



# Schools COVID-19 Outbreak Management Plan

If you have been alerted, via an official channel, to a school or local outbreak go straight to **Section 3** for immediate actions to take.

School Name	Lady Bay Primary School
Type of School	Maintained
School address	Trent Boulevard, NG2 5BD
Operating hours (including extended services)	7.30 – 6
Number of staff	
Number of pupils	412
Age range of pupils	4-11
Office telephone number	01159747001
Office email address	office@ladybay.notts.sch.uk
School website	<a href="https://www.ladybay.notts.sch.uk/">https://www.ladybay.notts.sch.uk/</a>
Plan owner	Headteacher
Plan author	Steve Border
Date of approval by governing body	
Date of last update	2.9.21

- This plan is a protected document (shared with key staff and appropriate school governors only).
- Do not allow any information to be copied or shared without prior approval from the plan owner.
- Ensure that all key staff are aware of the contents of this plan and have a full understanding of the actions required within it.

- Ensure that all staff and school governors are aware of its existence.

Further advice and support available from Nottinghamshire County Council Emergency Planning Team. Contact via [emergency.planning@nottscc.gov.uk](mailto:emergency.planning@nottscc.gov.uk)

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## 1. Introduction

This outbreak management plan details the actions school leaders should take after they have been notified of a school or local outbreak to reduce the risk of transmission of coronavirus (COVID-19), including responding to variants of concern, including:

- the types of measures that school should be prepared for
- how decisions are made
- who can recommend these measures and where
- when measures should be lifted

All education and childcare settings should have outbreak management plans outlining how they would operate if there were an outbreak in their setting or local area. If you have several confirmed cases within 14 days, you may have an outbreak. You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the **DfE helpline on 0800 046 8687** and selecting option 1 for advice on the action to take in response to a positive case.

Local authorities, Directors of Public Health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks and can recommend measures (described below) in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

This outbreak management plan should describe how this school would operate if specific measures were recommended and should also include how the setting would ensure every, pupil receives the quantity and quality of education and care to which they are normally entitled.

### a. Risk assessment

- You must comply with health and safety law and put in place proportionate control measures.
- **This plan does not replace the need to keep your school risk assessment up to date.**
- It is vital that a risk assessment is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission. **The existing COVID-19 school risk assessment model template should be used to fulfil this requirement.**
- It is important that this risk assessment is a live document that is kept up to date as required. The most efficient and effective way to update your current risk assessment would be to show in the document which existing control measures have been removed by using strike through text. This will make it easier to communicate the changes with staff and if necessary, reintroduce measures if required at a future date. This exercise will need to be completed before operational changes are made.
- NCC H&S Covid-19 Risk Assessment (General and Individual) - [COVID-19 Supporting Documents | NCC Schools Portal \(nottinghamshire.gov.uk\)](#)
- NCC Covid-19 HR link on Schools Portal - [Coronavirus | NCC Schools Portal \(nottinghamshire.gov.uk\)](#)

## b. Guidance links

Completion of this template will be achieved in conjunction with the following list of guidance, however, **please note that this guidance is constantly being updated and it is important that you make sure you are working from the latest version**

- [Contingency framework: education and childcare settings \(www.gov.uk\)](https://www.gov.uk/guidance/contingency-framework-education-and-childcare-settings)
- [Schools COVID-19 operational guidance - Step 4 updates \(www.gov.uk\)](https://www.gov.uk/guidance/schools-covid-19-operational-guidance-step-4-updates)

## c. Key points for consideration

- The impacts of having missed education during the pandemic are severe for children, young people and adults. The school understand and will continue to carefully manage the impact on all staff, governors, visitors and volunteers. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.
- Decision-makers should endeavour to keep any measures to the minimum number of schools or groups possible, and for the shortest amount of time possible.
- Decision-makers should keep all measures under regular review and lift them as soon as the evidence supports doing so.
- Measures affecting education across an area should not be considered in isolation, but as part of a broader package of measures.
- **Attendance restrictions should only ever be considered as a last resort.**
- Where measures include pupil attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised.

