



Peterborough Diocese Education Trust COVID-19: Outbreak Management Plan

[Cottingham CofE Primary School]

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1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our Trust, directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
 - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
 - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a ‘variant of concern’ (VoC)
- To prevent unsustainable pressure on the NHS.

2. Seeking public health advice

When one of the thresholds above is met, we will:

- review the testing, hygiene and ventilation measures already in place in order to see if any further measures are needed in this respect
- seek public health advice from a director of public health or health protection team. The Headteacher will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687)
- seek public health advice if a pupil or staff member is admitted to hospital with COVID-19.
- For all positive cases relating to staff, we will call the Self-Isolation Service Hub on 020 3743 6715 as soon as we are made aware that any staff have tested positive. (*If cases amongst*

staff mean a setting meets the threshold, described above, you 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. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate. Further guidance is available: <https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support/claiming-financial-support-under-the-test-and-trace-support-payment-scheme>.

3. Shielding

If the reintroduction of shielding is recommended:

- We will adhere to national guidance, which would apply to those on the [shielded patient list \(SPL\)](#).
- We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

4. Other measures

If other measures are recommended:

- Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via Parentmail/letters sent home with pupils once a decision has been made.

If recommended, we will (re)introduce:

- Advice on more frequent Testing
- Bubbles, to reduce mixing between groups
- Face coverings in corridors, staff rooms and any other communal areas for staff and visitors (unless exempt)
- No whole school gatherings
- Staggered lunchtimes/breaks etc.
- Staggered start / end of days

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances
- Essential visitors.

5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

5.2 Education and support for pupils at home

If the above restrictions are recommended:

- All other pupils will be required to stay at home and will receive remote education.
- We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our Remote Education Information for Parents / Carers and in accordance with all previous Trust guidance on Remote Education.
- The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. Parents/carers will be invited to collect lunch parcels from school. When parents/carers are unable to do so, arrangements will be made for delivery.

5.3 Wraparound care

If restrictions are recommended:

- We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.
- We will communicate who will be eligible to attend once the restrictions are confirmed.

5.4 Safeguarding

If restrictions are recommended:

- We will review our child protection policy to make sure it reflects the local restrictions and remains effective.
- We will aim to have a trained DSL or deputy DSL on site wherever possible.
 - If our DSL (or deputies) can't be on site, they can be contacted remotely by email:
head@cottinghamprimary.co.uk
scrainie@cottinghamprimary.co.uk
cawilson@cottinghamprimary.co.uk

- On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site, liaising with the Trust's Safeguarding Lead, as appropriate.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision
- Re-introduce pastoral calls in accordance with Trust guidance.

6. Risk Assessments

Once recommendations have been provided by our Trust, directors of public health (DsPH), Public Health England (PHE) health protection team or the national government with regards to the specific outbreak, we will add an addendum to our current risk assessment to reflect the additional temporary measures that will be put in place.