Park Lane Primary and Nursery School
Coronavirus (Covid-19) Contingency Plan (Outbreak Management Plan)
(CP) v1.0 September 2021

Written with reference to: [Contingency framework: education and childcare settings (publishing.service.gov.uk)](publishing.service.gov.uk)

Park Lane Primary and Nursery School takes its responsibilities to, staff, visitors, and the local community, extremely seriously. The wellbeing, health and safety of our community has been central to our planning. This Contingency Plan (Corona Virus Outbreak Management Plan) sets out a framework for dealing with one or more cases of Covid-19 in the school community.

School leaders are actively working with key stakeholders, to regularly review this plan and its implementation. Public Health England **must be notified** 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

The school will always be guided by national guidance, the Public Health England's (PHE) Health Protection Team (HPT) and the local authority's Public Health Team. The HPT will provide guidance on how we should respond to positive cases amongst pupils, staff, and their contacts, both within the school community and wider area.

We are aware of the legal responsibilities of schools and nurseries in taking steps to reopen. Park Lane Primary and Nursery School has duties of care towards staff, students, and visitors, including under the Health and Safety at Work etc. Act 1974 and the Equality Act 2010. The school will continue to comply with those obligations.

The Executive Headteacher, Mr Rob Litten, has responsibility for the updating, implementation and evaluation of this plan.

Aims
- To ensure that Park Lane Primary and Nursery School continues to provide high quality Education whilst providing a safe working and learning environment for staff and students.
- To aid the prevent the transmission of Covid-19
- To support the health and wellbeing of students and staff who become infected, and their contacts, in line with current Government guidance.
- To prepare for any community or school outbreak in partnership with Cambridgeshire County Council, NHS and PHE
- To support staff and students beyond immediate outbreak control (health and wellbeing, equality, diversity, and inclusion).
- To identify strategic ownership and leadership of the School's Contingency Plan and clear escalation protocols

The following themes provide the framework for Park Lane Primary and Nursery School's Contingency Plan (Outbreak Management Plan)

1	**Prevention**	• Ensure student, staff and visitor safety by implementing and regularly reviewing measures that prevent the spread of Covid-19 among students and staff in line with Government guidelines
2	**Identification and management**	• Implement protocols to respond effectively to COVID-19-positive diagnoses among students and staff that enable rapid identification of individuals affected, mitigate the spread of Covid-19 and respond quickly to any emerging outbreaks.
3	**High risk contexts and individuals**	• Identify and manage high risk locations, individuals and situations to minimise risks and impacts.
4	**Quarantine and isolation**	• Provide clear information and advice to pupils and staff living in the community, providing practical support (e.g. food and medicines) and wellbeing.
4	**Testing**	• Enable timely testing of affected individuals and any contacts in accordance with NHS and PHE protocols
5	**Contact tracing**	• Integrate information sources, such as room booking information to facilitate data sharing with PHE and HPT to identify close contacts of someone with a positive COVID-19 diagnosis.
7	**Wellbeing and ED&I**	• Support members of the school community by ensuring access to high quality mental health, emotional support and practical assistance as required • Use Equality Impact Assessments to determine and address any differential impacts across the school community.

8	Data Collection and management	• Data collection: work with the Local Authority to keep a record of who is a confirmed case and information relevant to contact tracing (held as special category data for legitimate specified purposes).
		Ensure that managers recognise the sensitive personal nature of this information and that it is collected ethically and securely, with the appropriate governance, regulatory and security measures in place.
9	Communication and engagement	• Ensure students and staff are kept informed and up to date with Government guidance and School plans and rules • Ensure students and staff understand their responsibilities, including how these are vital to everyone's safety and wellbeing. • Encourage expected behaviours at all times and make clear the consequences of unsafe behaviours • Maintain effective working relationships and actively work with key stakeholders within PHE, HPT, NHS, BMBC Council and other Schools in the locality to prepare for and manage any community or school outbreak

Measures that are in place across the school

	Measures that should be planned for if an outbreak occurs	Plans to address
1	**Testing - These measures may be advised:** • for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or • for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate	Currently there are no recommendations for asymptomatic testing in primary schools. However, should an outbreak occur the school will advise staff to increase the use of home testing.

2	**Face coverings - These measures may be advised:** • for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or • for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate	Currently there are no recommendations for face coverings in primary schools. However, any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission. Should an outbreak occur the school will advise staff to consider the use of face coverings in communal areas.
3	**Shielding – Shielding can only be reintroduced by national government.**	Shielding is currently paused. In the event of a major outbreak or a Variation of Covid-19 (VoC) that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.

		If the government reintroduce shielding, then the school will consider the impact of this based on which members of staff fit the remit of "SPL". Considerations will be given as to whether it is appropriate for those members of staff to work from home.
4	**Other measures – Residential Educational Visits**	If an outbreak occurs, then consideration would be given to the postponement or rescheduling of the residential visits.
5	**Other measures – Open Days**	If an outbreak occurs, then consideration would be given to the postponement or rescheduling of open days.
6	**Other measures – Transition or taster days**	If an outbreak occurs, then consideration would be given to the postponement or rescheduling of the transition or taster days.
7	**Other measures – Parental Attendance in settings**	If an outbreak occurs, then consideration would be given to the postponement or rescheduling of parental meetings, or wherever necessary, request the parent wear appropriate face coverings.
8	**Other measures – Performances in Settings**	If an outbreak occurs, then consideration would be given to the postponement or rescheduling of the school's performances.

9	Attendance Restrictions -	**Attendance restrictions should only ever be considered in extreme circumstances and as a last resort.** **Nursery -** If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend. **Primary School** - If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend. **Blue Tree Childcare -** If attendance restrictions are needed, vulnerable children and young people should be allowed to attend. For all other children, parents and carers should only be allowed to access these providers for face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education and training. **All pupil's will have access to Park Lane's Remote Learning Offer.** If attendance restrictions are needed in, we would continue to be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable pupils safe, particularly as more children and young people will be learning remotely.

	Where vulnerable pupils are absent, we will follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns.
	We would encourage the pupil to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the pupil's attendance would be appropriate.
	If all avenues had been explored and the vulnerable child is unable to access the setting, we would focus the discussions on the welfare of the pupil. Ensuring that the pupil is able to access appropriate education and support while they are at home alongside having in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so.