

COVID-19 Outbreak Management Plan

St John's Stonefold CE Primary School, Rising Bridge



This document complements the Lancashire County Council COVID-19 risk assessment template which is due to be published early September 2021.

Introduction

In order to prepare for the return of the all children in September 2021, this outbreak management plan has been prepared with Governors and staff in case school need to place in additional measures based on ongoing risk assessments and government/NHS/DfE guidance in regard to Covid-19.

This plan sits alongside the existing risk assessments and return to school arrangements in place and should also be read alongside any updated Government, NHS, and DfE guidance.

This plan is only in place **should** it be needed. At the start of our management plan I would like to highlight 2 key points.

- 1. School has been running successfully through the entire pandemic; leading remote learning during two school closures, ensuring provision for children of critical workers, reopening to Reception, Year 1 and Year 6 in summer 2020 and then reopening to the whole school in September 2021. Staff in school are now experienced in running systems and procedures to ensure education continues during restrictions due to Covid-19. In the event of any future government measures, school is confident, experienced and prepared to meet the needs of all children.**
- 2. We are happy to discuss concerns or issues not raised within our planning should you have them. Whilst we understand every aspect of how school will be organised and are fully confident in our procedures, we understand that you may have a question for an area that is not published. As part of**

this management plan, we ask any concerns are raised to school so we can respond and clarify any issues.

As we continue on our journey together, we hope that the following pages show how school would adapt and change *if* needed based on future Government//NHS/DfE guidance and advice. This plan will be reviewed regularly and alterations may be made depending on our ongoing evaluations or further government guidance. We must stress that everything in today's world is open to change as I'm sure you are aware and ask that you continue to check our website for any updates. We will also notify you of any significant changes as they may occur.

In the event of a Covid-19 outbreak we may be asked to implement further control measures to support reduction in the virus spreading. In this case, we would continue to run school with the measures outlined in this section and as per our risk assessment dated June/July 2021 available on our website. As with every aspect of school this would be reviewed in light of government/NHS/DfE guidance.

1. Wrap around provision and school lunches

As a school we understand the importance of breakfast and afterschool club as wrap around provision. Where possible, school would continue to provide this service and would liaise with parents regarding how this will run.

School lunches will continue to be provided for children. Some reorganisation may be necessary, e.g. staggered lunchtimes. Parents will be informed if any changes are made.

2. Class organisation

We will revert back to whole class groups staying in one bubble. Whilst each class will consist of the same children, staff can move between classes to support them in different ways. However, the re-organised school day will ensure that mixing between groups of children is limited to their own classes only. Classes may be organised in rows with less furniture around the room except for Reception where a different lay out to allow for continuous provision is organised. Children in years 1-6 may only sit side by side and face the front. Break times will also see classes remaining together in an allocated **play zone**. Children will not cross into other classes as zones will continue be clearly identified to play in.

Drop off and Collection:

Class 1 – Side gate by Class 5 entrance

Class 2- Front door of classroom

Class 3 – Hall door

Class 4 – Front entrance door

Class 5 – Red side door

Opening from 8.45am – 8.55am. School starts at 8.55am for all.

End of Day – Class 1 and 2 – 3.15pm

End of Day – Class 3,4,5 – 3.20pm

3. Risk Control and Procedures

Whilst not exhaustive, below are the key control measures that apply from previous government guidance and current school control measures. Many of these have been in place since the start of the pandemic. These measures would be reviewed and refreshed depending on Government guidance.

Key Government advice on control measure	Key school control measures
Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.	Advice sent to parents and whole school community on self-isolation in case of symptoms. Children are to be sent home if they have symptoms and follow Government procedures for this – outlined in section 4.
Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.	All children wash hands on entry to school and at key points during the day including break times and lunch times. School supplied with adequate supply of soap and hand sanitiser. Hygiene rules discussed with children regularly and poster evident around school.
Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Tissues available and all children briefed on procedures of blowing noses. Lidded bins in each area to dispose of in. Children briefed on importance of behaviour and school rules revisited with them. School rules have been refreshed to reflect COVID – 19 and are discussed with all children daily and evident around school. See behaviour policy.
Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.	Each classroom to have its own cleaning materials. All surfaces cleaned at the end of each day, at the start of the day and during the day (a mid day clean will continue to take place). Cleaning procedures monitored at start and end of day and a daily evaluation of cleaning by Headteacher. Additional school closure to be used to deep clean and prepare site if required.
Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).	Each class is allocated its own area which will remain in place for that class. Playtimes staggered with only one group going into an allocated area. These will revert back to previous Covid arrangements.

