

COVID-19 Outbreak Management Plan

Hippings Methodist Primary School

This document complements the Lancashire County Council COVID-19 risk assessment template which was updated by school January 2022

The Government has stated that schools should have in place a contingency and outbreak management plan. A Covid-19 Risk Assessment is also in place. The government states that an 'outbreak' is when there are several cases within the school; in December 21 they defined this as:

'Whichever of these thresholds is reached first:

5 children or staff, who are likely to have mixed closely, test positive for Covid 19 within a 10 day period; or

10% of children or staff who are likely to have mixed closely test positive for covid 19 within a 10 day period'

For schools, a group that is likely to have mixed closely could include:

A class or year group

A friendship group that mix at break times or lunch times

A sports team/ extra curricular club

A group in breakfast or after school club

When the above thresholds are reached, school will review and reinforce staff LFD testing, hygiene and ventilation measures that are already in place. Additional advice in relation to our school, the local areas and nationally, will also be sought from Public Health Lancashire, Lancashire County Council and the DFE.

As detailed in our Covid 19 Risk Assessment, a number of measures including; ventilation, enhanced cleaning, regular hand washing and sanitising remain in place. However, the following measures will be considered should there be an outbreak in school, we are unable to safely staff onsite provision or local/national measures require us to implement further procedures.

Contingency and outbreak Management Procedures

The following measures could be taken following advice from Public Health Lancashire, Lancashire County Council and the DFE should we need to increase protective measures in school:

Testing

All staff to test at least twice weekly using LFD tests

Where necessary, Staff may be advised to test more frequently or daily. Parents/ carers and any visitors to school will be asked to LFD test before arriving at school and are advised to also test twice weekly.

Face Coverings

All staff will wear face coverings in corridors, communal areas and when talking to parents at entrances.

Parents and visitors will be strongly encouraged to wear face coverings on school grounds will have to wear them inside school buildings unless exempt.

As part of our contingency plans, it may be strongly advised that face coverings for staff and visitors are worn in classrooms

Shielding

Shielding is currently paused, however , in the event of a major outbreak, ministers can agree to reintroduce shielding (Can only be reintroduced by the Government)

School will follow the advice available in relation to shielding for children and staff who are on the shielded patient list

Other Measures

The following measures may be put in place following advice from Public Health Lancashire, Lancashire County Council and the DFE:

Revert to operating in year group bubbles

Re introduce staggered starts and finish times for each bubble

Lunches to be eaten in classrooms

Return to year group assemblies

Contingency plans could also include limiting, adapting or rearranging:

Day/ residential educational visits

Transition/ Taster days

Parental/ visitor attendance in school

Parents Evenings

Live performances

Worship/ assemblies

Attendance at school Restrictions

High quality face to face education remains a government priority. Attendance restrictions if necessary would be considered as a short term measure and as a last resort.

In situations where attendance needs to be restricted, the following measures will be implemented:

Remote learning via Seesaw will be reinstated if school has to temporarily stop onsite provision following public health advice or in the event that onsite provision cannot be staffed safely and appropriately.

Priority for attendance at school will be made for vulnerable children and if we are safely able to staff provision, children of critical workers (priority to those who have two parents who are critical workers, single parents who are critical workers)

If school has to temporarily close on advice from Public Health Lancashire, alternative arrangements for vulnerable pupils will be discussed with the authority.

Remote Learning

Should local or national restrictions be introduced, school will revert immediately to online learning. Parents will be notified immediately via email, text and the school website.

School may need a couple of days grace to ensure that classroom learning can be transferred seamlessly onto online learning.

School has a small number of laptops that can be distributed to families who do not have devices at home.

Provision for vulnerable and keyworker children

Provision will be co ordinated via the head@hippings.lancs.sch.uk email address

Numbers in school will be risk assessed daily to ensure safe staffing ratios

Priority for attendance at school will be made for vulnerable children and if we are safely able to staff provision, children of critical workers(priority to those who have two parents who are critical workers, single parents who are critical workers)

A ranked criteria for critical/ keyworkers may be used applications for places are too high.

