



**Eaton Bray Academy**  
**Contingency/ Outbreak Management Plan**  
**September 2021**

**Rationale**

The principle of this management plan is to ensure that in all circumstances every effort is taken to maximise high quality face to face education for every child at Eaton Bray Academy and that any necessary disruption is minimised in a way that best manages the risk of COVID-19.

This plan outlines the measures which are in place in order to manage the transmission of COVID-19 on a day-to-day basis and the procedures and steps which Fairfield Infant School will implement based on the principles set out in the Department for Education Contingency Framework for Education and Childcare Settings, which describes how local outbreaks of COVID-19 will be managed.

**Additional measures may be necessary in some circumstances, for example:**

- To help manage a suspected COVID-19 outbreak within a setting
- 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)
- To prevent unsustainable pressure on the NHS

**Roles and Responsibilities**

The Headteacher, reporting to the Governing Body, is responsible for ensuring this management plan remains robust and up to date in light of any advice received.

All members of staff are responsible for ensuring the measures outlined in the plan are implemented.

The Headteacher, under the guidance of the Governing Body, will decide when additional measures are needed. At all times, when implementing additional protective measures, the school's leaders will follow the advice of the Local Authority (LA), the Department for Education (DfE) and Public Health England (PHE) and will consider the school's local risk assessment.

### **When to Consider Extra Action**

In the event of any confirmed case, or if the number of confirmed cases increases, additional measures will be considered. Advice from the LA and the DfE helpline (0800 046 8687) will also be sought in the event that the following thresholds are reached:

- 5 children / staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or
- 10% of children / staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.

The following groups will be used in identifying close mixing:

- A class group / intervention group
- A friendship group including mixing at breaktimes and lunchtimes
- An extra-curricular club or children attending the breakfast and After-School Club
- An after-school activity

See "Stepping Up" Measures below for further details.

The DfE helpline will be called if any child in the setting / member of staff is admitted to hospital with COVID-19.

If a member of staff tests positive for COVID-19, the Self-Isolation Service Hub will also be called (020 3743 6715) as soon as we are made aware that the employee is confirmed as testing positive via a PCR Test. The 8-digit NHS Test and Trace Account ID of the person testing positive will be provided, along with the names of co-workers identified as close contacts.

### **Day-to-Day Control Measures**

Ensuring good hygiene including hand washing

Maintaining appropriate cleaning regimes

Keeping occupied spaces well ventilated

Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19

- Pupils / staff will be asked to remain at home / leave school to return home if they have COVID-19 symptoms or test positive using a LFD and seek a PCR test.
- If the result of the test is negative they may return to school. A negative PCR test result also overrides a self-test LFD positive result, providing the individual does not have COVID-19 symptoms and the PCR test is taken within 2 days of the lateral flow test
- If the result of the test is positive they must stay at home and isolate for 10 clear days following the start of the symptoms / the positive test.
- Parents will be informed of positive cases within the school
- Parents will be informed that if there is a positive case in the school their child must continue to attend school as there is no need to isolate unless their child develops symptoms. They will only be directly informed if through NHS Test and Trace they have been identified as a close contact.
- Parents will also be informed in the event of any significant stepping up measures being taken to mitigate the risk of spread and or where there is a substantial increase in the number of positive cases in our setting.

Staff and volunteers / regular visitors to the school will be encouraged to take part in twice weekly LFD testing (to be reviewed at the end of September).

Continuing to limit unnecessary contact

**Further Measures to Minimise Contact in case of increased cases (“Stepping Up” Measures) (see CBC checklist in appendix)**

- Face coverings for staff and visitors in communal areas or where large numbers of people gather will be reintroduced as a requirement unless adults are exempt.
- Year group bubbles and or class bubbles will be reintroduced as appropriate and advised.

