



Dove Bank Primary School

Outbreak Management Plan for COVID-19 (v1)

Autumn Term 2021

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. The DfE's published COVID Contingency Framework states that schools should have an "outbreak management plan", outlining how they would operate if any of the measures described in the guidance were recommended for their setting or area.

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

- to help manage a COVID-19 outbreak within a setting (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
 - 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

In these cases, the Guidance also states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings.

This plan should be read alongside the latest guidance for education settings operating during COVID (this is not an exhaustive list and these documents change frequently so the reader should check they have the most up to date guidance).

- actions for early years and childcare providers during the COVID-19 outbreak
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcareclosures>
- actions for schools during the COVID-19 outbreak
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak>
- protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 pandemic <https://www.gov.uk/government/publications/protective-measures-forholiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronaviruscovid-19-outbreak>
- contingency framework: education and childcare settings
<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-ineducation-and-childcare-settings/contingency-framework-education-and-childcare-settings>

Section A: Additional measures to be reintroduced to minimise coronavirus (Covid-19) risks

1) MINIMISE CONTACT BETWEEN INDIVIDUALS AND MAINTAIN SOCIAL DISTANCING WHEREVER POSSIBLE.

- We will create class bubbles of up to 30 children and their designated adults. Within their own bubbles staff can move around the room but should remain 2m from other staff in the room. Usual bubble staff do not have to remain at the front of the class 2m from the children.
- There will be no large gatherings such as assemblies. If infection rates continue to drop, assemblies could be limited to phase assemblies. Children will be required to distance during these assemblies rather than lining in tight rows. Where possible, efforts will be made to have virtual assemblies through Microsoft Teams video conference software. Children are not to sing during assembly.
- Bubbles will have staggered break and lunch times, using different zones of the outdoor space.
- Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.
- PPA/cover staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum. However, these staff need to maintain 2m distancing from everyone where possible to mitigate the fact that they may encounter multiple groups.
- Adults will maintain 2m distance from each other where possible to mitigate the fact that they may encounter multiple groups.
- Classrooms will be adapted to support distancing where possible. If tables are used, they should face the front and children should sit side-by-side, not facing one another nor side on.

Maintaining social distancing in classrooms. Managing PE lessons, changing and practical lessons

- Classrooms (except Oak/Reception Class) will be set out so children are in rows, facing the front of the class. There will be a marked zone in the classroom for the teacher's desk and children mustn't enter this zone.
- The furniture will be arranged so there is a clear line to the sink for hand washing as far as possible.
- Where possible, children will only use one pen or pencil, and a small selection of colouring pencils throughout the day which can be sanitised at the end of the day. Each child will have an A4 sized zip-lock folder to keep on their tables. This will contain the resources they need for most lessons. All resources required will be provided by the school.
- Children will not be allowed to move around the classroom or get out of their seats without permission.
- Physical Education lessons will take place outdoor whenever possible. Children will be required to wear their PE kit (or other appropriate clothing) to school on their PE day and will not change back. This will consist of tracksuit bottoms (or shorts in warm weather), a t-shirt and a tracksuit top.

Managing social distancing when travelling to and from school

All parents will be given reminders about social distancing to and from school. All children will receive end of day age appropriate reminders about this. All children will be reminded of the social distancing rules when travelling to and from school, at the end of each day. Parents, carers and staff may be required wear face coverings during drop-off and pick-up times.

Dedicated school transport

The school bus will be in operation and there will be clear routines established when embarking and disembarking. This will be in line with bus provider's policy (Ausden Clarke). Where possible, pupils seated on coaches should reflect the bubbles that are adopted within school. Children should use hand sanitiser upon

boarding and/or disembarking and there should be additional cleaning of vehicles. A member of staff will always be on hand to supervise children disembarking when they arrive at school.

Staff members will also supervise children getting on the bus at the end of the school day. The use of face coverings is recommended for children 11 years old and over; therefore, children reaching this age in Year 6 travelling on the school bus will need to wear one. Children on our dedicated school service do not mix with the general public on these journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. We will encourage families who can get their child to school by another means to take this option initially.