Key Government advice on control measure	Key school control measures
Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening.	Daily health and safety check done with SLT and Site Supervisor. These are done before start of school each day to check all aspects outlined in the plan. School risk assessments reviewed weekly by SLT and adapted upon review and to reflect any occurring incidents, Each group to use an allocated entrance and stay with allocated area. No need for child movement around school due to self-contained areas and organisation for each class
Organise classrooms and other learning environments for those groups, maintaining space between seats and desks where possible.	Unnecessary furniture removed if it restricts space and tables laid out in rows with maximum distance between them. Each child allocated their own table and resources.
Refresh the timetable: decide how lessons or activities will be delivered Consider which lessons or classroom activities could take place outdoors	Curriculum across school will continue as normal Wider review of shared resources to ensure cleaning of shared resources/resource areas can take place.
Use the timetable and selection of classrooms or other learning environments to reduce movement around the school or building.	Each Class will have their own area including for a play time and lunch. Lunch will be staggered and lunch hall will be cleaned before a new group comes in.
Worship	Children will only have assemblies and worship in their own class.
Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.	Classes: Children in classes of their own year group and do not cross into other groups. Toilets: Classes will be allocated a toilet area and toilets will be cleaned regular through the day. Only one bubble at a time will be allowed into the toilet areas.
Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.	Each class has their own play equipment. Any play equipment such as balls that are used at breaks will be cleaned after use and after break times and kept for use within a class.
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.	Classroom to be organised and stripped down to bare minimum furniture and resources as much as possible and decided by the class teacher.
Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Classroom to be organised and stripped down to bare minimum furniture and resources as much as possible as decided by the class teacher.

Key Government advice on control measure	Key school control measures
Visitors to school restricted	Any visitors to school will be for essential purposes only, e.g. SEN advice and visits, safeguarding, etc No parents allowed in school. Any queries to be dealt with at drop off/collection times with a distance of 2m and encouraged to contact school via telephone.

4. Emergency procedures

Key emergency procedures are important and below are some details of key considerations which are important to be aware of.

Issue	Action	Further action/consequence
Child/staff member becomes ill with symptoms or is diagnosed	Follow government guidance. See below (a and b) <i>Child/staff member is isolated within school in intervention room.</i> <i>The government has identified that children/staff showing symptoms will be eligible for a test.</i>	Potential for all of class to close down and participants asked to self-isolate. Potential need to close school.
Fire	Fire drill held for new class organisation and social distancing measure	Fire drills in the first week
Accident on site	First aider with each class at all times. Paediatric First aider available for EYFS at all times.	Daily review of first aid equipment

5. Parent Key Guidance

Below are key points which may support parents in understanding of the return to school system.

- School staff are now incredibly experienced at working in these circumstances so reverting to these procedures would be seamless for the children.
- Attendance at school is statutory.
- Staff are very aware of how children can feel with school disruption. We would like to reassure all parents that emotional well-being and feelings will be a key priority
- Any concerns can be communicated via telephone or email to the school and will be responded to.
- Additional guidance and parental support will be published as necessary.

6. Parent consultation – evaluations, clarifications and updates

Throughout the pandemic parents have asked questions about areas of school which are very useful. Answers to these questions are detailed below as they support understanding of the procedures in this plan.

Toilet arrangements

With regular cleaning toilets can be used by different children. However, to support this we are continuing to allocate certain toilets areas to certain classes.

Medical concerns

If there has been any change in medical details for your child we ask that you notify us by emailing into school. Please email office@sjstonefold.com and we can organise a phone consultation with you.

Social distancing and behaviour

It is acknowledged by the government that children and school settings are unique and social distancing is not always possible. Whilst individual spaces will be provided in class time for children, during playtime outside children will have the opportunity to play with the other children from their class. We discuss our school rules with children which are used as a reference point in the classroom. We also continue to discuss good hygiene and social spacing rules. It should also be acknowledged that children having the opportunity to play and be with other children is an important aspect of social, mental and emotional wellbeing alongside their overall development. We are very fortunate in our school to have such lovely grounds and children who have been in school during the pandemic have thoroughly enjoyed and benefited from their play experiences in their allocated area.

Learning in EYFS

Learning in EYFS is different to other parts of school. Although resources and context may look slightly different, they will still be provided with opportunities to explore and be creative and work within the areas of learning so crucial for this year group. Children in EYFS will still be involved in continuous provision and their classroom will continue to look different to the classrooms in Years 1-6. It is important to remember that children are not always going to social distance, in particular this applies to children in reception.

In the event of school closure due to Covid-19, school will continue the education of all children in line with our remote learning polices. These can be accessed via our school website.

When possible and if required, school will work within Government guidance to continue to provide care for vulnerable children and children of critical workers as during previous school closure periods. Parents will be sent details of applying for these places upon the event of school closure.