

COVID-19 Outbreak Management Plan (St Joseph's Catholic Primary School)

Instructions and information

This document complements the Lancashire County Council COVID-19 risk assessment template which is due to be published early September 2021.

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Section A

Introduction

In order to prepare for the return of the all children in September 2021, I have prepared this outbreak management plan alongside Governors and staff in case

school need to place in additional measures 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. I hope 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. At the start of our management plan I would like to highlight 2 key points.

- 1. 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 all children in small groups 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.**
- 2. I am happy to discuss concerns or issues not raised within our planning should you have them. Whilst we understand every aspect of how school will be organised and are confident in our procedures, I understand that you may have a question for an area that is not published. In the past when I have produced plans, I have responded through a clarification document and published this for parents in the consultation section. As part of this management plan that I am releasing, I ask any concerns to be emailed in so I can respond and clarify any issues.**

As we continue on our journey together, I really hope that 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. I must stress that everything in today's world is open to change as I'm sure you are aware and ask that you continue to check our website for updates.

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, St Joseph's Little Rascals would continue to provide this service in school and would liaise with parents regarding how this will run.

School lunches will continue to be provided for children but lunchtimes would be staggered as outlined in the plan.

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 Key Stage. Each year group will operate within a specific **learning zone**. Break times will also see classes remaining together in an allocated **play zone**.

Drop off and collection of children

Please see section 10 for drop off and collection procedures.

Drop off

We will operate an extended drop off period from 8.40am-9.10am to reduce congestion on the playground and the car park. Once children enter school, they will go to their classrooms, be registered and have a quiet, independent activity in their place until school starts for their class.

Pick up

Class teachers will be prompt and organised in dismissing pupils. Specific doors are allocated for each class so that gatherings are not necessary and social distancing can be adhered to.

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
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.	Advice sent to parents and whole school community on self-isolation in case of symptoms. Children are to be sent home if they have symptoms and follow Government procedures for this – outlined in section 6.
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.	All children wash hands on entry to school and at key points during the day including break times and lunch times. School supplied with adequate supply of soap and hand sanitiser. Hygiene rules discussed with children regularly and poster evident around school.
Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.	Tissues available and all children briefed on procedures of blowing noses. Lidded bins in each area to dispose of in. 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.
Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.	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. Cleaning procedures monitored at start and end of day and a daily evaluation of cleaning by Headteacher. Additional school closure to be used to deep clean and prepare site.
Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).	Each class is allocated its own learning zone which will remain in place for that class. Playtimes staggered with only one group going into an allocated area. See timetable.
Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective	Daily health and safety check done with A Douglas (Headteacher) Y Heald (Site Supervisor) and L Clarkson (Health and Safety Officer). These are done before start

Key Government advice on control measure	Key school control measures
measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening.	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 pod.
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 have their own zone only requiring to leave their zone for a play time and lunch. Lunch will be staggered and lunch hall will be cleaned before a new group comes in.
Stagger assembly groups.	Children will only have assemblies and worship in their own class.
Stagger break times (including lunch), so that all children are not moving around the school at the same time.	Play times and lunches staggered – as outlined in timetable section.
Stagger drop-off and collection times.	outlined in class organisation in section 2
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 8)
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.
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 out of 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.

Key Government advice on control measure	Key school control measures
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. Marked Zones for collection and pick up as articulated in timetable. 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. 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. Work spaces and key classroom surfaces cleaned regularly throughout day.
8. Cleaning staff and all staff carrying out additional cleaning of key areas throughout the day – additional cleaning of handles and key surfaces.
9. Deep cleaning planned during school breaks and before wider reopening.
10. Audit by SLT of cleaning at start and end of every day with site supervisor.
11. All children informed of health and safety, school rules and refresh of rules. In particular continued keeping of safe spaces when possible.
12. All children briefed on the **catch it, kill it, bin it** strategy regularly.
13. Tissues available for each child.
14. New bins for each class to have lids on.
15. Unnecessary resources such as soft toys packed away.
16. Play equipment outside to not be used.
17. Play equipment indoors and shared resources used to be cleaned daily.
18. All classrooms have own cleaning equipment allocated to them.
19. Cleaning staff to be briefed on cleaning procedures and wear gloves for cleaning.
20. Fire drill practised with social distancing measures – children to assembly in play Zones.
21. Clear procedures following government guidance as identified in section 5 should anyone become unwell, show symptoms or is diagnosed. School emergency plan in place.

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

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 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.

7. 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

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@st-josephs-chorley.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 pod 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 pod.

Behaviour in school is outstanding. 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. They are evident in all classrooms. These can be found on our website in the behaviour policy.

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.

Having evaluated these procedures during the opening two days of the Autumn term and to further support the smooth running of drop off and pick up of children, 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.

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.

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 polices. These can be accessed by clicking the links below.

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.