## 2. Roles and responsibilities

### a. List of individuals/organisations who play an important role in providing support and advice to schools

Person/Organisation	Contact details
Director of Public Health (DsPH) and Nottinghamshire County Council Public Health Team	Contact via <a href="mailto:coronavirusph@nottscc.gov.uk">coronavirusph@nottscc.gov.uk</a>
Local authorities (LAs)	Contact via <a href="mailto:school.questions@nottscc.gov.uk">school.questions@nottscc.gov.uk</a>
Department for Education	The <b>DfE helpline on 0800 046 8687</b> (selecting option 1) can help with advice on the action to take in response to a positive case.

### b. List of individuals or teams within the school with a role within this plan

Person/Role	Responsibilities / contact details
Steve Border	Headteacher - 01159747001
Tracey Keane	Deputy Headteacher - 01159747001
Arun  Nath	Site Manager - 01159747001
Marj Masters	<a href="mailto:office@ladybay.notts.sch.uk">office@ladybay.notts.sch.uk</a>

### 3. Stepping measures up and down

- You will be alerted to a school or local outbreak, and do not need to activate measures within this plan before you receive that alert
- An alert may come from a number of sources (e.g. Director public health or their team, Public Health England (PHE) Health Protection Team, or a relevant person from the local authority).
- Do not act on information from unofficial sources – seek more information from one of the above contacts first.
- Whoever receives the alert should ask for, and record, as much information as possible.

<b>a. Procedure for reacting to a school or local area outbreak</b>	
Information to record	[Who was the source of the alert? Is this a school or local outbreak? What advice are they currently giving?]
Named contact(s) for responding to the alert	Steve Border
Specific actions required	Speak to Public Health England and the Local authority to gain advice on what the next steps would be  Ascertain whether we need to limit begin to reintroduce measures to limit the spread.  Enact the bubble system and drop off and pick ups from previous year.

The same applies for stepping down additional measures - wait for, or seek, assurance from the source who issued the alert that is safe to relax restrictions before doing so.

<b>b. Procedure for stepping down measures</b>	
Named contact(s)	Steve Border
Information to record	[Who took the decision to step down? What was the authority to do so?]
Specific actions required	Ascertain advice from Public Health and the LA

## 4. Control measures

Details in this section outline how this school will respond should any of the following measures be reintroduced into the school or local area.

### a. Testing

Procedure for reintroduction of <b>asymptomatic testing sites (ATS)</b> for pupils and staff	
Named contacts(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Location	N/A
Testing schedule	[To be determined at the time of the outbreak]
Communications	[Who is responsible and how will it be communicated? How are staff and pupils informed of the requirement to attend asymptomatic on-site testing? Steve Border to make decision and to communicate if necessary]
Specific actions required	
Weblink to guidance	[Awaiting guidance] <a href="https://www.gov.uk">Ordering test kits for schools and FE providers - (www.gov.uk)</a>

Procedure for <b>additional testing</b> , e.g. encouraging more home testing	
Named contacts(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Communications	[Who is responsible? How are staff and pupils encouraged to increase home testing? What communications will be used?]
Specific actions required	[To be determined at the time of the outbreak]

Weblink to guidance	<a href="https://www.gov.uk/guidance/ordering-test-kits-for-schools-and-fe-providers">Ordering test kits for schools and FE providers - (www.gov.uk)</a> <a href="https://www.gov.uk/guidance/getting-a-free-pcr-test-to-check-if-you-have-coronavirus-covid-19">Getting a free PCR test to check if you have coronavirus (COVID-19) (www.gov.uk)</a>
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## b. Face coverings

