



Oare CE Primary School
Excalibur Academies Trust



COVID 19 Outbreak Management Plan

	Action
Roles & Responsibilities	<p>Gudrun Osborn will on a day-to-day basis, be responsible for:</p> <ol style="list-style-type: none">1. ensuring that at all times the Health, Safety and Wellbeing of staff, students and others using the academy premises or facilities or services or attending or taking part in academy-related activities is a priority;2. ensuring safe working conditions of the academy premises and facilities;3. ensuring all required H&S procedures are in place and updated with local information4. ensuring all required H&S procedures throughout the academy so that all risks are controlled;5. arranging comprehensive systems of risk assessment to allow the prompt and accurate identification of potential hazards, and where appropriate ensure that the Board of Director is made aware of the findings;6. identifying the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in H&S matters;7. ensuring that any defects in the premises, its plant, equipment or facilities which relate to, or may affect, the health and safety of staff, students and others are made safe in a timescale commensurate to the risk by liaising with the Premises Team through the School Based Managers;8. collating accident and incident information and, when necessary, carry out accident and incident investigations;9. monitoring the standards of Health and Safety throughout the academy, including all academy-based activities;10. monitoring the H&S management structure, in consultation with the Board of Directors;11. consulting with members of staff, including Trade Union safety representatives, on H&S issues;12. encouraging staff; students and others to promote H&S; <p>These actions can be delegated to another member of staff however, that does not negate the responsibility of the Principal, Gudrun Osborn.</p>

	<p>Any delegated tasks within this document will be advised in each section</p>
<p>1. Public Health Advice</p>	<p>Oare will contact Public Health if there is one case of covid 19, staff or pupil that is admitted to hospital by phoning the DFE helpline (0800 046 8687, option 1)</p> <p>The school will call the Self-Isolation Service Hub on 020 3743 6715 as soon as we are made aware that any of our staff have tested positive. If one of the following thresholds are reached, we will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, 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 test positive for COVID-19 within a 10-day Period <p>We would expect that at this stage, these further measures would be introduced.</p>
<p>2. Prevention</p>	<p>Infection prevention and control measures continue to be implemented including:</p> <ul style="list-style-type: none"> • Enhanced cleaning, twice daily disinfection of frequently touched surfaces such as, door handles/push plates, access control buttons, shared telephones and photocopiers • Hand hygiene, washing hands with soap and water where possible, where not using hand sanitiser, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food, including snacks, before leaving school and after sneezing/coughing. • Respiratory hygiene, promoting a 'catch it, bin it, kill it' approach and immediate disposal of used tissues in the waste bin, and then the washing of hands to pupils and staff • Ventilation, classroom doors and windows and external doors leading to the secure playground remain open, when weather permits • Face coverings will be worn by staff in crowded, enclosed areas and/or when in close contact with CEV staff or pupils • Staff and pupils are asked to be considerate of staff who wish to maintain social distancing, whatever their reasons • High risk staff and pupils have individual risk assessments which are reviewed in conjunction with any new guidance • Visitors to site are by appointment only

<p>3. Tracing close contacts and isolation</p>	<p>With the numbers of children on site, shared toilets and size of corridors, it would be very difficult to prove that no contact had taken place between the bubbles in the event of a positive case.</p> <p>However, signing in and out of school remains mandatory for all staff, visitors and parents (when removing a child from school during normal school day hours).</p> <p>Pupil attendance will be recorded on Bromcom AM and PM.</p> <p>We can then use this information to try and establish any close contacts within the school.</p>
<p>4. Secure data collection</p>	<p>Data collected at Oare Primary School will follow the Excalibur Academies Trust Data Protection Policy, May 2020 and Oare's Pupil Privacy Notice – for students and parents.</p>
<p>5. High risk staff and students</p>	<p>High risk staff and pupils have been identified, and individual risk assessments completed, these outline any additional control measures needed and/or address any concerns from the individual.</p> <p>These documents will be reviewed alongside updated government guidance or a change to the individuals' circumstances.</p>
<p>6. Re-introduction of bubbles</p>	<p>If the government guidance changes or the local transmission rate increases the school may re-introduce 'Bubbles'.</p> <p>The school will divide into two bubbles, KS1 and KS2 for staggered start/finish, entrance/exit school and break and lunch will be re-introduced as follows:</p> <p>EYFS/KS1 – Main gate entrance, start time 08.45, finish time 15.00, Skylarks building entrance will be used, morning break at 10.30, lunch at 12.00 in their classroom, play at 12.30</p> <p>KS2 – Side gate entrance, start time 09.00, finish time 15.15, Owls building entrance will be used, morning break at 10.45, lunch play at 12.10, lunch at 12.35 in the school hall.</p> <p>Hand washing will take place at the external hand washing station when weather permits, inside the classroom for KS1 and Owls, and in the toilets for Kestrels.</p> <p>Pupils and staff will be asked to bring only essential items onto site.</p> <p>Children will be provided with a tray and their own resources, these should not be shared.</p>