Safeguarding

There will be no change to local multi agency safeguarding arrangements

If attendance restrictions are required, school will remain vigilant and responsive to all safeguarding matters

Vulnerable Children

If Vulnerable children are absent from school, as always, school will:

Contact the parent/carer to explore the reason for absence and support offered

If required seek support from the local authority and or social worker

If attendance would be appropriate, staff will encourage the child to attend school

Maintain contact for the duration of the absence and where appropriate provide support for the child to access remote learning

School Meals

School will continue to provide meal options for all pupils who are in school

In the event of reverting to remote learning, meal options will be provided for pupils who meet the criteria for benefits related free school meals

Staffing Shortages

When managing staff absence, where possible the following measures will be taken:

Cover will be provided internally by other staff members, if it is safe to do so and if ratios allow

Supply staff will be sought (subject to availability), however we cannot ensure consistency of having the same member of supply staff, or any, each day

As a last resort, partial or full school closure will be implemented and remote learning will resume

Should, due to staff absence, school be unable to operate with the appropriate levels of senior leaders, DSL, site and admin staff then partial or full school closure will have to be considered as a last resort

Section B

In the event of a Covid-19 outbreak we may be asked to implement further control measures to support reduction in the virus spreading. In this case, we would continue to run school with the measures outlined in this section. As with every aspect of school this would be reviewed in light of government/NHS/DfE guidance.

1. Wrap around provision and school lunches

As a school we understand the importance of breakfast and afterschool club as wrap around provision. Where possible, we would continue to provide this service in school and would liaise with parents regarding how this will run. This may mean returning to class based table activities with no interaction between year groups.

School lunches will continue to be provided for children but lunchtimes would return to classroom based eating to ensure bubbles do not mix.

2. Class organisation

We will revert back to whole class groups staying in one bubble. Whilst each class will consist of the same children, staff can move between classes to support them in different ways. However, the re-organised school day will ensure that mixing between groups of children is limited to their own classes only. Each year group will operate within a specific *class base*. Classes may be organised in rows again with less furniture around the room except for Reception where a different lay out to allow for continuous provision is organised. Children in years 1-6 may only sit side by side on a table of two and face the front. Break times will also see classes remaining together in an allocated playground zoned area. Children will not cross into other classes as zones will continue to be clearly marked to play in.

Reception	
Class teacher	Mrs Griffiths
Learning zone	Reception
Main Play Zone	KS1 playground outside year 3 up to cones
Main T.A Support	Mrs Edmundson
Entrance and exit point	Main gate on Heron Way and follow orange dots round building to Reception entrance (parents can bring round)
Drop off time	8.30 am
Lunch	12.00 pm
Finish	3:00 pm Reception children will leave at 3:00pm via their classroom exit and follow one way system round to bottom gate on Heron Way..

Year 1	
Class teacher	Miss Hussain
Learning zone	Year 1 Classroom
Main Play Zone	KS1 playground Target Zone
Main T.A Support	Mrs Hodges
Entrance and exit point	Main gate on Heron Way and follow orange dots round building to Year 1 entrance. Class teacher will be waiting at the corner of the building. (No parents on site in the morning)
Drop off time	8.35 am
Lunch	12:00 pm
Finish	3:05 pm Year 1 children will leave at 3:05pm via their classroom exit and follow one way system round to bottom gate on Heron Way. Parents can collect from classroom door

Year 2	
Class teacher	Mrs O Hare
Learning zone	Year 2 Classroom
Main Play Zone	KS2 playground
Main T.A Support	Mrs Bolton
Entrance and exit point	Main gate on Heron Way and follow red dots to the main entrance. (No parents on site in the morning)
Drop off time	8:40 am
Lunch	12:00 pm
Finish	3:10pm Year 2 children will leave at 3:10pm via the main entrance/exit and follow one way system round to bottom gate on Heron Way. Parents can collect from main door

Year 3	
Class teacher	Mr Holden
Learning zone	Year 3 Classroom
Main Play Zone	KS1 playground
Main T.A Support	Mrs McLean
Entrance and exit point	Main Gate on Heron Way and follow orange dots round building to classroom door(No parents on site in the morning. Class teacher will wait at corner of building)
Drop off time	8:45 am
Lunch	12:00 pm
Finish	3:15 pm Year 3 children will leave at 3:15pm via their classroom exit and follow one way system round to bottom gate on Heron Way. Parents can collect from classroom door