Managing admitting and exiting children into and from school to maximise social distancing

The following one-way system will be in place for dropping off and collecting children at the beginning and the end of the school day:

Morning drop-off: Parents/carers will need to drop children off between 8.45am and 8.55am. One adult per family to enter through the single pedestrian gate near the turning circle. Children will join their class lines (marked clearly on the playground) and staff will be on duty to collect and supervise them. Parents/carers will then exit through the other pedestrian gate (on to Bagworth Road). Children arriving on the bus will be collected by a member of staff and escorted to their class lines. Parents/carers should maintain social distancing expectations when inside and outside the school grounds.

Pick up: The gates will open at 3.10pm and the children will be on their lines in the playground ready to be collected. Parents will continue to use the one way system as described above when collecting children. Those children who go home on the bus will join the back of their class line and then be escorted to the bus once staff members become available.

Any additional staff will be deployed to assist in the social distancing process at the beginning and end of the school day. Parents / carers must not arrive early or late. Parents will not be given access to the school building at drop off and collection times*. Enquiries should be made via phone call or email, either to the class teacher (via dedicated class emails) or the school office.

Parents who have children isolating are not allowed to bring them onto the school site to drop off or collect other siblings. Reminders will be sent to parents via text where necessary. Parents will be contacted individually if they are observed to not be following the guidance. Parents can be encouraged to make informal family bubbles with one other family to support child care arrangements which is allowed under the new guidance. If parents refuse to follow these guidelines they will be issued with a warning that they are at risk of being banned from the site as they are putting others at risk.

** Parents will be allowed into school for pre-arranged meeting under certain circumstances. These will be agreed on a case-by-case basis. Parents will have clear guidance to follow and will need to agree these prior to the meeting. See Appendix 1: Dove Bank Parent & Visitor Protocol – Autumn 2021*

Managing movement around the building to maximise social distancing

The one way system will be clearly marked around the corridors and the hall. We will use external doors to enter or exit classrooms. Markings will be placed on the floors to show what 2m actually looks like. We have amended our behaviour policy to reflect the action we may need to take for persistent rule breakers. These new guidelines will be clearly communicated to all staff, parents and children prior to opening. Children are not allowed to move around school unaccompanied.

Adults will be expected to observe the 2m social distancing rule whenever possible. We will embrace a culture of reminding each other when we inevitably lapse.

The staffroom can be used for adult preparation of food and drinks but cannot be used as a 'social area'. Staff are encouraged to bring a prepared lunch (sandwiches) rather than making a lunch with utensils and equipment. The toaster and microwave will be available for use and will be cleaned before and after each use **by the person using it**. Staff will bring their own mugs to minimise sharing of crockery. There will be no shared tea/coffee supplies and staff will need to provide their own. There will be no more than 4 people in the staffroom at any one time. Disinfectant wipes will be available and staff should wipe down an area before they use it. Staff must eat lunch either: outside following the rules for this space, the staffroom, or in their allocated classroom with no more than one other colleague, socially distanced.

Much of the communication between staff can be done via the messaging system within Microsoft Teams. Staff in school are encouraged to keep their phones on in order to be contacted quickly by SLT.

Managing social time (including school lunches)

We will minimise the amount of social time as much as possible by amending the school day.

At playtimes, each 'class bubble' will have a minimum of one member of staff with them and will only socialise with their 'class bubble' friends. Social time will be supervised rigorously, staggered and with clear zones for each class/group.

Universal Free School Meals – A cooked meal will be provided for all children in Reception, Y1 and Y2 on request. Free School Meals – Children entitled of Free School Meals will be provided with a cooked meal on request. All other children can order a cooked meal if they would like one.

Children in all classes apart from Oak Class will eat their meals in their classrooms (Oak Class will continue to eat in the hall). Tables will be disinfected after the children have finished eating and prior to leaving their classroom. At dinnertime, each class bubble will have one dinnertime supervisor with them. If the weather permits, children can eat outside whilst remaining socially distanced. This will be at the supervising adult's discretion.

