



Copthorne Primary Outbreak Management Plan September 2021

Copthorne Primary's overarching objective is to maximise the number of children in face-to-face education and minimise any disruption, in a way that best manages the COVID-19 risk. We recognise that the impacts of having missed face-to-face education during the pandemic are severe for children and adults. Any benefits in managing transmission will be weighed against any educational drawbacks. **We endeavour to keep any measures to the minimum number of settings or groups possible, and for the shortest amount of time possible.** Measures will be kept under regular review and will be lifted as soon as the evidence supports doing so. Measures will not be considered in isolation, but as part of a broader package of measures. Attendance restrictions will only ever be considered as a last resort.

Roles and responsibilities

Stephanie Ngenda (Head of School) is the named person for recording cases and liaising with the LA and PHE regarding positive COVID-19 cases.

In her absence, any other member of the SLT would deputise and report incidents.

Asymptomatic Testing

From the start of the Autumn term 2021, we will continue to encourage staff to test themselves using LFD twice a week at home until the end of September, when this will be reviewed. This is critical for identifying positive cases early and ensuring they isolate. Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. A weekly timetable of remote learning will be sent each week so that any child who is well enough to learn from home can do so.

When and how to seek public health advice

In addition to the whole school COVID-19 risk assessment, additional action will be taken if the number of positive cases recorded substantially increase. This is because it may indicate transmission is happening within school.

The thresholds, detailed below, will be used as an indication for when to seek public health advice.

Advice will be sought if either:

- 5 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
- 10% of pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

A group that are likely to have mixed closely may include, but is not limited to:

- a class
- a friendship group who often play together
- staff and children taking part in the same activity session together
- a sports team
- a group in an after-school activity



Additional Control Measures

When the above thresholds are reached, Copthorne Primary will review and reinforce the testing, hygiene and ventilation measures already in place.

We will also consider:

- Whether any activities could take place outdoors, including exercise, assemblies, or classes
- Ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- One-off enhanced cleaning focussing on touch points and any shared equipment

Additional public health advice may be sought if we are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.

A director of public health may give advice reflecting the local situation. Suggested actions may be:

- Strengthened communications to encourage pupils to undertake twice weekly rapid asymptomatic home testing and reporting
- Temporarily reinstating face coverings for staff and visitors in indoor and/or communal spaces. This would be for two weeks in the first instance, pending regular review
- Increased frequency of testing
- Limiting residential educational visits; open days; transition or taster days; parental attendance in settings; live performances in settings. (Local authorities, DsPH and HPTs may recommend these precautions in individual settings or across an entire area)

Attendance restrictions

Attendance restrictions will only ever be considered as a short-term measure and as a last resort.

Priority will continue to be given to vulnerable children and children of critical workers to attend to their normal timetables. The DfE may advise on any other groups that should be prioritised. In the event that attendance is limited, remote learning will be provided for all children, mirroring the intended school curriculum.

On-site provision will, in all cases, be retained for vulnerable children and young people and the children of critical workers. If school has to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children with the local authority.

Safeguarding

All staff will remain vigilant and responsive to all safeguarding concerns both in school and when children are learning remotely.

We will continue to have regard to all statutory safeguarding guidance including:

- Keeping children safe in education
- Working together to safeguard children
- Early Years Foundation Stage (EYFS) framework

The DSL will continue to review the child protection policy so that it reflects the local restrictions and remains effective.



School will ensure that a trained DSL (or deputy) is always available on site and all staff are aware of the phone number to contact the DSL.

Attendance

Where vulnerable children and young people are absent, school will:

- Phone the parent or carer to explore the reason for absence and discuss their concerns
- If the child has a social worker, contact them to advise of their absence
- Encourage attendance of the child
- Focus the discussions on the welfare of the child and ensuring that the child or young person is able to access appropriate education and support while they are at home
- Have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so. A rota will be agreed to make daily and weekly phone calls to vulnerable children
- If school has to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children with the local authority, including signposting to other Exceed settings

Free school meals

School will provide meal options for all pupils who are in school. Meals will continue to be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria. We will also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they have had symptoms or a positive test result themselves.

Educational Visits

Any attendance restrictions will be reflected in the visits risk assessment and leaders will consider carefully if the educational visit is still appropriate and safe.

Only students who attend Copthorne should go on an educational visit.

Health and safety guidance on educational visits will be reviewed when considering visits.

Actions to put this measure in place quickly

- Lists of vulnerable children in all year groups and their contact details are maintained
- Audit of children without access to a laptop held centrally
- All families are registered with Class Dojo
- All children without access to a laptop are loaned a school device
- A weekly timetable of remote learning is posted on Class Dojo each week
- Parents and carers are communicated with via Class Dojo and text
- A record of all positive cases is held centrally and monitored by Stephanie Ngenda (Head of School)
- Learning Mentors liaise with Mellors and continue to deliver food packages using the school minibus



How we will ensure every child receives the quantity and quality of education and support to which they are normally entitled

- Remote Learning Policy outlines expectations to ensure that the remote curriculum is high quality
- Remote learning is monitored by SLT through virtual drop ins, reviewing recorded lessons and checking work in portfolios
- Expectations for remote learning are shared with parents and carers
- Engagement with remote learning is monitored and followed up where there is a concern

How we will communicate changes to pupils, parents, carers and staff

- Parents will receive ongoing communication via letters, updates on Class Dojo and via text
- All copies of COVID-19 related letters are also uploaded to the school website
- Phone calls will be made home if there are concerns regarding engagement
- The Remote Learning Policy, COVID risk assessment and Outbreak Management Plan are all available on the COVID19 section of the website. Links to them will be sent to parents
- Staff will be informed of any updates via the weekly staff briefing, staff meeting or via email
- Phase leaders will also speak to staff directly regarding decisions made about classes in their phase

Public health advice will always be sought if a pupil or staff member is admitted to hospital with COVID-19. This will be done by phoning the DfE helpline (0800 046 8687, option 1). Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.