- A playground rota will be drawn up for separate year groups with the playground divided into distinct play zones for individual year groups or classes as appropriate
- Lunchtime provision will take place in “bubbles”
- Assemblies will be held virtually with only individual year groups or classes meeting in the hall together at any one time.
- Staggered collection times may be re-introduced to limit the number of families on site at any one time
- The school will postpone all off-site visits which involve the use of transport.
- Where the risk assessment allows then local visits to outside locations will still be permissible as long as it is within a sensible walking distance of the school and a risk assessment including consideration of the increased COVID risk will be taken into account in the case of every visit
- Our transition plans for children starting school will be altered to reflect the local guidance at the time of the planned event.
- Any planned events will be risk assessed.
- If the risk is deemed too high, then online transition opportunities will be implemented.
- On-site parental meetings will cease unless they can be undertaken outside whilst maintaining social distancing or as an essential meeting with a small number of individuals where social distancing and good ventilation can be maintained
- Parents will still be allowed onto the playground to collect at the end of the day, but social distancing will be strongly encouraged.
- All school activities, that may have included a parental audience, will revert to being virtual or recorded. If an event is recorded, then parents/carers will be provided with a copy at the earliest opportunity with communication around permissions being clarified in advance.
- The arrangements for these activities will be reviewed. Essential activities such as the breakfast and after school club will be prioritised and expected to adhere to all additional measures implemented within the school setting. Any non-essential, enrichment activities may be postponed, especially where this reduces the risks from additional mixing /contact
- All external lettings will be re-assessed and where necessary cancelled.
- Where possible CO2 readings will be taken, when equipment can be loaned.

- Attendance restrictions will only be considered as a last resort and as a short-term measure in consultation with the local authority and Public Health England.
- If we are advised to limit attendance our remote learning plans will be re-introduced.
- Following advice provided, if only some children are able to attend, the school will carefully consider the safest options available including prioritising vulnerable children and children of critical workers
- The number and size of these groups that will be in school will depend at the time on staffing availability and if 'bubble' size restrictions are introduced.

### **Shielding**

- Shielding can only be introduced by the government.
- If it is reinstated then staff who have previously shielded if further advised to do so, will be supported to work from home where possible. If this is a teacher then they will continue to deliver lessons remotely with the support of their in class Learning Support Assistant and members of the Senior Leadership Team.
- If a child needs to shield then they will be provided with remote learning which is explained in our document about Remote Learning Provision.

### **Safeguarding**

In the event of attendance being restricted, DSL meetings will continue every week to ensure that all children are closely monitored. These will also focus on those pupils who are not attending / not engaging with remote learning.

Appropriate steps will then be determined and actions agreed and implemented. A designated safeguarding lead (DSL) or deputy DSL will be onsite during the school day to ensure that any safeguarding concerns are addressed. In the extremely unlikely event that all DSLs or deputies are not in school, then the Headteacher (DSL) and/or the Deputy Headteacher (Deputy DSL) will be available on the phone. All staff have these contact numbers and are aware of the procedures to report concerns.

Where vulnerable pupils are absent, the school will:

- Follow up with a parent or carer, working with the local authority and social worker to establish the reasons for absence and discuss concerns.
- Encourage the child to attend educational provision and discuss the benefits with parents or carers

- Focus discussions on the welfare of the child, ensuring that they can access appropriate education and support whilst they are at home.

### **Free School Meals**

Should attendance need to be restricted and for any child who is isolating because they are officially required to do so e.g. because they have tested positive, then lunch parcels or packed lunches will be offered for collection for all children who are eligible for Free School Meals (not universal provision) who are not attending the onsite provision.

We will:

- Contact the parents to ask if they require the free meal option
- Ensure the kitchen is aware so that packed lunches or parcels can be produced
- Provide support for parents in collecting the packed lunch or parcel from the school reception area or explore the circumstances which deem collection not to be viable. The school will provide additional support as required in these circumstances.

### **School/Class Closures**

Wherever possible all classes will remain open at all times.

In extreme circumstances it may be necessary to close one or more classes if the safety of classes is compromised e.g. due to a lack of available staff due to illness.

This will always be the last choice made in this situation after all other options have been explored.

Planned procedure (this may be subject to change dependent upon the specific circumstances)

Priority to in school education will be given to:

1. EYFS
2. Year 1
3. Year 6

4. Year 5
5. Year 2
6. Year 4
7. Year 3

In this circumstance remote education will be provided in line with our policy.

Closures will be agreed by the Headteacher and Governing Board in extreme circumstances.

Parents will be informed through parentmail at the earliest possible opportunity.

**CBC Guidance for Managing COVID-19 Outbreaks in Schools, Colleges and Early Years Settings:**

**Checklist for additional measures implemented when a 'Threshold' has been met for COVID-19 cases in a setting**

**Name of setting:**

	<b>Measure</b> (See below for further detail on each measure)	<b>Date started</b>	<b>Date ended</b> (as relevant)	<b>Comments</b>
1.	Cohort the affected group(s)			
2.	Send 'Warn and inform' letter to WHOLE setting			
3.	Send 'Warn and inform letter to AFFECTED GROUP(S)			
4.	Introduce mask wearing			
5.	Ensure maximum ventilation			
6.	Implement CO2 monitoring			
7.	Ensure infection control measures on school transport			
8.	Promote robust hand hygiene and cleaning measures			
9.	Reduce/limit on site visits			
10.	Encourage staff and pupil vaccination			
11.	Increase frequency of LFD testing for staff and relevant pupils			