Other considerations

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Likewise specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them.

A record of all visitors must be kept to support NHS Test and Trace.

Shared resources, like art/science equipment should be meticulously cleaned between uses or rotated to allow 48 hours between uses to ensure they are safe (72 hours for plastics).

Games that encourage distancing and little touch need to be made available to the children. However, outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is gathered back in at the end of their break/lunch time and cleaned.

Pupils should not bring anything additional from home. There can be no physical 'show and tell' but photographs can be uploaded to the class OneDrive and then discussed by the child in class. However, children can now take books from the school library home and return them as normal. Books are to be returned as normal but taken out of circulation for 48 hours before being returned to the library.

Teachers can still take books home (and return them freely) to assess or use to support planning etc. This is also true of library books.

2) ENSURE FACE COVERINGS ARE USED IN RECOMMENDED CIRCUMSTANCES

Face coverings should be worn by staff and adult visitors in situations where social distancing between adults will not be possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.

Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. These can be provided by the school on request. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. Staff can wear medical grade surgical masks or KN95 masks if necessary. These can be provided by the school on request.

3) CLEAN HANDS THOROUGHLY MORE OFTEN THAN USUAL.

Children and adults will clean hands thoroughly more often than usual. In each classroom, there will be access to hand **washing** facilities. Hand sanitizer stations are situated near the door in every classroom, as well as the main entrances to the school. Teachers will plan opportunities for a minimum of 5 hand washing occasions every day. For example, at the start of the day as entering the classroom, before and after break and lunch, and before leaving school. They must also wash their hands anytime that they visit the toilet or cough/sneeze in to their hands.

Hand hygiene protocols are to be re-visited when all children return to school in March when the children will receive reminders about the expectations of practices and protocols in school. They will be re-established as part of our culture and behaviour expectations.

4) MAINTAIN ENHANCED CLEANING, INCLUDING CLEANING FREQUENTLY TOUCHED SURFACES OFTEN, USING STANDARD PRODUCTS SUCH AS DETERGENTS.

Adults will sanitise tables/chairs and frequently used equipment after each usage. A cleaning kit will be provided for each 'bubble'.

Children will not be sent to the toilet in large numbers, they will go one at a time. Each class bubble will use a designated toilet. Some classes will need to use the same toilets and therefore staff will need to ensure that children wash their hands afterwards. Toilets will be cleaned throughout the school day and then thoroughly by the premises team at the end of each day.

A fogging gun will be used to add an additional layer of deep cleaning and this will be done on a rota basis so that all classrooms, offices and small shared spaces will be fogged every fortnight. A zoned plan of the school has been drawn up to ensure that fogging can be logged and monitored.

Light switches, hand sanitizers and spraying door code units will be added to the list of surfaces to clean. If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of. Any chemicals and other resources used for cleaning are suitably stored out of reach of children.

5) WHERE NECESSARY, WEAR APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE).

PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support). The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows: Face masks, Aprons, Gloves, Face shields (limited quantities).

Children need to know that some adults might be wearing PPE and that it is 'ok'.

Staff use of PPE

- Staff who are more vulnerable may feel they need to wear additional PPE. A visor is recommended in this situation, in addition to a mask. It would need to be frequently cleaned.
- Teachers and support staff who cannot socially distance from the children should wear a visor as an additional measure – although it is not recommended that staff wear masks whilst teaching young children due to them needing to be able to see facial expressions and copy sounds/pronunciations, clear masks can be provided by the school upon request.
- During periods where positive cases are high within the school community, staff are permitted to wear face masks and visors. Staff are encouraged to wear medical grade masks. Visors, masks, gloves and personal hand sanitiser bottles can be provided to members of staff.

Responding to a first aid incident

First aiders will wear full PPE (gloves, face mask, visor, apron) if the presented case cannot be dealt with from a 2m distance. They will need to be trained appropriately.

6) RESTRICTING ATTENDANCE

Places will be prioritised for pupils in line with current guidance for primary Schools:

“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.”