**NOTE:** In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.

Procedure for establishing the use of <b>face coverings</b>	
Named contacts(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Communications	<p>[Who is responsible and how will it be communicated ?]</p> <p>[How are staff, pupils, governors, parents and visitors informed of the requirement to wear face masks again?]</p>
Specific actions required	<p>[Is signage available to encourage/enforce the use of face coverings? Who is responsible for putting it up?]</p> <p>[Is guidance available to staff, pupils, governors, parents and visitors on suitable/expected face coverings, exceptions and how to fit/wear them? How will they be informed of this guidance?]</p>
Use of face coverings	<p>[What level of face covering is expected?]</p> <p>[What are your exceptions for wearing face covering? What arrangements/adjustments do you have in place for people who are exempt from wearing them?]</p> <p>[What face coverings will you supply, to whom, and in what circumstances? What is your supply channel and who is responsible? Where are they stored?]</p> <p>[Are transparent masks or face shields available in case of lip reading/facial expression/clear sound issues?]</p>
Weblink to guidance	<a href="https://www.gov.uk/guidance/face-coverings-in-education">Face coverings in education (applies until Step 4) (www.gov.uk)</a> <a href="https://www.gov.uk/guidance/use-of-ppe-in-education">Use of PPE in education (www.gov.uk)</a>

## c. Shielding

**NOTE:** Shielding for staff and pupils will only be introduced by national government.



Procedure for reintroduction of <b>shielding for pupils</b>	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Specific actions required	<p>Steve Border and Tracey Keane have list of any staff who are vulnerable.</p> <p>Currently, we do not have any CEV pupils.</p> <p>[What is your process for identifying clinically extremely vulnerable (CEV) pupils and staff?</p> <p>What actions will you take to ensure that CEV pupils are able to follow the shielding guidance? e.g. communications with parents, provision of remote education for CEV pupils.]</p>

Procedure for reintroduction of additional <b>shielding measures for staff</b> (including staff who are pregnant)	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Specific actions required	Consult guidance and advise staff as necessary
Risk assessment	Individual risk assessment to be undertaken

#### d. 'Bubbles'

**NOTE:** From 19<sup>th</sup> July 2021, the move to Step 4 means there will no longer be a requirement to keep children in consistent groups ('bubbles'), meaning that bubbles will no longer need to be used for summer provision or in the autumn term, however, local authorities, Directors of Public Health and PHE Health Protection Teams may recommend the reintroduction of 'bubbles' as a temporary measure.

Procedure for the reintroduction of ' <b>bubbles</b> '	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>

Specific actions required	<p>Re-adopt processes from last year which was very successful in limiting the transmission of the virus.</p> <p>This will be a decision made by the headteacher and deputy headteacher and Chair of Governors based on the information we have</p> <p>[Would you re-adopt your current/previous 'bubble' structure or take a different approach?]</p> <p>[Do you know how you will be notified or how you will access the information to reinstate 'bubbles'? Who will take the decision to activate within the school? How will this be communicated to staff and students?]</p> <p>[What arrangements need to be put into place once 'bubbles' have been reinstated? Who will undertake any physical arrangements?]</p>
Weblink to guidance	

### e. Other measures

**NOTE:** Local authorities, Directors of Public Health and PHE Health Protection Teams may recommend these precautions in one setting, a cluster of settings, or across an entire area.

Procedure for limitations around <b>residential educational visits</b>	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Specific actions required	Contact parents if a visit had to be cancelled
Weblink to guidance	

Procedure for limitations around <b>open days</b>	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Specific actions required	Contact parents if a days had to be cancelled
Weblink to guidance	

Procedure for limitations around <b>transition or taster days</b>	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Specific actions required	We will look to arrange different transition days if necessary as we did last year
Weblink to guidance	

Procedure for limitations around <b>parental attendance and visitors</b>	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Specific actions required	We will revert back to last year and limit the number of parents on site and visitors.
Weblink to guidance	

Procedure for limitations around <b>performances</b>	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Specific actions required	If we revert to bubbles, we will not be allowing performances unless they are held outdoors.
Weblink to guidance	

## f. Tracing close contacts

From Step 4 onwards contact tracing will be done via NHS Test and Trace. Contacts from a school setting will only be traced by NHS Test and trace where the positive case specifically identifies the individual as being a close contact. You may be contacted in exceptional cases to help identify close contacts.?