1. **Cohort affected group(s)** (i.e., class or year) in setting. This means trying as much as possible to keep the affected group(s) away from the rest of the setting to prevent further spread to unaffected groups. For some secondary schools this may be more challenging but explore scope for doing it at key times e.g., stagger mealtimes and breaktimes; avoid large-group assemblies; re-introduce one-way systems etc.
2. **'Warn and inform' letter to WHOLE setting.** The primary aim of this letters is to make parents/carers aware of the outbreak and to encourage extra vigilance (or a lower threshold) for testing when their child has symptoms of COVID-19. For secondary school-aged children, it is important to emphasise the importance of regular LFD testing during the outbreak (i.e., seek to increase compliance).
3. **'Warn and inform' letter to AFFECTED GROUP(S).** The primary aim of this letter is to request a PCR test on children in the affected group(s). It is likely that there are asymptomatic cases in this wider group, and if these can be identified and removed from the setting, spread will be limited. It can also prevent harm in terms of spread from children to older relatives who may be more vulnerable. This letter also advises being vigilant (or having a lower threshold) for testing when their child has symptoms of COVID-19, even if the initial PCR test was negative. For secondary school-aged children, it is important to emphasise regular LFD testing during the outbreak, even when the initial PCR test is negative.
4. **Introduce mask wearing.** For secondary schools, we recommend a policy of compulsory mask wearing in communal areas (e.g., when moving around in corridors) and considering their use in classrooms. It may be appropriate (e.g., if spread is contained and/or the setting operates in discrete groups) to limit the use to the affected group(s) or in middle schools just for years 7 & 8. A decision around mask wearing will also need to consider the impact they have on schooling/education.
5. **Ensure maximum ventilation.** Classrooms, dining areas and other indoor communal areas must be well ventilated (i.e., have at least one open window – even opening windows at start or end of class is helpful). Consider scope for outdoor lessons and encouragement of warmer clothing to maximise ventilation. See additional information on ventilation.<sup>1</sup>
6. **Implement CO2 monitoring.** Take CO2 measurements for rooms – particularly those used by affected groups/classes or take steps to undertake CO2 monitoring in the school. Consistently high readings (>1500ppm CO2) suggest poor ventilation and should be reviewed with the lead consultant and could require additional interventions to improve ventilation. Rooms with high readings need additional attention to improve ventilation, and where this is not possible other mitigations could be considered, in conjunction with the duty consultant and Public Health England. If the setting does not have a CO2 monitoring machine, a request can be made to the regional partnership team.
7. **School transport.** Appropriate infection control measures should be in place and should include a discussion around mask wearing, seating arrangements and ventilation.

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<sup>1</sup> Examples for material: [050821-ventilation-guidance-for-business.pdf \(hertfordshirelep.com\)](https://www.hertfordshirelep.com/050821-ventilation-guidance-for-business.pdf); [ventilation-infographic-bbfa-6-8-21.png \(1262x2245\) \(hertfordshirelep.com\)](https://www.hertfordshirelep.com/ventilation-infographic-bbfa-6-8-21.png); [Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic \(hse.gov.uk\)](https://www.hse.gov.uk/ventilation-air-conditioning-during-the-coronavirus-covid-19-pandemic/)

8. **Promote robust hand hygiene and cleaning measures** – throughout the setting.
9. **Reduce/limit on site visits** - e.g., Open Days/Evenings, parent/carer visits, sports events.
10. **Encourage staff and pupil vaccination** – as appropriate.
11. **Increase LFD testing**. In consultation with the local Public Health team, discuss potential and capacity for increasing LFD testing for staff and relevant pupils.

### **Definition of an outbreak**

The definition of an outbreak (taken from the government's [contingency framework](#) is meeting one of the following **thresholds**:

- **5** children, pupils, students, or staff, **who are likely to have mixed closely**, who 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** who test positive for COVID-19 within a 10-day period;

For special schools, residential settings, and settings that operate with **20 or fewer children, pupils, students, and staff at any one time: 2** children, pupils, students, and staff, **who are likely to have mixed closely**, who test positive for COVID-19 within a 10-day period.

If a young person or staff member is admitted to hospital with COVID-19, this could indicate increased severity of illness, or a new variant of concern, and advice should be sought urgently from Public Health.