



Federation of Golden Flatts and Lynnfield Primary School



Outbreak Management Plan

Date Approved	
Date of Next Review	Reviewed regularly as needed, at least annually and when Government and HBC guidance changes.
Policy Owner	Head Teacher
Approved by	Chair of Governors: Mr M. Tilling



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1. Aim of this plan

If our individual schools or local areas see an extremely high prevalence of coronavirus (COVID-19) infection rates and existing measures in our school communities have failed to reduce this, the appropriate authorities will decide which additional measures to implement to help contain the spread. These measures may involve implementing a number of restrictions, which could include the partial closure of schools and childcare settings in our area. Measures may also be necessary to help minimise the impact from new coronavirus variants.

This outbreak management plan outlines how individual schools in our federation will operate if further restrictions are implemented. The school will work closely with the local health protection team (HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the Executive Headteacher and Strategic Team, in conjunction with other key stakeholders, as and when the situation develops.

2. Restrictions to attendance

The government has advised that all schools should continue to operate as normal and that all pupils should attend school unless required to self-isolate.

The contingency framework is designed to act as a containment measure where:

- There is extremely high prevalence of coronavirus.
- Other measures have already been implemented.
- There is a need to minimise the impact from a new coronavirus variant.

Restrictive attendance measures, of the kind set out in the contingency framework, must not be implemented by schools without the explicit agreement of the DfE.

Restricting attendance in any form will only be used as a last resort, initiated following a ministerial decision. Where restrictions to attendance are implemented following government advice, they will be kept to a minimum, allowing for the maximum number of pupils to attend education; however, in all circumstances, priority will be given to vulnerable pupils and the children of critical workers to attend full time.

As part of their outbreak management responsibilities, LAs, Directors of Public Health, and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.

Where LAs judge that wider containment action is needed and wish to limit attendance within an area, they will work with their Regional Partnership Team to escalate a proposal to the central Local Action Committee command structure.



3. Early years settings as part of a primary school

School-based nurseries in primary schools will have the discretion to follow the arrangements set for the primary school, which is the preferred choice for both Golden Flatts and Lynnfield Primary Schools.

4. Primary schools

Unless advised otherwise, the school will allow all pupils to attend. If the contingency framework is implemented, the school will only allow the following pupils to attend on-site provision:

- Vulnerable pupils
- Children of critical workers
- Pupils in Reception and Years 1 and 2, where advised by the DfE

High-quality remote education will be provided for all pupils not in attendance, in line with the Pupil Remote Learning Procedures.

The school will lift restrictions as soon as it is advised by the government that it is appropriate to do so.

5. Infection prevention and control

The school's Risk Assessment, which sets out measures to control infection as best as is possible, will continue to be adhered to – this policy meets the requirements set out in the DfE's system of controls.

Any member of the school community who displays symptoms of coronavirus will be required to self-isolate and encouraged to get a confirmatory polymerase chain reaction (PCR) test. Tests can be booked online or ordered by telephone via NHS 119. Critical workers, including school staff, have priority access to testing.

All schools are currently being provided with rapid-result lateral flow device (LFD) testing kits to identify asymptomatic cases of coronavirus amongst staff.

If a variant of coronavirus classed as a variant of concern (VoC) is identified within the school's geographical area, the school will partake in targeted testing by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases. The school will also adhere to advice from Directors of Public Health in relation to the temporary reintroduction of face coverings.

6. Pupil displays symptoms whilst on site

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. The pupil will be supervised while they await collection. If the supervising member of staff is unable to socially distance they will wear PPE to mitigate the risk of transmission.

After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested with a confirmatory PCR test as soon as possible. If the result is positive, the pupil will be required to self-



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isolate for at least 10 days. Remote education will be arranged for them immediately where they are well enough to access education.

7. Staff member displays symptoms whilst on site

If a staff member develops symptoms while on site, they will be directed to go home immediately to self-isolate and to get a PCR test. Cover arrangements will be put in place.

8. Self-Isolation

Any staff members or pupils who have been in close contact with a symptomatic individual at school will not need to self-isolate unless they develop symptoms themselves. From 16 August 2021, fully vaccinated adults, and pupils under the age of 18 who have been identified as close contacts of a positive case via the NHS Test and Trace service will not need to self-isolate unless advised by a healthcare professional.

