**TEMPLATE**

**APPENDIX - OUTBREAK MANAGEMENT PLAN– June 2021**

Primary Schools

**CHECKS AND BALANCES:**

**RESPONDING TO COVID-19**

A toolkit to support leaders

Version 1 10th June 2021

**Staying COVID Secure – Our Commitment**

* We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
* We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
* We will share this Risk Assessment and its findings with employees and consult on its contents.
* We will continue to comply with all relevant Health and Safety Legislation.
* We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
* We have regard to advice and guidance issued by Public Health England.

# COVID-19: Outbreak management plan

Please note: this document is an appendix to the school’s main risk assessment, it should be undertaken in conjunction with the school guidance updated by the Department for Education on 24th May 2021 as follows: [Actions for schools during the coronavirus outbreak](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate). It outlines how schools would operate if any of the approaches for easing and tightening of measures, including possible attendance restrictions, become necessary in their local area. This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled, whether onsite or remotely. ACTIONS SHOULD ONLY BE INSTIGATED IF ADVISED DIRECTLY BY DfE, PH or the LA.

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| Assessment conducted by:  |  | Job title: |  | Covered by this assessment: | Staff, pupils, contractors, visitors, volunteers |

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| Date of assessment:  |  | Review interval: |  | Date of next review: |  |

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| Related documents  |
| **School/Trust/Local Authority documents/ :** | **Government guidance:**[Schools coronavirus (COVID-19) operational guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance)[Contingency framework: education and childcare settings - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings) This framework is separate to the processes in place for managing outbreaks and operational challenges. Any restrictions on education are always a last resort and should only be initiated following a ministerial decision. Any measures will be kept under review and should be lifted as soon as the public health and scientific advice says it is appropriate to do so. |

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| Record of Review |
| **Review Date**  | **Overview of review** |

**Risk matrix**

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| Risk ratingHigh (H), Medium (M), Low (L) | **Likelihood of occurrence** |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major:** Causes major physical injury, harm or ill-health. | H | H | M |
| **Severe:** Causes physical injury or illness requiring first aid. | H | M | L |
| **Minor:** Causes physical or emotional discomfort. | M | L | L  |

| Areas for concern | Risk rating prior to action(H/M/L) |  Control measures | Please mark Y/N/NA for each bullet point | Further actions/comments needed only if N is put by a bullet point  | Residual risk rating(H/M/L) |
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| **1. Minimising Transmission** |
| **1.1 General** |
| **Direct or Indirect transmission of COVID -19 virus**  |  | * The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a two weekly basis
 | Y/N/NA**ut Y/N/NA for etint** |  |  |
| **1.2 Directed to restrict attendance** |
| **Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission** |  | * If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.
* No educational setting should move to implement restrictive measures of the kind set out in the contingency framework without the explicit approval of DfE.
* Attendance restrictions of this kind **should not** be used to address operational challenges, including staff shortages.

**Early years settings*** The default position for **early years settings** is to allow all children to attend.
* If attendance needs to be limited in early years settings, DfE may advise that only vulnerable children and children of critical workers should be allowed to attend. DfE will advise when children should be permitted to return.

**Primary schools*** The default position for primary schools (including reception classes) is to allow all pupils to attend.

