



## Covid 19: Outbreak Management Plan

<b>Approved by:</b>	Becky Vousden	<b>Date:</b> 23 <sup>rd</sup> August 2021
<b>Last reviewed on:</b>	23 <sup>rd</sup> August 2021	
<b>Next review due by:</b>	Friday 22 <sup>nd</sup> October	

This plan outlines the procedures and steps that Mill Rythe Junior School will implement if necessary in the event of a local outbreak of Covid-19. This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 (updated August 2021) and the [schools operational guidance](#), provided by the Department for Education (DfE). This should be read alongside our risk assessment.

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

Measures affecting education may be necessary in some circumstances, for example:

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
  - 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 pupils or staff who are likely to have mixed closely test positive within a 10-day period

Close mixing is likely to have occurred within a class, after school activity or within friendship groups at break and lunchtimes.
- If there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission



- As part of a package of measures responding to a Variant of Concern (VoC)
- To prevent unsustainable pressure on the NHS.

At all times when implementing additional protective measures the school's leaders will follow the advice of the local authority, the Department for Education and Public Health England.

The principle of this management plan is to ensure that every pupil at Mill Rythe Junior School receives the quantity and quality of education and care that they would normally receive.

### **Seeking Public Health Advice**

When the above threshold is met, we will review the testing, hygiene and ventilation measures which were already in place.

We will also seek public health advice from a director of public health or health protection team.

**Becky Vousden or Erica Wintle** will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687)

### **Shielding**

We will adhere to the national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#). If it is reinstated then staff who are required to shield will be supported to work from home where possible or if not possible, additional protective measures in place at school. **BV or EW to discuss shielding arrangements.**

If a pupil needs to shield then they will be provided with remote learning which is explained later in this document.

### **Wider measures which may be introduced:**

#### **Bubbles**

If recommended, school will reintroduce year group bubbles which will be maintained throughout the school day including at break and lunchtimes. In the event of returning to year group bubbles the school will revert back to the previous timetable where years 3 and 6 arrive at 8:35 – 8:45 using the playground entrance and classroom doors. Years 4 and 5 will arrive between 8:50 – 9am. 4JS and 4MF will sit down with their bags until 5MD have put their bags away and then go out to lockers. All classes will be supervised so that there is no cross over. Please see the Year 3 and 6 and Years 4 and 5 Time Tables in addition to this document and the lunchtime plan. With the reimplantation of year group bubbles pupils will sanitise their hands throughout the day and wash their hands using soap and water before eating both at break and lunchtimes.

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**Deputy Headteacher: Mrs Erica Wintle BA (Hons) PGCE**

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These changes will be communicated to parents as soon as possible by both email and text messages using Teachers2parents.

### **Face coverings**

Should the school be advised that face coverings are appropriate in communal areas or where large numbers of people gather (e.g. playground at collection times) then the school will inform staff, visitors and parents with immediate effect that Face coverings should be worn. Parents will be emailed and a message sent via Teachers2Parents. The school risk assessment contains the latest recommendations in relation to the use of face coverings in school and on the school site.

### **School trips**

In the event of a local outbreak, the school will postpone all school trips that involve the use of transport or overnight stays (residential). Where government guidance and the school risk assessment allows, then local visits to outside locations would still be permissible as long as it was within a sensible walking distance of the school. If a trip cannot be postponed then it will be cancelled and parents refunded any contributions that they have made.

Transition days, performances and parental attendance in school will be considered in light of the most recent guidance. If they are to take place then risk assessments will be adjusted or put in place accordingly.

### **Transition Events**

The Hayling Island Schools transition day will be in July 2022. All of our current children and the year 2 children joining us for the day will remain in their current year group bubbles. Staff will move to the year group bubbles for the day. If the rate of transmission increases significantly prior to July, transition day will be cancelled with remote transition activities put in place. All parent events will be completed on line.

### **Parental attendance in school**

All on-site parental meetings will cease unless they can be undertaken outside whilst maintaining social distancing. Meetings with individual parents will take place with members of staff if social distancing can be maintained. Meetings should take place outside or in a room with good ventilation and face masks should be worn within a 2-metre distance.

### **School performances/assemblies**

In the event of an outbreak, events with a parental audience would be cancelled and parents would be informed. Within school, no events will be planned that would bring children from different bubbles into contact with each other inside. Whole school events such as sports days

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and music concerts will be reviewed in relation to guidance; these may be possible if bubbles can be maintained. Social distancing for children and staff from different year groups will be maintained at all times. Assemblies will be delivered by class teachers within their own classrooms.

### **Attendance restrictions**

These will only be considered as a last resort and in consultation with the local authority and Public Health England.

If we are advised to limit attendance our remote learning plans will be re-introduced.

The priority that children will attend school is as follows:

1. Vulnerable children and children of critical workers
2. All other children

The number of these groups that will be in school will depend at the time on staffing availability and if 'Bubble' size restrictions are re-introduced. High quality remote education and safeguarding provision will be provided for all children who are unable to attend school. If children are in hospital but well enough to engage in education, remote education will be provided for them.

### **Out-of-school settings and wraparound 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. Providers should continue to refer to guidance on protective measures for holiday, after school clubs and other out-of-school settings for children during the COVID-19 outbreak.

### **Safeguarding**

In the event of local restrictions, we will work with the parents of 'vulnerable children' (both DfE and school identified) to encourage their attendance in school. Where vulnerable children are absent, school 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



- encourage the child or young person 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 child or young person's attendance would be appropriate
- focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
- have 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. This contact will be daily, twice weekly or weekly from a member of the DSL team in addition to daily contact with the child's class teacher depending upon the level of concern
- If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.

DSL meetings will have a focus on provision and contact with vulnerable children are not attending school and their engagement with staff and remote learning. Appropriate steps will then be determined and actions agreed and implemented if concerns exist for any of these children. The designated safeguarding lead (DSL) or deputy DSL will be onsite during the school day to ensure that any safeguarding concerns are addressed. In the extremely unlikely event that all five DSLs or deputies are not in school, then the Headteacher (DSL) and/or Deputy will be available on the phone. All staff have these numbers and are aware of the procedures to report concerns in line with our child protection policy.

### **Remote learning**

Should we need to restrict attendance then remote learning will be used for all pupils who are not attending the onsite provision. The school will:

- Identify pupils and families that require IT equipment support. KW/EW
- Loan out laptops and WIFI dongles as needed to ensure all children have online access. KW/EW
- Provide remote learning in line with our remote learning plan. BV/SB

### **Free School Meals**

If a child who is eligible for free school meals is not able to attend school because they:

- are self-isolating



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- have had symptoms or a positive test result themselves
- are a close contact of someone who has COVID-19

Then food parcels or vouchers will be provided to the family. School (LH/KW) will contact families concerned to confirm arrangements in place at the time.