

COVID-19 Outbreak Management Plan

Kennington Primary School

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Section A

Introduction

This outbreak management plan sets out additional measures that need to be put in place in case of an 'outbreak of Covid-19. It is based on ongoing risk assessments and government/NHS/DfE guidance in regard to Covid-19.

This plan sits alongside the existing risk assessments in place and should also be read alongside any updated Government, NHS, and DfE guidance.

In order to keep continuity and structure to school life if the need to adapt school arrangements is required, the plan is designed in the same format that school has operated between March 2020 and July 2021. This will allow everyone to feel confident and familiar in our systems should we need to implement them and also

ensure that we can adapt school within a clear structure in the future if needed. This plan is only in place **should** it be needed.

School has been running successfully through the entire pandemic; leading remote learning during two school closures, ensuring provision for children of critical workers, reopening to Reception, Year 1 and Year 6 in summer 2020 and then reopening to the whole school in September 2021. Staff in school are now experienced in running systems and procedures to ensure education continues during restrictions due to Covid-19. In the event of any future government measures, school is confident, experienced and prepared to meet the needs of all children.

The following pages show how school would adapt and change **if** needed based on future Government//NHS/DfE guidance and advice.

This plan will be reviewed regularly and alterations may be made depending on our ongoing evaluations or further government guidance.

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

As a school we understand the importance of breakfast and afterschool club as wrap around provision. Where possible, we would continue to provide breakfast club in school and would liaise with parents regarding how this will run. Afterschool club provided by Little Acorns is not organised by the school. In the event of an outbreak, we would liaise with Little Acorns about whether the particular circumstances allow them to continue running.

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. Each year group will remain in their classroom whenever is possible. Classes may be organised in rows with less furniture around the room except for Reception and Year 1 where a different lay out to allow for continuous provision is organised.

Break times will also see classes remaining as a bubble in their allocated part of the playground. Children will not cross into other classes as zones will continue be clearly marked to play in.

Reception- Oak Class	
Class teachers	Mrs Richardson and Mrs Harris
Learning zone	Reception 'Bubble'
Main Play Zone	EYFS outside area
Main T.A Support	Miss Broadbent and Mrs Iqbal
Entrance and exit point	White, panelled door into the Bubble

Cherry Class	
Class teacher	Miss Hartley and Mrs Eastham
Learning zone	Cherry Classroom
Main Play Zone	KS1 playground – the end nearest Beechway
Main T.A Support	Mrs Iqbal and Mrs Priestley
Entrance and exit point	Blue gate next to the Bubble

Willow class	
Class teacher	Mrs Buxton and Mrs Hargreaves
Learning zone	Willow Classroom
Main Play Zone	KS1 playground – the end nearest the hall.
Main T.A Support	Mrs Broadbent
Entrance and exit point	KS1 door via KS1 playground

Beech class	
Class teacher	Mr Suddell
Learning zone	Beech Classroom
Main Play Zone	KS1 playground
Main T.A Support	Miss Scott and Mrs Patel
Entrance and exit point	KS1 door via KS1 playground

Year 3	
Class teacher	Mrs Riley and Mrs Duffy
Learning zone	Year 3 Classroom
Main Play Zone	KS2 playground- Holmfield Road side
Main T.A Support	Miss Belushi
Entrance and exit point	Year 3 classroom door via KS2 playground

Year 4	
Class teacher	Miss O'Brien
Learning zone	Year 4 Classroom
Main Play Zone	KS2 playground –Hall/kitchen side
Main T.A Support	Miss Griffin
Entrance and exit point	Small KS2 door – next to Year 3 classroom

Year 5	
Class teacher	Miss Kuczera
Learning zone	Year 5 Classroom
Main Play Zone	KS2 playground- Holmfield Road side
T.A Support	Mrs Snookes and Mrs Adam
Entrance and exit point	Main KS2 door via the ks2 playground

Year 6	
Class teacher	Miss Clarke
Learning zone	Year 6 Classroom
Main Play Zone	KS2 playground –Hall/kitchen side
T.A Support	Mrs Worden and Mr Ghakou
Entrance and exit point	Main KS2 door via the ks2 playground

3. Risk Control and Procedures

Whilst not exhaustive, below are the key control measures that apply from previous government guidance and current school control measures. Many of these have been in place since the start of the pandemic. These measures would be reviewed and refreshed depending on Government guidance.

