



Outbreak Management Plan Guidance/ Checklist – SEptember 2021- Updated Jan 22

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

Area of Concern	Issues for schools to consider	School Response Plans
<p>Outbreak Control Meeting</p>	<ul style="list-style-type: none"> Who has been identified to lead on outbreak management and to act as main liaison with the local authority? Does the school have a process to collect all the information required in relation to an outbreak, including a list of staff / pupils who have tested positive in the last 14 days, with isolation dates etc.? Model form in appendices 	<p>Rachael McKinlay will coordinate with staff all information needed in relation to an outbreak. This will include staff lists and pupil names. This will be done as soon as possible with guidance from CE. Form in appendices will be used by Rachael McKinlay.</p> <p>In the absence of Rachael McKinlay Ruth Stevinson and Natalie Kingshott will coordinate the information. The coordinator will:</p> <ol style="list-style-type: none"> 1. Make initial contact with the COVID Education Team to discuss the cases and confirm that they meet the threshold for the OMP. 2. Gather details on the cases, classes, out of school clubs etc. 3. Discuss with the COVID Team/Public Health and agree the necessary actions. 4. Implement the agreed actions and review. 5. Inform the COVID Team of all further cases and developments – review actions if needed. 6. Agree with the COVID Team when the OMP can be ended. <p>All positive cases will be reported via the on-line form.</p>



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		<p>For advice or to discuss a case, the COVID team will be contacted by email COVID19@cheshireeast.gov.uk or by calling 01270 371323.</p>
<p>Remote Learning</p>	<ul style="list-style-type: none"> • What capacity and plans does the school have for remote learning? • What measures need to be put into place to 'switch on' the remote learning offer? • How will decisions be made about how to limit the workforce onsite and who are the appropriate staff to work remotely? 	<p>Remote learning policy and procedures in place and staff are aware of the procedures. Will revisit procedures in September 21 as a refresher and again in January 22 as a reminder.</p> <p>All classrooms are set up with google classrooms and all staff and pupils are able to use this successfully. New EYFS class from September will be shown how to access classrooms and parents will be provided with information on how to access at home.</p> <p>In the event of children isolating due to covid, children's learning will be placed onto the online platforms. In the event of whole class isolating, the class teacher will provide online learning via the google classroom. If a parent prefers, paper copies of work can be created.</p> <p>Risk assessments will be in place for vulnerable staff and will be asked to work remotely if this is the guidance provided by the DFE. In the event that school is moved to a lockdown and only vulnerable and key worker children are asked to attend, the school will provide a clear rota which allows staff to manage working remotely and covering bubbles in school. A member of SLT/DSL and first aider will be on the rota each day.</p>
<p>Staffing</p>	<ul style="list-style-type: none"> • What plans are in place if staff test positive and are required to isolate including: <ul style="list-style-type: none"> – Classroom staff – Site staff – Office staff – The Senior Leadership Team – What contingencies are in place for staff who are not fully vaccinated • How will lessons be covered and prioritised? • How will the site be safety checked? • Who will manage a critical incident? 	<p>Teaching staff: SLT will work together to cover the class.(RM and NK). If required, the HLTA will support teaching of the class. If 3 or more teaching staff are isolating at one time- priority will be given to the initial 2 classes isolating. If all 3 staff are off at the same time, all 3 classes will move to remote learning. 7 staff are required for the 7 classes to be taught in school. Standby staff: Head teacher, SENCo, HLTA. JG to cover Thursdays Where required supply staff to be brought in. (if available) The site manager will carry out safety checks of the school grounds. RMc will manage any critical incident.</p> <p>Office staff:</p>



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	<ul style="list-style-type: none"> • What is the minimum number of staff required on site to ensure the site is safe? (bearing in mind that large groups of pupils will not be routinely sent home.) 	<p>To be covered by SLT (RMc and NK) or Ta's on a rota basis</p> <p>SLT In the event of the head teacher isolating the next senior teacher (Ruth Stevinson) and SENCo Wed/Thurs) will cover the position. In the event of the SENCo isolating, the head teacher to carry out duties until her return. 1 member of teaching staff are required for each class- 7 staff. 1 member of staff needed for SLT/site management. SLT may cover classes where needed 2 members of mid-day assistants required.</p> <p>Site staff RMc will carry out site daily checks and health and safety compliance on the return of the site manager.</p>
<p>Prioritising pupil attendance</p>	<ul style="list-style-type: none"> • Which year groups will be given priority if the school is required to limit attendance onsite? • Are registers available of priority groups i.e. vulnerable children, parents of critical workers? • Special Schools / Alternative Provision: How will you seek to resume as close as possible to full-time provision? 	<p>Priority will be given to EYFS Year 1 and Year 2 and Yr6 children if for any reason we need to limit attendance. School has a vulnerable children's register, which is updated regularly. These children will be given priority to attend school in the event of limitation. Key worker list is readily available in the office and will be updated in January 22</p>
<p>On-site testing (secondary schools/colleges)</p>	<ul style="list-style-type: none"> • If cases increase what needs to be in place to be able to re-introduce an on-site ATS? • Will a scaled down version remain operational for pupils who are unable to test at home? • Will the 'Cheshire East Swab Squad' be called on to support with on-site testing, if required? 	
<p>Face Coverings</p>	<ul style="list-style-type: none"> • What will trigger the requirement for face coverings to be worn by staff / pupils in Y 7 and above? <ul style="list-style-type: none"> – In communal areas – In classrooms • How will face covering requirements be communicated to pupils / parents / staff? • What plans are there to 'warn' pupils and staff that this may be a requirement? 	<p>Staff will wear face coverings in all communal areas and parents will be asked to wear them in the playground. If we have an outbreak in the school, (discussion with CE) We will continue to request face coverings. A letter will be sent to both staff and parents to explain the decisions. Newsletters will be used a tool of communication so parents will be aware this may be the case prior to an outbreak.</p>