Procedure for requests for contact details from <b>NHS Test and Trace</b>	
Responsible person(s)	Marj Masters <a href="mailto:office@ladybay.notts.sch.uk">office@ladybay.notts.sch.uk</a>

Identification approval	Marj to ensure that the call is genuine before handing out details. We will ask
Information released	Marj to give names and numbers of children to Track and Trace

## 5. Attendance restrictions

### ATTENDANCE RESTRICTIONS SHOULD ONLY EVER BE CONSIDERED AS A LAST RESORT

As part of their outbreak management responsibilities, local authorities, the Director for Public Health and Public Health England (PHE) Health Protection Teams may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.

The cohorts described below should be used to guide decisions about restricting attendance, as well as prioritising groups to return to face-to-face education.

#### a. Types of teaching provision

Procedure for limiting attendance in the <b>main education provision of the school</b>	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Specific actions required	Revert back to remote learning as undertaken last year Resend remote learning plan crib sheet for parents Ensure parents are signed up to SeeSaw
Weblink to guidance	<a href="https://www.gov.uk/guidance/school-attendance-guidance-for-schools">School attendance: guidance for schools (www.gov.uk)</a> <a href="https://www.gov.uk/guidance/contingency-framework-education-and-childcare-settings">Contingency framework: education and childcare settings (www.gov.uk)</a> - contains further prioritisation advice, grouped by type of setting – see section headed Attendance Restrictions.

Procedure for limiting attendance in the <b>16 to 19 provision</b> (e.g. sixth form, HE, apprenticeships)	
Named contact(s)	N/A
Specific actions required	
Weblink to guidance	

Procedure for limiting attendance in the <b>residential provision</b>	
Named contact(s)	N/A

Specific actions required	
Weblink to guidance	

<b>Procedure for limiting attendance in the alternative provision</b>	
Named contact(s)	N/A
Specific actions required	
Weblink to guidance	

<b>Procedure for limiting attendance of out-of-school and wraparound childcare</b>	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Specific actions required	Parents would be informed that breakfast club would no longer continue if we have to limit school attendance.
Weblink to guidance	<a href="https://www.gov.uk/guidance/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings">Protective measures for holiday or after-school clubs and other out-of-school settings (www.gov.uk)</a>

<b>Procedure for limiting attendance of summer schools (delivered under DfE's summer school funding scheme)</b>	
Named contact(s)	N/A
Specific actions required	
Weblink to guidance	<a href="https://www.gov.uk/guidance/summer-schools-programme">Summer schools programme (www.gov.uk)</a>

<b>Procedure for limiting attendance of holiday activities and food programme</b>	
Named contact(s)	N/A

Specific actions required	
Weblink to guidance	<a href="http://www.gov.uk">Holiday activities and food programme (www.gov.uk)</a>

## b. Types of teaching provision (support)

Procedure for supporting the <b>education of pupils in hospital</b>	
Named contact(s)	N/A
Specific actions required	
Weblink to guidance	

## c. Other considerations where attendance has been restricted

- **Remote education**

Where appropriate, pupils who need to self-isolate because they have tested positive will be supported to learn from home if they are well enough to do so.

Procedure for providing <b>remote education</b> to pupils	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Specific actions required	<p>Procedure would be the same as last year and staff and parents are aware of expectations</p> <p>Resend remote learning expectations</p> <p>Ensure parents have SeeSaw</p> <p>Ensure all access the work on Google Drive</p> <p>Allow vulnerable, key worker and PP children to attend as was the case previously (unless it is just a year group restriction of attendance)</p>
Weblink to guidance	<p><a href="http://www.gov.uk">Get Help with Remote Education (www.gov.uk)</a></p> <p><a href="http://www.gov.uk">Get help with technology during coronavirus (www.gov.uk)</a></p> <p><a href="http://www.gov.uk">Remote Education Temporary Continuity Direction: explanatory note (www.gov.uk)</a></p>