	<p>Classroom based resources such as books and games can be shared by that class but will be cleaned frequently or should be left unused for 48 hrs (72 hrs for plastics).</p> <p>If resources are moved between classrooms they should be meticulously cleaned or left for 48hr (72hr for plastics) before moving into another classroom.</p> <p>Resources such as library books that are taken home will be treated as above and either cleaned on return or left unused for 48hrs (72hrs for plastic) before being re-allocated.</p> <p>Toilet cubicles will be separate for different bubbles, only three children allowed in the toilets at the same time.</p> <p>KS1 staff will use the disabled toilet and KS2 will use the staff toilet within the main entrance corridor. Admin support staff will use the men's toilet (as there are no men regularly on site).</p> <p>External play equipment will be used by one bubble at a time, these bubbles will alternate each week allowing 72 hours between use, when necessary.</p> <p>Social distancing, to enable social distancing:</p> <ul style="list-style-type: none"> • Classroom desks will be forward facing, • A 2m 'corridor' space will be formed between the student desks and teacher's desk • Only two members of staff will be allowed in the staffroom at any one time • Staff will be asked to adhere to the 2m rule, where possible • Older children within the school will be reminded of the 2m social distance <p>Staff will be able to move across the bubbles to teach.</p>
7. On site testing	<p>On site testing has not been introduced for primary pupils, staff test at home twice weekly before entering the school's grounds.</p> <p>Should a pupil become unwell while at school, the parents must be available to collect their child as soon as reasonably possible, within 1 hour. The pupil will be isolated until collected.</p>
8. Face coverings	<p>Face coverings will be worn by staff when accessing communal areas such as the corridors, staffroom and toilets.</p> <p>While within their classroom teachers will not be required to wear face coverings however, they can if they wish to do so.</p> <p>Support staff will wear face coverings when they are outside of their own working environment (office/classroom).</p>

	<p>All staff will wear face coverings when working alongside a CEV member of staff, or a member of staff that requests that others do so.</p> <p>Drivers of the schools dedicated minibus transport will wear face coverings while in the minibus and use hand sanitiser when entering and exiting the bus.</p> <p>Pupils will not be required to wear face coverings, unless they wish to do so, but will be required to wash their hands or sanitise before entering the minibus.</p> <p>Face shields are available for all staff should they wish to use them as well as a face covering or within their classroom. A desk top shield is available for intervention work.</p> <p>Donning and doffing of PPE and face masks training, will be refreshed for all staff and guidance sent to parents via email.</p> <p>Spare mask masks are kept on site should visitors or staff forget theirs.</p> <p>Parents will be advised of any changes to guidance or by the school's instigation, through the schools' newsletter, via parent contact email and the schools social media account.</p>
9. Trips, performances etc	Should these extra measures be required, all trips, performances, parents evening, assemblies, open days etc. will be cancelled.
10. Shielding	Clinically Extremely Vulnerable (CEV) staff and pupils who have received a letter identifying them in this way, have been recognised.
11. Limited attendance	<p>If the need for limited attendance is deemed necessary Oare will prioritise the following categories:</p> <ul style="list-style-type: none"> A) Vulnerable children B) Children of critical workers C) Children in reception, year 1 and year 2 <p>Our Designated Safeguarding Lead is Allison Davies and Deputy Designated Safeguarding Lead is Gudrun Osborn. The DSL or DDSL will be on site at all times.</p> <p>Scenario 1 – Priority A children attending</p> <ul style="list-style-type: none"> How many teaching staff are required: 1 (Miss Davies) How many support staff: 1 (Mrs Kapoor) What areas would be used and by who: Kestrel Class

Who would teach the remote education: Miss Merritt, Mrs Dodson, Mrs Osborn and Mrs Saunders

Scenario 2 - Priority B children attending

How many teaching staff are required: 1 (Miss Davies)

How many support staff: 1 (Mrs Kapoor)

What areas would be used and by who: Kestrels

Who would teach the remote education: Miss Merritt, Mrs Dodson, Mrs Osborn and Mrs Saunders

Scenario 3 - Priority C children attending

How many teaching staff are required: 1 (Mrs Dodson)

How many support staff: 1 (Mrs Saunders am and Mrs Kapoor pm)

What classrooms would be used: Skylarks classrooms and external play area

Who would teach the remote education: Mrs Osborn

Remote education timetable will be delivered via Seesaw for EYFS/KS1 and Teams for KS2. Laptops and iPads are available and ready for distribution to families who may require them. Staff will deliver live whole class sessions twice a day and then support small groups online as required. TA's will deliver a shortened phonics lesson to their usual groups via TEAMS.

EYFS/KS1 Remote Learning Daily Timetable

Time	Activity
9am	Meet and greet live on TEAMS. Live phonics support.
9.30am	Maths – Can Do maths – a pre-recorded lesson accessed via Seesaw
	Maths independent task
10.15am	Independent reading or spelling task as set by class teacher that day.
10.45am	Break
11.00am	Writing pre-recorded lesson accessed via Seesaw
	Writing independent task
12pm	Lunch
1.00pm	Blocked foundation subject activity – accessed via Seesaw
	Jigsaw PSHE, RE, Music, Art activity
2.30pm	Class book and end of day – live on TEAMS (Whole school WOW worship on Friday)

KS2 Remote Learning Daily Timetable

		Time	Activity	
		9am	Meet and Greet live on TEAMS. Feedback and initial support for daily tasks.	
		9.15am	Maths – Can Do maths – a pre-recorded lesson accessed via TEAMS	
			Maths independent task	
		10.15am	Independent reading or spelling task as set by class teacher that day.	
		10.45am	Break	
		11.00am	English – Write Stuff modelled write or independent write – pre-recorded lesson accessed via TEAMS	
			Writing independent task	
		12pm	Lunch	
		1.00pm	Blocked foundation subject activity – accessed via TEAMS	
			Jigsaw PSHE, RE, Music, Art or language activity	
		2.45pm	Class book and end of day – live on TEAMS (Whole school WOW worship on Friday)	
12. Engagement	<p>Communication with staff, pupils, parents, LGB and stakeholders will take place via weekly newsletters, email and the school's social media account, keeping them informed regarding any government updates, what's happening at school, their child's performance/progress and wellbeing, staff wellbeing support etc.</p> <p>The Principal will be available via teams for all and mobile phone for staff.</p>			

Signed:	Date:
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