



St. Luke's Catholic Primary School
Outbreak Management Plan Guidance –
July 2021 Updated : 1/9/21

All education and childcare settings should have Outbreak Management Plans. The Outbreak Management Plan should sit alongside the setting'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 setting 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 setting, an outbreak control meeting will usually be triggered by the Education COVID response team / CE Public Health.

Areas of Concern	Issues for settings to consider	Setting Response Plans
Outbreak Control Meeting	<ul style="list-style-type: none"> Does the setting have a process to collect all the information required in relation to an outbreak, including a list of staff / children who have tested positive in the last 14 days, with isolation dates etc.? 	<p>Use of outbreak log to collect all relevant information including date of LFT, PCR and relevant details.</p> <p>Consider return date and expected absences. Seek support from public health.</p>
Staffing	<p>What plans are in place if staff test positive and are required to isolate including: – Staff in ratio – Site staff – Office staff – The Senior Leadership Team</p> <ul style="list-style-type: none"> How will ratios be covered and maintained? 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 children will not be routinely sent home.) 	<p>If staff test positive and are required to isolate, cover will be arranged firstly within school where possible, using TAs and teaching staff. Supply used if necessary.</p> <p>In the absence of site staff, SLT and admin staff will complete site duties including locking up.</p> <p>Ratios will be covered and maintained to ensure there are</p>

		<p>enough staff members for each class. The minimum number of staff required on site will include staff for cleaning, cook, admin, senior leadership, 1:1 and a teacher for every class.</p>
<p>Prioritising child attendance</p>	<ul style="list-style-type: none"> • Which age groups will be given priority if the setting is required to limit attendance onsite? • Are registers available of priority groups i.e., vulnerable children, parents of critical workers? 	<p>Attendance restrictions will only be recommended as a last resort. Where attendance is restricted, the priority will be vulnerable pupils and children of critical workers. DfE will advise on any other groups that should be prioritised. High quality remote education will be provided to all children not attending. Registers kept by the office for vulnerable groups and parents of critical workers.</p>
<p>Face Coverings</p>	<p>What will trigger the requirement for face coverings to be worn by staff / visitors? – In communal areas – At drop off / collection times</p> <ul style="list-style-type: none"> • How will face covering requirements be communicated to parents / staff? • What plans are there to ‘warn’ parents and staff that this may be a requirement? 	<p>Face coverings will be required if we see a rise in cases/transmission and public health advice will be sought. These changes will be communicated to staff. Parents</p>

		<p>will be contacted via letters/email.</p> <p>Staff and parents will have already been informed that the introduction of control measures may be reintroduced.</p>
Shielding	<ul style="list-style-type: none"> • How many staff/children are classed as clinically extremely vulnerable in the setting? • How will the setting accommodate staff/children if the clinically extremely vulnerable are required to shield? 	<p>No staff/children currently classed as clinically extremely vulnerable. If this changes, precautions and measures will be put in place to accommodate those required to shield (cover, staffing, remote learning)</p>
Trips and performances	<p>Has the setting included COVID safe measures and a risk assessment where off site visits are planned?</p> <ul style="list-style-type: none"> • Is consideration for setting and local case rates included in planning for trips? • Is any financial outlay insured against the possibility of having to cancel a trip due to a local / setting outbreak? • What plans are in place to monitor local and setting case rates before agreeing a performance can go ahead? • What COVID safety measures are in place for the performance 	<p>Residential's have been planned, with the understanding that a cancellation process is in place if required.</p> <p>All other trips will be subject to risk assessments. They will be carried out through the Evolve system. Trips will only take place if safety measures are met. Consideration to be given if off</p>

		<p>site visits are outdoors and not mixing with the public.</p> <p>Performances unlikely to go ahead, if planned and risk assessed this will be done with consideration to local cases and how to minimise transmission. Cheshire West and public health advice to be sought.</p>
Communication	<ul style="list-style-type: none"> ● If an outbreak occurs in the setting, 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>Parents informed quickly using email and or Text alerts. Press enquiries dealt with by head/DHT</p> <p>This will not go ahead without taking advise from CWaC – School Relationship Team Including preparing and managing press release and statements, ensuring staff are informed and updated. Public health involvement. Cheshire East and public health involvement for further advice.</p>

Safeguarding	<p>If there are concerns about a child during an outbreak, what measures are in place to keep in touch with them?</p> <ul style="list-style-type: none"> ● 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>Regular contact made with parents.</p> <p>Engage with parents and other agencies to monitor children who are vulnerable, CIN or with family support workers and log any concerns using CPOMS.</p> <p>DSL/Deputy DSL (head/deputy head) to contact social workers and family support workers if a vulnerable child is isolating.</p> <p>All staff members to maintain their safeguarding responsibilities and continue using CPOMS.</p>
Useful Numbers /Contacts		
Cheshire West Public Health Team	HealthProtectionSecure@cheshirewestandchester.gov.uk	
Public health England Northwest Protection Team	0344 225 0562 / 0151 4344819	
DFE Helpline	DfE COVID-19 helpline 0800 0468687	
CwaC School Relationship team	school.relationshipteam@cheshirewestandchester.gov.uk	