If attendance needs to be limited in primary schools, DfE may advise:* that primary schools only allow vulnerable children, children of critical workers, children in reception, year 1 and year 2 to attend; or
* that primary schools only allow vulnerable children and children of critical workers to attend
* In these circumstances, high-quality [remote education](https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19) should be provided for all other pupils.
* Where it is appropriate to increase attendance, DfE will advise which groups should be prioritised for return.
 | All control measures will be NA until directed to action by DfE/PH/LAY/N/NAY/N/NAY/N/NAY/N/NA**Y/N/NA fo**Y/N/NAY/N/NAY/N/NAY/N/NAY/N/NA**r etint** |  |  |
| **1.3 Asymptomatic testing of staff** |
| **Extremely high prevalence of COVID-19 / variant of concern (VoC)** |  | * When a variant of COVID-19 is classed as a [variant of concern (VoC)](https://www.gov.uk/government/publications/covid-19-variants-genomically-confirmed-case-numbers/variants-distribution-of-cases-data), DHSC will ramp up targeted testing in that geographical area to help suppress and control any possible new cases and better understand the new variants.
* An increased use of home testing by staff may also be advised.
 | Y/N/NAAll control measures will be NA until directed to action by DfE/PH/LA |  |  |
| **1.4 Face Coverings** |
| **Extremely high prevalence of COVID-19 / variant of concern (VoC)** |  | * Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.
* Where social distancing cannot be maintained in indoor locations, face coverings will be worn by staff and visitors, unless they are exempt.
* Face visors or shields will not be worn as an alternative to a face covering. They will only be worn where they have been identified as appropriate following risk assessment and will be thoroughly cleaned between uses.
* Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings but can, if they choose, wear transparent face coverings.
 | Y/N/NAAll control measures will be NA until directed to action by DfE/PH/LA | SCHOOLS MAY WANT TO DETAIL THE SPECIFIC AREAS WHERE THEY WILL EXPECT FACE COVERINGS TO BE WORNSCHOOLS MAY WANT TO INCLUDE WHAT THEY FEEL IS ACCEPTABLE AS A FACE COVERING |  |
| **1.5 Out-of-school settings and wraparound childcare**  |
| **Extremely high prevalence of COVID-19 / variant of concern (VoC)** |  | * Providers who run community activities, holiday clubs, breakfast or after-school clubs, tuition and other out-of-school or childcare provision (including wraparound childcare), for children over the age of 5 should be able to continue to open for both indoor and outdoor provision.
* Where restrictions are required, these providers should only offer face-to-face provision for those children that are eligible to be in school full-time, or who are electively home educated and of equivalent age to those eligible groups.
 | Y/N/NAAll control measures will be NA until directed to action by DfE/PH/LA |  |  |
| **1.6 Clinically extremely vulnerable pupils** |
| **Extremely high prevalence of COVID-19 / variant of concern (VoC)** |  | * Shielding was paused on 1 April, and those who are clinically extremely vulnerable (CEV) are no longer advised to shield.
* Pupils who are clinically extremely vulnerable should follow national guidance regarding formal shielding measures in place at the time. See guidance on [who is at higher risk from coronavirus (clinically extremely vulnerable)](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus-clinically-extremely-vulnerable/) and [protecting people who are clinically extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19).
* Updated advice is for the group to continue taking extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance page to minimise their risk of exposure to the virus.
 | Y/N/NAAll control measures will be NA until directed to action by DfE/PH/LA |  |  |
| **1.7 Education workforce** |
| **Extremely high prevalence of COVID-19 / variant of concern (VoC)** |  | * Employers should continue to implement the system of controls set out in our guidance.
* They should explain to staff the measures they are putting in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment.
* Employers should have regard to the guidance on [clinically extremely vulnerable people](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19).
* Schools should also consider if the COVID-19 education contingency framework offers more opportunities for staff to work at home, given reduced numbers of pupils onsite and the use of remote education for pupils scheduled to be at home.
* Employers should have regard to staff work-life balance and wellbeing.
* This includes considering how best to balance the demands of on-site teaching and support for remote education, which should be done within the terms and conditions of teachers’ and staff employment.
 | Y/N/NAAll control measures will be NA until directed to action by DfE/PH/LA |  |  |
| **1.8 Remote Education** |
| **Extremely high prevalence of COVID-19 / variant of concern (VoC)** |  | * Refer to Remote Learning policy
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| **1.9 Safeguarding and designated safeguarding leads** |
| **Extremely high prevalence of COVID-19 / variant of concern (VoC)** |  | * If restrictions are implemented in any education or childcare setting, we would expect all local safeguarding partners to be vigilant and responsive to all safeguarding threats and ensure vulnerable children and young persons are safe, particularly as more children and young people will be learning remotely.
* Schools (ideally led by the designated safeguarding lead (DSL) or a deputy) should review their child protection policy so that it reflects the local restrictions and remains effective. In some cases, a COVID-19 annex or addendum that summarises any key local restriction related changes might be more effective than re-writing and re-issuing the whole policy.
* It will be important that all staff working in the school or FE provider are aware of the revised policy.
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| **2. Additional site-specific issues and risks** |
| * **Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them**
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**School Leadership Use Only**

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| **Approved by (Head Teacher/ Chair of Governors)** |  | **Date of Approval** | Click here to enter a date.  |
| **Date Provided to Unions** | Click here to enter a date. | **Date of Review** | Click here to enter a date. |