Year 4	
Class teacher	Miss Eccles
Learning zone	Year 4 Classroom
Main Play Zone	KS2 playground
T.A Support	Mrs Taylor plus A N other
Entrance and exit point	Red entrance – Main gate and front door
Drop off time	8.35 am(line up behind year 1)
Lunch	12:00 pm
Finish	3:05pm Year 4 children will leave at 3.05pm via their classroom exit and follow one way system round to bottom gate on Heron Way. Parents can collect from year 4 door

Year 5	
Class teacher	Mr Baldwin
Learning zone	Year 5 Classroom
Main Play Zone	KS2 playground
T.A Support	Mrs T
Entrance and exit point	Yellow entrance – Main gate and fire door at the front of school
Start	8.40 am(line up behind year 2)
Lunch	12:00 pm
Finish	3:10 pm Year 5 children will leave at 3.10pm via their Year 5 and 6 exit and follow one way system round to bottom gate on Heron Way. Parents can collect from year 5 and 6 door

Year 6	
Class teacher	Mrs Hunter
Learning zone	Year 6 Classroom
Main Play Zone	KS2 playground
T.A Support	Mrs Kennedy
Entrance and exit point	Main gate on Heron Way Follow yellow dots round front of building keep against the wall, up the steps to year 5 and 6 entrance.(no parents on site in the morning)
Start	8:30 am(line up behind Reception)
Lunch	12:00 pm
Finish	3:00 pm Year 6 children will leave at 3.00pm via their Year 5 and 6 exit and follow one way system round to bottom gate on Heron Way. Parents can collect from year 5 and 6 door

Drop off and collection of children

Please see section 10 for drop off and collection procedures.

Drop off

For households where more than 1 pupil attends school in different year groups, both children can be brought to school together as they are siblings living in the same house, at the time of the earliest class drop off. Once they enter school, they will go to their classrooms and be registered and they will have a quiet and independent activity in their place until school starts for their class. You should select the earlier time when possible to ensure your children have the full time with their class teacher.

Pick up

Similarly, both children can be collected from school together as they are siblings living in the same house. Parents should pick their children up from the respective classroom door at the time of the earliest sibling

Alice Street Gate will be closed while the one way system is in operation.

Updated 02/01/2022

Key Government advice on control measure	Key school control measures
	<p>Advice sent to parents and whole school community on self-isolation in case of symptoms.</p> <p>Children are to be sent home if they have symptoms and follow Government procedures for this – outlined in section 6.</p>
<p>Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.</p>	<p>All children wash hands on entry to school and at key points during the day including break times and lunch times.</p> <p>School supplied with adequate supply of soap and hand sanitiser.</p> <p>Hygiene rules discussed with children regularly and poster evident around school.</p>
<p>Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p>	<p>Tissues available and all children briefed on procedures of blowing noses. Lidded bins in each area to dispose of in.</p> <p>Children briefed on importance of behaviour and school rules revisited with them. School rules have been refreshed to reflect COVID – 19 and are discussed with all children daily and evident around school.</p>
<p>Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.</p>	<p>Each classroom to have its own cleaning material. All surfaces cleaned at the end of each day, at the start of the day and during the day.</p> <p>Cleaning procedures monitored at start and end of day and a daily evaluation of cleaning by Headteacher.</p> <p>Additional school closure to be used to deep clean and prepare site.</p>
<p>Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).</p>	<p>Each class is allocated its own Class and play zone which will remain in place for that class.</p> <p>Playtimes staggered with only one group going into an allocated area.</p>
<p>Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening.</p>	<p>Daily health and safety check done with T Westwell (Headteacher) A Cooper (Site Supervisor) These are done before start of school each day to check all aspects outlined in the plan.</p> <p>School risk assessments reviewed weekly and adapted upon review and to reflect any occurring incidents, Each group to use a separate entrance and stay with allocated Zone. No need for child movement around school due to self-contained Zones for each class.</p>
<p>Organise small class groups, as described in the ‘class or group sizes’ section above.</p>	<p>Children normal class sizes and don’t mix with the wider school.</p>