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Shielding	<ul style="list-style-type: none"> • How many staff/pupils are classed as clinically extremely vulnerable in the school? • What measures will be put into place to protect them? • How will school accommodate staff/pupils if the clinically extremely vulnerable are required to shield? 	<p>1 pupil is classed at clinically extremely vulnerable. No staff as clinically extremely vulnerable in school. 1 member of staff pregnant- RA produced If required, the pupil will use the google classroom and live sessions to access his learning.</p>
Trips and Performances	<ul style="list-style-type: none"> • Has the school included COVID safe measures and a risk assessment where school visits are planned? • Is consideration for school and local case rates included in planning for school trips? • Is any financial outlay insured against the possibility of having to cancel a school trip due to a local / school outbreak? • What plans are in place to monitor local and school case rates before agreeing a performance can go ahead? • What COVID safety measures are in place for the performance? 	<p>All Trips and performances will have adequate covid risk assessments. These will be specific to the event/trip and will be carried out by the Evolve lead, RmC and Class teacher. These will be sent to Evolve prior to event. If local rates begin to increase, this will be considered for school trips and events in and out of the school grounds. RmC will seek support from CE whether the trip or event should take place in the event that local rates are rising. Any financial cost will be insured prior to any event taking place if the trip/event is cancelled due to covid. The head teacher will continue to take regular advice from the local and national guidelines in relation to decision making of events going ahead. In house performances will follow the schools covid risk assessments. These will move to virtual where needed.</p>
Communication	<ul style="list-style-type: none"> • If an outbreak occurs in the school, 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>Contact LA/Public Health to discuss. 01270 371323 / COVID19@cheshireeast.gov.uk</p> <p>Parents will be informed by the teacher 2 parents app via a text message and followed up by an email/letter via teachers 2 parents. Warn and inform letters sent to the wider school community parents/carers to alert them to cases and request high vigilance Any press enquiries will be discussed with the CEO of the Trust prior to any meeting/discussion. Steve Docking, CEO of the North West Academy Trust will be made aware of all covid procedures and matters from September 21.</p>
Safeguarding	<ul style="list-style-type: none"> • If there are concerns about a child during an outbreak, what school measures are in place to keep in touch with them? • How will safeguarding be assured during periods of remote learning for vulnerable pupils? 	<p>Children will be provided with technology if this is an issue for the family so they can access remote learning. Further DFE chrome books in place from November.</p>



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	<ul style="list-style-type: none"> Who will contact social workers / family support workers if a vulnerable child is isolating? 	<p>Well being google classrooms are set up for children if we have any concerns about wellbeing. This is monitor by support and teaching staff.</p> <p>Well being -phone calls will be done weekly by head teacher and SENCo</p> <p>If further concerns, child will be asked to attend school as a vulnerable child.</p> <p>Safeguarding checks will be made daily by the staff. Any concerns will be highlighted to the head teacher and will be added to CPOMs. Phone calls will be made to any child we have concerns with. If required relevant external agencies will be contacted EG social services.</p>
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Useful Contacts	
LA Education COVID response team	COVID19@cheshireeast.gov.uk 01270 371323
Cheshire East Public Health	PHBusinessTeam@cheshireeast.gov.uk
Public Health England Northwest Health Protection team	0344 225 0562 / 0151 4344819
DfE Helpline	0800 046 8687 8am to 6pm Mon-Fri and 10am to 4pm Sat-Sun
Cheshire East Communication Team	communications@cheshireeast.gov.uk 01270 686577
ChECS	0300 123 5012 (opt3), Out of Hours 0300123 5022
Early Years Team	earlyyearsandchildcareteam@cheshireeast.gov.uk 01625 374182
School Meals Service	cheshireeastcatering@cheshireeast.gov.uk 01270 2713663



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