Section B: School operations in the event of an outbreak

C19 specific staff training in advance of opening

All staff will be issued with a copy of the Risk Mitigation Plan (RMP) and the Outbreak Management Plan (OMP) prior to returning to work.

All staff will have a training session on-site on any new or reintroduced procedures. Training will take place in the hall with all staff socially distanced, or via Microsoft Teams. This will include an overview of the plan, information about clearing and protocols, and plenty of opportunity for staff to ask any questions. Staff who are not available for training will need to be trained prior to them returning to work.

Safeguarding

Regular safeguarding meetings will take place between DSLs to review all vulnerable families. The DSL will continue to support LAC children and attend virtual meetings as necessary. Teachers will maintain contact with families of children in their class through email / telephone / Dojo and provide home learning if they have to go into isolation. Home visits will be put in place where necessary.

We will regularly revise our child protection policy to reflect the return of more pupils. This will include the statutory safeguarding guidance.

The Designated Safeguarding Lead (DSL) and deputy DSLs will ensure there is increased time, especially in the first few weeks of term, to help provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate.

Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school.

Our policy on attendance – staff and children

Should shielding be reintroduced, those on the shielded patient list will be supported to follow guidance. If this is a pupil, then the remote learning plan would be implemented. Shielding staff will be supported to work from home and measures put in place to support their wellbeing.

School workforce

Staff who show symptoms MUST book for a COVID-19 test without delay and not return to work until they have a test result. If negative they may return immediately. If positive they must isolate for 10 days from when symptoms that provoked the test arose.

Others that need to isolate must do so for 10 days.

In line with government guidance, teaching support staff may be deployed to lead groups or cover lessons if necessary. This will become an important measure to reduce the necessity of bringing in agency staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason. Supply teachers will be used as a last resort.

A member of staff from Leicestershire Schools Music service will be permitted to teach the Y4 children.

Additional guidance for staff

- *Arriving and parking on site:* We will not be leaving every other space empty in the school car parks. However, when parked in marked bays, there is ample distance between driver's doors. Therefore staff should take care to leave their car and the car park, observing 1m+ social distancing.
- *Staff Toilets:* Staff may use the toilets in the foyer and the disabled toilet in the extension. Staff should follow the hand washing guidance strictly (i.e., for at least 20 seconds). Staff should then wipe down taps and door handles upon leaving, using the antibacterial spray provided. The cleaning team will thoroughly clean the toilets at the end of the day.
- *Staff communal offices:* These are not spaces appropriate for social contact. They are to be used as work spaces by those who use them regularly. Staff must ensure they have 2mX2m space per person.
- *Reducing in-school transmission:* Staff who are not good at not touching their face should wear gloves. Staff should reduce or eliminate the transfer of paper between colleagues.
- *Separation screens:* Staff should ensure separation screens do not create a false sense of security: a separation screen only protects against direct aerosolised spray. It will not protect against accumulated viral load in a room as the air circulates freely.

Section C: Curriculum, behaviour & pastoral support

How we give feedback on learning

We will be able to take books in to mark and assess children's work. Teachers will continue to give feedback verbally in their contact time in school. We will use 'whole class' feedback grids/techniques where possible. We will use low stakes quizzing that delivers instant feedback on knowledge. There will be greater use of modelling and examples of work. We will not start formally testing children immediately.

Where available, visualisers will be used by staff to model how work is to be completed. Staff will not be able to model children's work in their books. There will be an emphasis, particularly for older children, to self-assess their work (e.g. 2 stars and a wish - identify what they did well and what they would like to improve next time). Where appropriate, children may be given the opportunity to read their work aloud, for example in writing, and other children can peer assess and say something that the child has done well.

Implementation of behaviour policy

We will continue to revise and amend our behaviour policy to add clear guidance on how we will deal with accidental, intended and persistent breaches to the new rules.

Children's mental health may be fragile at this time and we must be mindful of this. Listen to the anecdotes and stories that children tell. Remind children about the rules but warnings should be a very last resort. The compassion for and understanding of our children who display poor behaviour needs to be drawn out of each policy.