Key Government advice on control measure	Key school control measures
Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.	Unnecessary furniture removed if it restricts space and tables laid out in rows with maximum distance between them. Each child allocated their own table and resources.
<p>Refresh the timetable:</p> <p>decide how lessons or activities will be delivered</p> <p>Consider which lessons or classroom activities could take place outdoors</p>	<p>Curriculum across school will continue as normal with morning subjects predominantly being:</p> <ul style="list-style-type: none"> • English – Reading, Writing, Grammar, phonics • Maths <p>Wider curriculum areas will be taught across school in the afternoons.</p> <p>Wider review of shared resources to ensure cleaning of shared resource can take place.</p>
Use the timetable and selection of classrooms or other learning environment to reduce movement around the school or building.	<p>Each Class will have their own zone only requiring to leave their zone for a play time and lunch.</p> <p>Lunch will be in classrooms</p>
Stagger assembly groups.	Children will only have assemblies and worship in their own class.
Stagger break times, so that all children are not moving around the school at the same time.	Play times staggered – as outlined above.
Stagger drop-off and collection times.	Each group allocated a separate drop off and collection time as outlined in class organisation
Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.	Different drop off points and times as noted above. Parent guidance in place
Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.	<p>Classes: Children in classes of their own year group and do not cross into other groups.</p> <p>Toilets: Classes will be allocated a toilet and toilets will be cleaned regular through the day. Only one child at a time will be allowed into the toilet areas.</p>
Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.	Any play equipment such as balls that are used at breaks will be cleaned after use and after break times and kept for use within a class.
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.	Classroom to be organised and stripped down to bare minimum furniture and resources as much as possible and decided by the class teacher.
Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Classroom to be organised and stripped down to bare minimum furniture and resources as much as possible as decided by the class teacher.

Key Government advice on control measure	Key school control measures
Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.	Children all walk or are dropped off by parents in car. Staggered drop off and collection times. Marked Zones for collection and pick up as articulated in timetable. All families encouraged to walk when possible
Visitors to school restricted	Essential visitors will be asked to do LFD test before arriving and face coverings to be worn unless exempt

3. Summary of Key protective measures to be implemented (under regular review)

1. Staggered drop of times, Zoned drop off areas, no parents allowed into school and one way systems in places for entering and leaving school site to ensure organisation and provide social distancing for key flashpoints in the day. (See timetables – section 3)
2. Social distancing drop offs marked with cones.
3. No parents allowed into school – any queries to be dealt with at drop off with a distance of 2 metre but encouraged via telephone.
4. Strict handwashing procedures upon entry to school and key points.
 - i. Entry to school
 - ii. Before break and snack
 - iii. After break one
 - iv. Before lunch
 - v. After lunch
 - vi. Before break
 - vii. After break three
 - viii. Before going home
5. All children kept in their allocated classes and play zones to ensure less contact between people in school.
6. Classrooms laid out in rows with. Children allocated their own work space and sat next to another child facing the front. These work spaces will be decided at the discretion of the class teacher and where possible will remain the same.
7. Children all allocated with their own resource and work space.
8. Work spaces and key classroom surfaces cleaned regularly throughout day.

9. Cleaning staff and all staff carrying out additional cleaning of key areas throughout the day – additional cleaning of handles and key surfaces.
10. Deep cleaning planned during school breaks and before wider reopening.
11. Audit by SLT of cleaning at start and end of every day with site supervisor.
12. All children informed of health and safety, school rules and refresh of rules. In particular continued keeping of safe spaces when possible.
13. All children briefed on the **catch it, kill it, bin it** strategy regularly.
14. Tissues available for each child.
15. New bins for each class to have lids on.
16. Unnecessary resources such as soft toys packed away.
17. Play equipment outside to not be used.
18. Play equipment indoors and shared resources used to be cleaned daily.
19. All classrooms have own cleaning equipment allocated to them.
20. First aiders to look after their own class – all classes have a first aider and first aid kit
21. Cleaning staff to be briefed on cleaning procedures and wear gloves for cleaning.
22. Fire drill practised with social distancing measures – children to assembly in play Zones.
23. Clear procedures following government guidance as identified in section 5 should anyone become unwell, show symptoms or is diagnosed. School emergency plan in place.
24. No books and equipment to be sent home or brought into school initially. This will remain under review

4. Emergency procedures

Key emergency procedures are important and below are some details of key considerations which are important to be aware of.

