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Trinity St Stephen Church of England First School Covid 19 Outbreak Management Plan

September 2021

In the case of an outbreak information and support will be sought from the Local Authority and Public Health England. This document refers to further actions which may be taken if needed.

An outbreak is where you have several confirmed cases within 14 days.

Minimising contact with individuals who are required to self-isolate by ensuring they do not attend school.

Ensuring face coverings are used in recommended circumstances

Robust hand and respiratory hygiene

Enhanced cleaning arrangements

Minimising contact across the site and maintain social distancing wherever possible.

Good ventilation

The use of PPE in specific circumstances

The use of asymptomatic testing amongst staff

In response to an outbreak it is imperative to:

Manage and report confirmed cases of COVID 19 amongst the school community

Contain any outbreak by following local health protection team advice

Constraints include the physical capacity of the building and sharing of spaces and resources

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School activity	Risks/hazards	RISK	Possible additional protective factors depending on the situation and advice at the time	Cost /resources	RISK
School Premises	On going maintenance Emergency repairs such as plumbing, emergency alarms	HIGH	NB: School does not have its own Site Manager Emergency repairs go ahead. ALL visitors to be wearing face coverings. Where possible, all visitors to have read the most recent version of the school risk assessment for Coronavirus. If possible, school staff to be made aware of any premises related visitors – date and location in the building. Where possible appointments to be made for a time when children are not on site. School refers to government guidance on essential maintenance	No additional cost	LOW
Emergency Evacuations	Maintaining social distancing during evacuation and at assembly point	HIGH	Revised evacuation procedure to maintain integrity of bubbles. Different areas of playground used to ensure social distancing. Evacuation procedures explained to staff of new bubbles. Practice evacuation with new bubbles and staff once a term as a minimum. Time recorded and notes made of any development points where necessary.	No cost	LOW
Children drop off and collection to and from school	Observing social distancing	HIGH	Different entrances and exits used and staggered timings Only one parent or carer per family group		LOW

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			<p>Teachers must release children promptly. Parents and carers must move on as soon as they have collected their child/children. SLT be active in asking parents to keep moving and leave the premises asap.</p> <p>Children to be let into school in small groups to ease congestion in the cloakroom</p> <p>Staff, Signage and markings on the floor at entrances and exits to prompt social distancing and guide parents and children to follow one way systems</p> <p>Staff at entrances to be wearing face coverings. All parents to be wearing face coverings on the school site. Extra signage and messages from school to remind parents.</p>		
Staff well being	Effects of Lock Down Anxiety on returning to work	HIGH	<p>Good communication on strategies in place to minimise the risk of contagion. Shared the risk assessment with all stakeholders.</p> <p>Opportunities to talk to SLT about procedures</p> <p>Regular updates and sharing of information either in large open spaces (hall) or via Zoom</p> <p>Performance Management may be used as a mechanism to touch base with staff.</p> <p>Access to counselling through the borough support scheme and well being team</p>		LOW

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<p>Family well being</p>	<p>Effects of Lock Down Change in financial circumstances Relationship challenges Anxiety for their own and their children's health as arrangements for school return begin and reduction of Lock Down rules</p>	<p>HIGH</p>	<p>Staff awareness of possible scenarios for our families through training (Borough resources) Encourage good communication between parent and teacher (email or telephone) so that all parties are aware of any changes in circumstances Good communication from school to demonstrate to families the measures school is taking to reduce the risk All children on site regularly reminded of effective measures they can take such as handwashing and social distancing rules Provision of ELSA or Family Link Worker intervention where necessary, this may involve a waiting list</p>		<p>LOW</p>
<p>Classroom teaching</p>	<p>Observing social distancing for adults Maintaining a good cleaning regime</p>	<p>HIGH</p>	<p>Masks or face coverings may be worn where appropriate. Children gently but firmly reminded to maintain social distance. Children reminded not to touch adults or other children. Visitors to pods, for example the HT, must be wearing a mask, unless exempt. Further PPE is available in case of first aid or intimate care requirements. Children mainly use their own equipment. Equipment is stored in their chair pocket</p>	<p>Frequently re-stocked anti bacterial spray and gel in every classroom</p>	<p>LOW</p>

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	Maintaining good personal hygiene		<p>Good ventilation maintained</p> <p>Children must sanitise their hands on entering the classroom.</p> <p>Door handles and regularly used areas eg toilets cleaned more frequently with anti-bacterial spray</p> <p>Cleaning of any shared resources (for example maths, science or PE resources) or storing for 72 hours.</p> <p>All bins are lidded</p>		
	Social distancing and early years	HIGH	<p>Children within both pods are not socially distancing from each other. All staff working in pods should try and maintain distance where possible. This may be more difficult with younger children. Children reminded not to touch adults or other children. Further PPE such as face shields are available.</p>	PPE purchase	HIGH to Med
	<p>Social distancing and SEN children</p> <p>Children who are unable to regulate their mood and behaviour</p> <p>Children who may require individual learning support</p>	HIGH	<p>Use of social stories to prepare children for any changes or new situations for use at home and in school</p> <p>Staff actively pre-empting a change of mood and taking action to de-escalate the situation</p> <p>Take advice on use of PPE</p> <p>Parents informed to prepare their child for being independent</p>	PPE purchase	PPE and preparation may reduce from HIGH to MED