Adults who receive their second dose of the vaccine close to 16 August 2021 will need to continue to follow the same rules as unvaccinated adults until two weeks after their second dose. Unvaccinated adults and adults who have only had one dose of the vaccine will need to continue to follow the rules on self-isolation if they have been identified as a close contact of a positive case.

Those aged 18 will continue to follow the same rules as under-18s until four months after their 18th birthday, when they will begin to follow the self-isolation rules for adults.

9. Action following a positive case

If an individual tests positive, the school will contact the DfE Helpline on 0800 046 8687 or the Hartlepool Local Outbreak Team on 01429 523404 where a team of NHS or PH advisers will decide what action is needed based on the latest public health advice. The school will follow the expert advice, which could include working with the local HPT if the situation is escalated by the advisers.

The individual's close contacts at school – where they do not fulfil the criteria outlined in this section of the contingency plan from 16 August 2021 – will be sent home to self-isolate for 10 days and encouraged to get a PCR test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

10. Face Coverings

As the result of an outbreak during step 4 of the coronavirus recovery roadmap, a temporary requirement could be implemented for staff to resume wearing face coverings in areas other than crowded spaces where they are likely to come into contact with others they would not normally meet. This may include face coverings being reintroduced in communal areas for members of staff. The school may also be required to reintroduce the use of bubbles in order to resume social distancing



and limit the transmission of coronavirus. The school will adhere to any conditions set out by the local HPT.

11. When extra action may be considered

Extra action will be taken if the number of positive cases increases substantially. This is because it could indicate that transmission is happening within school. The DfE Contingency Framework sets out indicative thresholds where further action or advice via public health would be sought. School will be guided by these thresholds but will also seek advice and take further action before these thresholds are met if it is deemed appropriate and proportionate.

The DfE Contingency Framework recommends for most education settings that extra action will be taken when whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

When a threshold is reached, the school will review and reinforce the testing, hygiene and ventilation measures already in place. The school will also consider:

- Whether any activities can take place outdoors, e.g. exercise, assemblies, or classes.
- Ways to improve ventilation indoors that will not significantly impact thermal comfort.
- One-off enhanced cleaning, focussing on touch points and any shared equipment.
- Re-establishing limited contact in school through the 'bubbles' system (reverting to class/ year group bubbles as previously implemented).
- Changing lunchtime service as part of the 'bubbles' introduction, which may include reverting to some classroom dining.
- Making face coverings for staff in communal areas, all visitors to the school building, and parents/carers during drop off and collection times mandatory, except where exempt.
- Re-introducing social distancing within school (where possible) and at drop off and collection times for parents/carers.
- Extending the drop off window (if required) to enable social distancing.
- Re-instating staggered collection times, to limit the volume of people on the school site.
- Restrict items brought in from home



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A director of public health may provide the school with advice that reflects the local situation. In areas where rates of positive cases are high, this could mean that the thresholds for extra actions are higher than the threshold set out above.

12. Transport

Pupils and staff attending school will be encouraged to walk or cycle wherever possible and to avoid public transport. If pupils and staff need to use public transport, they may be required to wear a face covering while travelling, unless exempt.

If directed, pupils and staff may also need to resume mandatory wearing of face coverings on dedicated school transport unless they are exempt in line with government guidance, e.g. due to a disability.

Transport services to and from the school will continue to operate as normal during times of local restriction where pupils are still attending. In the event that such services are not able to operate as normal, the Executive Headteacher will consider alternative options and communicate these to all parents/carers and pupils in advance.

13. Teaching and learning

If restrictions to on-site education are required, the school will offer immediate access to high-quality remote education for all pupils who are required to remain at home. All remote learning will be delivered in line with the school's Pupil Remote Learning Procedures.

Where advised during a local outbreak, further restrictions may be enforced with regards to certain musical and drama activities, e.g. singing, for pupils attending on-site provision, to help reduce the risk of transmitting coronavirus via aerosols. Restrictions may also be reintroduced to contact and indoor sports. The school will follow the advice provided by the local HPT.

The school will use a range of remote teaching methods to cater for all different learning needs. Teachers will ensure lessons are suitable to the class group's age and ability, inclusive for all pupils, and will be adapted, where necessary, to account for the needs of disadvantaged pupils and pupils with SEND.

