type: none"> • Postponement or rescheduling 	<p>Twitter and phone call/email to those families affected</p>
<p>Other measures – Open Days</p>	<ul style="list-style-type: none"> • If an outbreak occurs, then consideration would be given to the postponement or rescheduling event. 	<ul style="list-style-type: none"> • Postponement or rescheduling 	<p>Twitter and phone call/email to those families affected</p>
<p>Other measures – Transition or taster days</p>	<ul style="list-style-type: none"> • If an outbreak occurs, then consideration would be given to the day. 	<ul style="list-style-type: none"> • Postponement or rescheduling or alternate provision made, e.g. <ul style="list-style-type: none"> - Use of 'virtual' open days - Virtual parents' evenings 	<p>Twitter and phone call/email to those families affected</p>

		<ul style="list-style-type: none"> - Use of outdoors (e.g. for transition into nursery during the academic year; transition stay and play sessions) • West Meadows Primary School operates 'transition' days at the end of the academic year. These can be organised as 'bubbles' if required. • Door stop visits can replace home visits if required 	Use of other technology, e.g. Teams / Virtual meetings
Other measures – Parental Attendance in settings	<ul style="list-style-type: none"> • If an outbreak occurs, then consideration would be given to the postponement or rescheduling of the event. 	<ul style="list-style-type: none"> • postponement or rescheduling • alternative telephone parent meetings or Teams meeting would be offered 	Twitter and phone call/email to those families affected
Other measures – Performances in Settings	<ul style="list-style-type: none"> • If an outbreak occurs, then consideration would be given to the postponement or rescheduling of the event. • Reduced/limited attendance to performances, to enable distancing 	<ul style="list-style-type: none"> • postponement or rescheduling • alternative website video recording will be shared/broadcast to families • consideration of moving to an outdoor event with appropriate social distancing measures in place 	Twitter, School website and use of secure google classrooms Email communication
Attendance Restrictions - Attendance restrictions should only ever be considered in extreme circumstances and as a last resort.	<ul style="list-style-type: none"> • West Meadows Primary School (SMAT) will follow local and national guidance to respond to local/national outbreaks appropriately. 	<ul style="list-style-type: none"> • Pupils who are absent due to isolating will be able to access learning via Google Classrooms as outlined in West Meadows Primary School's Remote Learning Policy (Remote-Learning-Policy.pdf (westmeadows.org.uk)) 	Twitter, School website and use of secure google classrooms

<p>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</p>	<ul style="list-style-type: none"> • If a pupil is C19 positive or C19 symptomatic, QRA can take the decision to refuse the pupil to attend that day if, in our reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19 - until negative PCR result or isolation period ends whichever is the sooner. 	<p>Reasonable adjustment will be discussed with parent/carer for those pupils with special needs (SEND)</p> <ul style="list-style-type: none"> • If the pupil has difficulty in accessing Home learning due to technical equipment, West Meadows can provide loan equipment to support or alternate paper-based as appropriate 	
---	--	---	--

Further information for parents and carers

SCENARIO ONE -	Expectations /control measure
<p>School open as normal</p>	<ul style="list-style-type: none"> • All children attend. • All staff attend. • A broad and balanced curriculum will be delivered within classes by each class teacher. • Whole school covid risk assessment will be completed and reviewed monthly or sooner if needed. • Additional cleaning and handwashing will be timetabled into the day. • Maintained ventilation around the school. • Staff twice weekly testing • Remote learning will continue to be used to enhance specific areas of the curriculum. • Remote access information will be reviewed with families to ensure that information is available in school in the event of pupils isolating. • All staff will be aware of updated guidance

SCENARIO TWO	Expectations /Control measures
Individuals are absent from school, including due to travelling to countries where isolation upon return is required.	<ul style="list-style-type: none"> • Class teachers will provide a curriculum overview of the learning taking place in school with internet links to appropriate websites. • Appropriate work relating to pupils age and attainment will be available on GC • Hard copies of learning will be available if requested • Communication between school and family will ensure that pupils have access to learning. • FSM pupils will be contacted regarding food parcels. • Vulnerable families will be provided with a welfare call weekly. • If a pupil is going to be absent for 14 days due to self-isolation, the class teacher will communicate with the family / child every week to support and review home learning provision. • As staff will also teach other children in school during the day, more focused support through Microsoft Teams will not be available in this instance.
SCENARIO 3	Expectations/Control measures
A member of the group testing positive for coronavirus. Class to remain open under PHE guidance	<ul style="list-style-type: none"> • School opens for all classes • All children to attend school • All available staff to attend school (following government guidance) • Any self-isolating teaching staff and teaching assistants (providing they are well) will work remotely from home to provide suitable planning for class and complete online learning via Google Classrooms. • Emphasis on sanitation and hygiene measures • Offer online home learning to affected pupils, working at home, in line with Trust expectations • Parents will need to check the school website and communications from school for updates. • If applicable FSM pupils will be contacted regarding food parcels • If applicable vulnerable families will be provided with a welfare call weekly
SCENARIO 4	Expectations /Control Measures
PHE/Government enforced partial/full school closure	<ul style="list-style-type: none"> • School closed to relevant staff and children except for those who are children of key workers, SEND or Vulnerable pupils. • Children of Key Workers and Vulnerable pupils will be supported in school by available staff and Teaching Assistants. • Home learning available to relevant pupils. • Parents will need to check Google classroom, the school website and communications from school for home learning updates. • The curriculum will continue to be as broad and balanced as possible. • The curriculum plan for the term will continue. These plans are shared on the school website. • Age-appropriate approaches will be used based on the age, ability and specific needs of individual children and groups. • Google Classroom will be used to share planning and learning activities with pupils at home. • Twitter will be used to share daily timetables with children of home learning.

- | | |
|--|---|
| | <ul style="list-style-type: none">• Live teaching, recorded teaching and support will take place when appropriate.• The class teacher or teaching assistant will monitor the quality and quantity of work completed by pupils.• The teacher will make prompt contact with any family where the pupil requires further support to complete set work.• Learning will be supported through worksheets, internet links and recorded material.• Interactions, support with learning and feedback 'marking' conversations between pupils and teachers will take place on Google Classroom.• FSM pupils will be contacted regarding food parcels• Vulnerable families will be provided with a welfare call weekly if not in school (all vulnerable pupils will be offered a place in school).• Attendance records and logs will be maintained in line with PHE and LA requirements• Lunchtime and playtime rotas will be reviewed in line with % of pupils attending school. |
|--|---|

Further advice: <https://www.barnsley.gov.uk/services/health-and-wellbeing/coronavirus-covid-19/self-isolation-rules-after-contact-with-a-positive-coronavirus-case/>
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>