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	Social distancing and First Aid/Comforting distressed children/administration of medication	HIGH	<p>Parents informed to prepare their child for being independent. Children will be talked through the actions they need to take and supported from a distance. If contact is required either the adult must wear appropriate PPE or the child will be sent home depending on the nature of the injury. Any contact will always be followed by thorough handwashing.</p> <p>Most members of staff hold an up to date paediatric qualification. A fully qualified first aider will be on site or contactable</p> <p>Office manned during school hours and able to contact emergency services.</p> <p>Staff leading pods have received medical information on all children within the pod.</p>	Possible purchase of some form of PPE	PPE and preparation may reduce from HIGH to MED
	Adult first aid.	MED	<p>Most members of staff hold an up to date paediatric qualification. A fully qualified first aider will be on site or contactable</p> <p>A defibrillator is on site and accessible to all</p> <p>The office will be manned whilst staff are on site and access to emergency services will be prompt</p> <p>Historic evidence indicates very low incident rate</p>		LOW
	Staffing numbers	HIGH	Any unanticipated staffing absence must be telephoned into the Head Teacher as early as possible. All staff absence must be followed up by a telephone call if a message has been left or email/text sent.		LOW

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Exercise/break time	promoting social distancing	HIGH	<p>Exercise and time outside will be staggered. (Key stage 1 and Reception will not be out at the same time as Key Stage 2)</p> <p>Groups of children will be kept apart by using different zones in the playground. Within groups children will be encouraged to keep their distance.</p> <p>Key Stage 1 (inc Rec) and Key Stage 2 will be kept apart and where possible not out together on the playground</p>		LOW
Staff breaks	Observe social distancing	HIGH	<p>Only 3 person in kitchen area of staffroom at a time. Masks may be worn to reduce risk.</p> <p>Key stages separated for breaks. KS2 team using upstairs PPA room for break times.</p> <p>Staff wishing to leave the building will be able to do so but must always report to the school office for safety reasons. It is strongly recommended that if staff wish to leave the building they do not go into a public area such as a shop in their break time. Members of staff will need to ensure they have their lunch/snacks with them.</p> <p>Staff will need to continue to arrange breaks between the teams. Cleaning will also required to be done during some breaks.</p> <p>Staff can meet up but must be in a room with good ventilation, socially distanced and should not be larger than either a Key Stage 1 team (inc Reception) or a Key Stage 2 team.</p>		LOW

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			The staffroom/library can be used for small meetings of up to 3 people and for external agencies to meet individual children such as Speech and Language or Education Psychology.		
Lunchtime	Observing social distancing Increased cleaning	HIGH	Lunch time will be staggered for different groups. Some classes will eat in situ Cleaning of tables before and after eating in classes using antibacterial spray or wipes Handwashing or sanitising must always occur before and after eating for children and staff Lunchtime staff will wear masks inside the building.		LOW
	Children's Hygiene	HIGH	Children use hand sanitiser regularly. ALWAYS on entry into the classroom at any point in the day (for example at the start of the day, after break time, having attended an intervention), before and after eating, after coughing and sneezing etc		LOW
Worship	Observing social distancing	HIGH	Rev Sally continues Worship on Zoom once a week with classes watching and those at home invited to attend No singing included as part of worship		LOW
Office operations	Observing social distancing	HIGH	No outside visitors to the office unless arranged by appointment. Office staff to make use of door intercom. Door will only be opened to essential visitors. Office staff may be wearing a face covering. All visitors required to wear face coverings.		LOW

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			<p>All visitors must complete the Visitors Sign In Sheet clearly so that the school can engage with NHS Test and Trace if necessary</p> <p>Messages are sent by email or telephone</p> <p>Good ventilation maintained in the office if more than one person in the office</p>		
Governors meeting	Observing social distancing	HIGH	<p>Governors meeting can continue remotely using Zoom whilst social distancing remains in place</p> <p>If a meeting is preferred it must be held in the school hall with ventilation open and chairs arranged with social distancing in place</p>		LOW
Meeting with parents	Observing social distancing	HIGH	<p>All concerns, queries are conducted over the telephone or remotely using Zoom.</p> <p>Parents meetings /interviews could also be conducted over the telephone</p> <p>If a school meeting is essential it must be arranged in advance and would be held in a classroom area with social distancing in place. All visitors would be required to sign in (as normal) and wear a face covering.</p>		LOW
Visitors in school	Greater number of people in school	HIGH	All visitors are given clear guidance on the measures in place to support a Covid secure environment.		LOW

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	adding to the risk for staff and children		Essential visits only. These include premises maintenance, other professionals supporting children, specialist teachers. Visitors are also asked to wear masks or face coverings whilst in school.		
Curriculum	Children are unable to access a broad and balanced curriculum, with particular reference to PE and music		PE/Sport: Maintain consistent groups and ensure equipment is cleaned between groups. Ideally PE should be held outdoors, but indoor PE can go ahead with good ventilation. Music: practical music (singing or wind instruments) takes place in the hall with good ventilation. Distancing between all participants is essential. (Class groups may need to be split). Singing should be gentle and quiet. Pupils should always be seated side to side facing the front. No shared equipment. Always sanitise or wash hands before using equipment.		LOW
Transition arrangements	Children are ill prepared for starting a new school Parents understand the arrangements for	MED	No one attends an event if they have any Coronavirus symptoms Engage with NHS Track and Trace Increased cleaning – especially if different groupings of children involved Organise outdoor events where possible Where children invited into school limit the number of children in the group to allow distancing		LOW

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	starting school and are well communicated with		Children must be able to enter school independently Good communication with parents and carers. Meetings arranged via Zoom to relay information and enable parents and carers to ask questions.		
TSSSA organised events or other public events	Public events are poorly managed where attendees do not adhere to Covid Safe arrangements	HIGH	No one attends an event if they have any Coronavirus symptoms Engage with NHS Track and Trace Increased cleaning during and after events (restrict use of inside space to protect school community – for example no use of toilet facilities at events) Numbers attending are controlled through booking slots or offering time slots for different groups Adults attending must wear masks inside unless exempt Adults attending must maintain social distancing An individual risk assessment will be created for each event.	Increased cleaning costs	

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