Our school remote learning procedures are updated as needed to ensure we can utilise technology and platforms to ensure children at home have access to a planned curriculum which aligns to the school curriculum map.

Currently, Seesaw will be the main communication platform in addition to utilising Microsoft Teams and other technologies.



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When teaching pupils who are working remotely, teachers will:

- Set assignments so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and use assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Provide opportunities for interactivity, e.g. questioning and reflective discussion.
- Provide scaffolded practice and opportunities to apply new knowledge.
- Enable pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the Executive Headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Teachers will continue to make use of formative assessments throughout the academic year, e.g. quizzes.

The school will utilise the support available through the DfE's '[Get help with technology during coronavirus \(COVID-19\)](#)' scheme. Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Clinically extremely vulnerable pupils across all year groups who are not attending school in line with government and/or clinical advice
- Pupils in all year groups whilst attending school on a hospital site
- Pupils in any year group who have been advised to shield because they, or somebody they live with, are clinically extremely vulnerable

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.



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- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

14. Asymptomatic testing (staff)

Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances. Staff across our federation will be encouraged to resume voluntary twice weekly LFD from 6th September 2021. In line with national guidance, this will be reviewed at the end of September. It is possible that testing may be increased/stepped up in response to an outbreak following advice from the local HPT or Public Health. Additional testing measures will be agreed between schools and the Director of Public Health.

15. Returning to school

The Executive Headteacher and the Strategic Team will work with the LA to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

The Executive Headteacher and the Strategic Team will inform staff, pupils and parents, prior to the return to school, whether any further restrictions, such as the use of bubbles and face coverings, have been resumed.

After a period of self-isolation, or the relaxation of restrictions, the Executive Headteacher will inform parents when their child will return to school.

The Executive Headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

16. Exams and assessments

The school will remain open for any exams and assessments such as Phonics Screening, MTC, KS2 SATs, planned in line with current government guidance.

Wherever necessary, the school will implement additional mitigations to ensure the safe delivery of exams and assessments, which may include:

- Wearing face coverings in communal areas, where directed.
- Two-metre spacing between all desks, where directed.
- Additional controls for candidates who are classed as clinically extremely vulnerable. This may include measures such as seating them in a separate



room to other candidates or, in exceptional circumstances, at the candidate's home.

17. Safeguarding

Ensuring safeguarding arrangements remain effective during periods of restricted attendance is a key priority. Our Child Protection and Safeguarding Policy has been updated to include provisions for keeping pupils safe during the coronavirus pandemic, both at home and in school – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

A trained DSL or deputy will remain on-site where possible. Where this is not possible, e.g. they are required to self-isolate, the school will ensure that the DSL or deputy, or a DSL or deputy from another school, are available to contact at all times. In addition, the Executive Headteacher will take responsibility for coordinating safeguarding on-site during this time.

18. Food provision

We will provide meal options for all pupils who are attending school.

We will provide FSM or food hampers to eligible pupils who are not attending school, where they:

- Are self-isolating.
- Have had symptoms or have tested positive.
- Are not attending due to the implementation of local restrictions advised by the government.

The school catering team will work with our food providers to prepare meals or food hampers, for collection or delivery, to eligible children during their time at home.

19. Communication

The school will communicate its plan for addressing any imposed restrictions with parents, including in relation to:

- Opening arrangements.
- Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.



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- Any reviews of the school's protective measures as part of our risk assessments.
- The arrangements for remote working.

All relevant stakeholders will be kept up-to-date with the circumstances of any imposed restrictions and how these affect the school as the situation develops.

If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following as appropriate:

- Staff – their line manager (Key Stage Leader, Executive Headteacher, Headteacher of School, Deputy Headteacher)
- Pupils – their class teacher
- Parents/carers – class teacher in the first instance, Deputy Head (Lynnfield), Head of School (Golden Flatts) and Executive Headteacher subsequently

20. Monitoring and review

This plan will be reviewed continually by the Executive Headteacher and the Strategic Team in line with guidance from the government and Public Health England (PHE).

Any changes to the plan will be communicated to all relevant stakeholders as soon as possible.

Written: September 2021

Developed by: S. Sharpe

Approved by Governors:

Next Review Date: September 2022