Key Government advice on control measure	Key school control measures
<p>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</p>	<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 wearing masks and promoting the ‘catch it, bin it, kill it’ approach.</p>	<p>Staff to wear masks in communal areas.</p> <p>Parents requested to wear masks when on the school premises.</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. See behaviour policy.</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 SLT.</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 maintaining class bubbles.</p>	<p>Each class is allocated its own learning zone which will remain in place for that class.</p> <p>Playtimes are staggered anyway with a maximum of 2 classes in the playground at one time. Class bubbles will remain in their allocated area/play zone. .</p>

Key Government advice on control measure	Key school control measures
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.	Daily health and safety check done by SLT. These are done before start of school each day to check all aspects outlined in the plan. 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 'bubble'.
Organise small class groups, as described in the 'class or group sizes' section above.	Children normal class sizes and don't mix with the wider school.
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.
Refresh the timetable: decide how lessons or activities will be delivered Consider which lessons or classroom activities could take place outdoors	Curriculum across school will continue as normal with morning subjects predominantly being: <ul style="list-style-type: none"> • English – Reading, Writing, Grammar, phonics • Maths Wider curriculum areas will be taught across school in the afternoons. Wider review of shared resources to ensure cleaning of shared resource can take place.
Use the timetable and selection of classrooms or other learning environment to reduce movement around the school or building.	Each Class will remain in their own classroom space only requiring to leave their zone for a play time and lunch. Children will remain in their 'bubbles' at dinnertime. They will eat lunch in the hall. Each bubble will sit in separate areas of the hall. Tables will be cleaned before a new group comes in.
Zoom assemblies.	Children will only have assemblies in their own class or via zoom with the rest of the school.
Separate play zones on the playground to minimise mixing of bubbles.	Play times are staggered anyway. However, each class 'bubble' remaining in their own play zone during time on the playground.
Plan parents' drop-off and pick-up protocols that minimise adult-to-adult contact.	Different drop off points and times as noted in section 1. Parent guidance in place (see section 7)
Minimise adult-to-adult contact- between staff members.	Staff members are able to move between bubbles. Minimise contact by limiting the number of staff in the staff room. Staff meetings will take place via zoom.
Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.	Classes: Children in classes of their own year group and do not cross into other groups. 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.

Key Government advice on control measure	Key school control measures
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.	All play equipment off bounds. 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 pod.
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.
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. All families encouraged to walk when possible
Visitors to school restricted	Please see our school visitor policy

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

1. 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. No parents allowed into school – any queries to be dealt with at drop off with a distance of 2 metre but encouraged via telephone.
3. Strict handwashing/hand sanitising 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 going home
4. All children kept in their allocated classes and play zones to ensure less contact between people in school.
5. Masks should be worn by adults in communal areas.

6. Numbers of staff in staffroom will be limited.
7. Staff meetings will take place via zoom.
8. 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.
9. Children all allocated with their own resource and work space.
10. Work spaces and key classroom surfaces cleaned regularly throughout day.
11. Cleaning staff and all staff carrying out additional cleaning of key areas throughout the day – additional cleaning of handles and key surfaces.
12. Deep cleaning planned during school breaks and before wider reopening.
13. Audit by SLT of cleaning at start and end of every day with site supervisor.
14. All children informed of health and safety, school rules and refresh of rules. In particular continued keeping of safe spaces when possible.
15. All children briefed on the **catch it, kill it, bin it** strategy regularly.
16. Tissues available for each child.
17. New bins for each class to have lids on.
18. Unnecessary resources such as soft toys packed away.
19. Play equipment outside to not be used.
20. Play equipment indoors and shared resources used to be cleaned daily.
21. All classrooms have own cleaning equipment allocated to them.
22. First aiders to look after their own class – all classes have a first aider and first aid kit
23. Cleaning staff to be briefed on cleaning procedures and wear gloves for cleaning.
24. Fire drill practised with social distancing measures – children to assembly in play Zones.
25. Clear procedures following government guidance as identified in section 5 should anyone become unwell, show symptoms or is diagnosed. School emergency plan in place.
26. No books and equipment to be sent home or brought into school initially. This will remain under review

5. 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	Follow government guidance. See below (a and b) <i>Child/staff member is isolated within school in intervention room.</i> <i>The government has identified that children/staff showing symptoms will be eligible for a test.</i>	Potential for all of class to close down and participants asked to self-isolate. Potential need to close school.
Fire	Fire drill held for new class organisation and social distancing measure	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

6. 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 remains statutory.
- 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.

1. Please whenever possible only have one adult collecting and accompanying your child/children to reduce numbers of people on the school site.
2. 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.
3. When on the school premises, please ensure social distancing at all times.
4. Please wear face masks when on the school premises.

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.

Please email into: office@kennington.lancs.sch.uk

7. Drop off and collection procedures

ONE-WAY SYSTEM PUT BACK IN PLACE.

- Please follow the signs and observe the one-way system
- One parent only to drop off/collect
- **KS1** children to enter playground through **Beechway gate**.
- KS1 Parents can escort child to designated drop off in the playground observing 2m social distancing.
- **KS1** Parents to leave playground via the **driveway gate**.
- **KS2** children and parents to enter playground through **Holmefield Rd** gate. They must follow the one-way system and walk past Little Acorns and also exit via the **driveway gate on Beechway**.
- **The KS2 gate will be entry only and must not be used as an exit.**
- The path between Little Acorns Nursery and the school hall/kitchen will be one-way. You can only walk from KS2 playground into KS1 playground- and not the other way. If you need to access KS2 playground from the KS1 playground you must walk around the perimeter of the school along Kennington Rd.
- The office will be closed to face to face contact. All messages should be passed on via telephone or email. Parents will not be allowed into the building.
- **Please do not congregate around the school premises.**

Section C

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.