- **Safeguarding and designated safeguarding leads**

Procedure for ensuring <b>safeguarding</b> is maintained	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a> Tracey Keane <a href="mailto:traceyk2@ladybay.notts.sch.uk">traceyk2@ladybay.notts.sch.uk</a>
Specific actions required	Ensure all PP and safeguarding children attend school Any who do not, make regular contact with them Keep regular contact with social serves where required
Weblink to guidance	<a href="#">Keeping children safe in education</a> <a href="#">Working together to safeguard children</a> <a href="#">Early Years Foundation Stage (EYFS) framework</a> - read alongside <a href="#">Early years foundation stage: coronavirus disapplications</a>

- **Vulnerable children and young people**

Procedure for impact on <b>vulnerable children and young people</b>	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
Specific actions required	All vulnerable children will attend school as was the case in previous lockdown. If they do not, school will maintain contact with them
Weblink to guidance	<a href="#">Supporting pupils with medical conditions at school (www.gov.uk)</a>

- **Transport**

Transport services to schools should continue to be provided as normal where children are attending school.

Procedure for transport for schools	
Named contact(s)	N/A



Specific actions required	
Weblink to guidance	<a href="https://www.gov.uk/guidance/transport-to-schools-during-the-covid-19-pandemic">Transport to schools during the COVID-19 pandemic (www.gov.uk)</a> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">Coronavirus (COVID-19): safer travel guidance for passengers (www.gov.uk)</a>

- **School meals**

School meals will continue to be provided for all children who are still in school.

Meals will continue to be free for all children who meet the benefits-related free school meals eligibility criteria.

Procedure for continuation of <b>free school meal provision</b>	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a>
What level of provision will be available?	Hot meals for all those who attend school Cold meals for PP children who do not although all did in last lockdown
Specific actions required	All PP children attended school in last lockdown and we would expect this to still be the case. A hot meal would then be provided.
Weblink to guidance	Further information available in the <a href="#">guidance on providing school meals during the COVID-19 pandemic</a>

- **Educational visits**

Procedure for undertaking <b>educational visits</b>	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a> Tracey Keane <a href="mailto:traceyk2@ladybay.notts.sch.uk">traceyk2@ladybay.notts.sch.uk</a>

Specific actions required	All educational visits will be risk assessed and checked by the EVC and signed off by the headteacher. We will ensure all visits are safe to attend and will only be restricted if the year group are not in school
Weblink to guidance	<a href="https://www.gov.uk">Health and safety on educational visits (www.gov.uk)</a>

## 6. Recovery

### a. Debriefing

Procedure for debriefing staff after an outbreak	
Named contact(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a> Tracey Keane <a href="mailto:traceyk2@ladybay.notts.sch.uk">traceyk2@ladybay.notts.sch.uk</a>
Specific actions required	Lead by PHE We will hold a meeting with staff based on the information provided by Public Health England

### b. Pupil and staff wellbeing and support

Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on [promoting and supporting mental health and wellbeing in schools](#).

Procedure for promoting and supporting mental health wellbeing in pupils and staff	
Named contacts(s)	Steve Border <a href="mailto:head@ladybay.notts.sch.uk">head@ladybay.notts.sch.uk</a> Tracey Keane <a href="mailto:traceyk2@ladybay.notts.sch.uk">traceyk2@ladybay.notts.sch.uk</a> Named person in school is Lisa Smith or Rachel Latham SB, TK or NO would sort this for children
Resources for promoting mental health wellbeing	Lisa Smith uses the ELSA resources for supporting children
Support for mental health concerns	Any concerns are raised on CPOMS or given to Lisa and she puts her notes on CPOMS
Weblink to guidance	<a href="https://www.gov.uk"><u>Promoting and supporting mental health and wellbeing in schools (www.gov.uk)</u></a> <a href="https://em-edsupport.org.uk"><u>East Midlands Education Support Service (em-edsupport.org.uk)</u></a> <a href="#"><u>HR advice on employee-wellbeing</u></a>