Issue	Action	Further action/consequence
Child/staff member becomes ill with symptoms or is diagnosed	<p>Follow government guidance. See below (a and b)</p> <p><i>Child/staff member is isolated within school in First Aid Room.</i></p> <p><i>The government has identified that children/staff showing symptoms will be eligible for a test.</i></p>	<p>All contacts asked to go for PCR test .Potential for all of class to close down and participants asked to self-isolate if numbers are above threshold.</p> <p>Potential need to close school.</p>

Fire	Fire drill held	Fire drills in the first week
Accident on site	First aider with each class at all times. Paediatric First aider available for EYFS at all times.	Daily review of first aid equipment

5. Parent Key Guidance

Below are key points which may support parents in understanding of the return to school system.

- School staff are now incredibly experienced at working in these circumstances so reverting to these procedures would be seamless for the children.
- **Attendance at school is statutory.**
- Staff are very aware of how children can feel with school disruption. I'd like to reassure all parents that emotional well-being and feelings will be a key priority
- Any concerns can be communicated via email to the school and will be responded to.
- Additional guidance and parental support will be published as necessary.

6. Parent consultation – evaluations, clarifications and updates

Throughout the pandemic parents have asked questions about areas of school which are very useful. Answers to these questions are detailed below as they support understanding of the procedures in this plan.

Toilet arrangements

Most classes have their own toilets in school . With regular cleaning toilets can be used by different children. However, to support this we are continuing to allocate certain toilets areas to certain classes.

Medical concerns

If there has been any change in medical details for your child we ask that you notify us by emailing into school. Please email head@hippings.lancs.sch.uk or bursar@hippings.lancs.sch.uk and we can organise a phone consultation with you.

Social distancing and behaviour

It is acknowledged by the government that children and school settings are unique and social distancing is not always possible. I would like to continue to confirm this is the case. Whilst very individual spaces will be provided in class time for children, during playtime outside in their class children will have the opportunity to play with the other children from the class. We discuss our school rules with children which are viable and used at a reference point in the classroom. We also continue to

discuss good hygiene and social spacing rules. We call social distancing '**your safe space**' and during school in the whole pandemic children have worked within these boundaries successfully. This has worked really well with children playing and interacting. It should also be acknowledged that children having the opportunity to play and be with other children is an important aspect of social, mental and emotional wellbeing alongside their overall development. We are very fortunate in our school to have such lovely grounds and children who have been in school during the pandemic have thoroughly enjoyed and benefited from their play experiences in a zone for their class.

Behaviour in school is excellent. We continue to adhere to our school rules and behaviour policy using this appropriately in the context of Covid19. To support this we have added in key reminders to our rules which are appropriate and the children are guided through these and reminded of them regularly. .

Learning in EYFS

Learning in EYFS is different to other parts of school. Despite the new school measures in place, Reception children will still be working towards their Early Learning Goals. Although resources and context may look slightly different, they will still be provided for opportunities to explore and be creative and work within the areas of learning so crucial for this year group. Children in EYFS will still be involved in continuous provision and their classroom will continue to look different to the classrooms in Years 1-6. It is important to remember that children are not always going to social distance, in particular this applies to children in reception.

Clarification of pick up and drop off

I fully understand that **drop off** and **pick up** from school can be challenging in our new systems. I would like to thank everyone for their calm approach and support with these new procedures.

Please note the below clarification points. I hope these will help everyone feel more confident and ensure everyone's safety.

1. Please do not bring dogs onto school premises or leave them tethered to the school gate.
2. Now the first day of school has passed, please whenever possible only have one adult collecting and accompanying your child/children to reduce numbers of people on the school site.
3. At the end of the school day, please wait in the designated queuing areas until you reach the front of the line when your child will be passed to you.
4. Please leave via the one way systems and do not wait on school premises to hold conversations once you have dropped off or collected your child/children.
5. When queuing, please ensure social distancing.

Additional clarification for families with more than one child.

1. If you have more than one child entering school at different times please send them at the **earliest** time through the **appropriate entrance point for the earliest class**.
2. If you have two children who leave at different times please collect them both at the **earliest** time from the **appropriate collection point for that class**.
3. If you have children who enter or leave at the **same time** but from different points, you should drop off and collect the **youngest child first**

Parents are asked to email in concerns or queries so school can continue to answer concerns, consult with our families and add clarification to any issues.

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In the event of school closure due to Covid-19, school will continue the education of all children in line with our remote learning policies.

When possible and if required, school will work within Government guidance to continue to provide care for vulnerable children and children of critical workers as during previous school closure periods. Parents will be sent details of applying for these places upon the event of school closure.