Section D: Remote Learning

Maintaining online/home learning

In line with the Department for Education's instruction, where children are learning from home, they will still be able to engage in daily lessons provided by their class teacher. Our expectations are as follows:

- All teachers and Teaching Assistants will make daily contact with children via Dojo or Tapestry. They will approve any work sent and will communicate during the school working hours. Staff will provide links on Class Dojo to support home learning and a copy of the weekly timetable will be added.
- All teachers will provide a weekly timetable of work uploaded in the class OneDrives and any additional resources needed, although these will be limited to reduce the need to print at home.
- Teachers will include a learning activity for each of the following: English (including reading, phonics & spelling), maths, topic work and physical education.
- Exercise books are available from the school office for collection if required, as well as copies of our self-assessment sheets.
- Work set will match our full curriculum offering and will be supported by a variety of links including those from the following sources:
 - Power Maths – the maths scheme that we follow in school during our daily maths lessons
 - Cornerstones – the curriculum that we follow for our foundation subjects
 - BBC Bitesize - <https://www.bbc.co.uk/bitesize>
 - The Oak Academy - <https://www.thenational.academy>
 - Robin Hood Academy - <https://www.robinhoodmat.co.uk/learning-projects>
 - Phonics Play - <https://www.phonicsplay.co.uk>
 - Monster Phonics - <https://monsterphonics.com>

When teachers are self-isolating, they will teach remotely into class and TA's will cover the class where possible. TA's will work remotely with individuals or small groups when they are having to isolate. Where a whole bubble is isolating the teacher will teach remotely and look to engage increasing numbers of children with online learning. Film clips will also be used to support teaching new learning. Where small numbers of children are isolating, staff develop online learning to enable lessons at home to be as close to learning in school as possible. Parents / carers will be able to take photos of children's learning and email the class teacher so that teachers can monitor progress and offer supportive feedback if appropriate.

Section E: Monitoring Arrangements

Spot Checks

The SLT will carry out regular spot checks on the application of the OMP. Coalville Cleaners (supported by the Premises Officer) will carry out regular spot checks on the quality of cleaning around the school.

Review

This Outbreak Management Plan (OMP) is subject to regular and ongoing review in light of changes to the local, national and global situation with the pandemic.

Appendix 1: Dove Bank Parent & Visitor Protocol – Autumn 2021

We aim to have meetings with parents over the phone or online via Zoom or Teams. However, if this is not possible and a meeting needs to take place in school the following protocol is in place. This also applies to all other visitors to the school. A record of all parent meetings will be kept to help support NHS track and trace. The following procedure needs to be followed to ensure we minimise the risk of coronavirus:

- Member of staff to arrange a suitable time and room for the meeting.
- Any rooms used needs to be well ventilated and large enough to ensure a 2m distance can be maintained.
- Parent/carer or visitor will sign in using the electronic sign in system in the school foyer and use the hand sanitiser provided.
- Parent/carer or visitor will be asked to bring their own equipment to the meeting i.e. pen, paper etc.
- On the day of the meeting, a member of staff will need to call the parent/carer or visitor and ask the following (this can also be done on arrival if a call is not possible):
 - Have you had any COVID-19 symptoms in the last seven days?
 - High temperature
 - New continuous cough
 - Loss of taste or smell
 - Have you been tested positive for Covid-19 in the last ten days?
- Parent/carer or visitor will enter school via the main reception at the time agreed and should not arrive early.
- Parent/carer or visitor will be asked to wear a mask whilst in the school building (unless there is a good reason why they are not able to).
- A staff member will escort the parent/carer or visitor to the meeting room or relevant area of school and they MUST ensure a 2m distance is maintained at all times.
- If a signature is required, the parent/carer or visitor will be asked to use their own pen to sign the document.
- If staff need to handle documents, they MUST wash their hands or use a hand sanitiser.
- At the end of the meeting, the staff member will escort the parent/carer or visitor to the main reception.
- Staff need to wash/sanitise their hands.
- For meetings with parents/carers, after the meeting, the relevant staff member will record the details on CPOMS.