

St Katharine's Primary
Excalibur Academies Trust
COVID 19 Outbreak Management Plan



	Action
Roles & Responsibilities	<p>Niki Jones will, on a day-to-day basis, be responsible for:</p> <ol style="list-style-type: none"> 1. ensuring that the Health, Safety and Wellbeing of staff, students and others using the academy premises or facilities or services or attending or taking part in academy-related activities is a priority; 2. ensuring safe working conditions of the academy premises and facilities; 3. ensuring all required H&S procedures are in place and updated with local information 4. ensuring all required H&S procedures throughout the academy so that all risks are controlled; 5. arranging comprehensive systems of risk assessment to allow the prompt and accurate identification of potential hazards, and where appropriate ensure that the Board of Director is made aware of the findings; 6. identifying the training needs of stall and students and ensure, within the financial resources available, that all members of stall and students who have identified training needs receive adequate and appropriate training and instruction in H&S matters; 7. ensuring that any defects in the premises, its plant, equipment or facilities which relate to, or may affect, the health and safety of staff, students and others are made safe in a timescale commensurate to the risk by liaising with the Premises Team through the School Based Managers; 8. collating accident and incident information and, when necessary, carry out accident and incident investigations; 9. monitoring the standards of Health and Safety throughout the academy, including all academy-based activities; 10. monitoring the H&S management structure, in consultation with the Board of Directors; 11. consulting with members of staff, including Trade Union safety representatives, on H&S issues; 12. encouraging staff; students and others to promote H&S; <p>These actions can be delegated to another member of staff however, that does not negate the responsibility of the Principal, Niki Jones.</p>

	<p>Any delegated tasks within this document will be advised in each section</p>
<p>Public Health Advice</p>	<p>Niki Jones will contact Public Health if there is one case of covid 19, staff or pupil that is admitted to hospital by phoning the DFE helpline (0800 046 8687, option 1)</p> <p>The school will call the Self-Isolation Service Hub on 020 3743 6715 as soon as we are made aware that any of our staff have tested positive. If one of the following thresholds are reached, we will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts.</p> <ul style="list-style-type: none"> • 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; <p>We would expect that at this stage, these further measures would be introduced.</p>
<p>Prevention</p>	<p>Infection prevention and control measures continue to be implemented including:</p> <ul style="list-style-type: none"> • Enhanced cleaning, twice daily disinfection of frequently touched surfaces such as, door handles/push plates, access control buttons, shared telephones and photocopiers • Hand hygiene, washing hands with soap and water where possible, where not using hand sanitiser, on arrival at school, after using the toilet, after breaks and sporting activities, before food preparation, before eating any food, including snacks and after sneezing/coughing. • Respiratory hygiene, promoting a ‘catch it, bin it, kill it’ approach and immediate disposal of used tissues in the waste bin, and then the washing of hands to pupils and staff • Ventilation, classroom doors and windows and external doors leading to the secure playground remain open, when weather permits • Staff and pupils are asked to be considerate of staff who wish to maintain social distancing, whatever their reasons • CEV (<i>of which there are none at this present moment</i>) staff and pupils have individual risk assessments which are reviewed in conjunction with any new guidance
<p>Tracing close contacts and isolation</p>	<p>With the numbers of children on site, shared toilets and size of corridors, it would be very difficult to prove that no contact had taken place between the bubbles in the event of a positive case.</p> <p>However, signing in and out of school remains mandatory for all visitors and parents (when removing a child from school during normal school day hours).</p> <p>Pupil attendance will be recorded on Bromcom am and pm.</p>

	We can then use this information to try and establish any close contacts within the school.
Secure data collection	Data collected at St Katharines will follow the Excalibur Academies Trust Data Protection Policy and St Katharine’s Pupil Privacy Notice – for students and parents.
High risk staff and students	There are currently no high-risk adults or children in school. Should this change we would complete an individual risk assessment for each person. <i>These documents would be reviewed alongside updated government guidance or a change to the individuals’ circumstances.</i>
Re-introduction of bubbles	If the government guidance changes or the local transmission rate increases the school <i>may</i> re-introduce ‘Bubbles’. We would revert to the 3 bubble systems that were in place during the period March 2021 – July 2021. We have considered this very carefully and feel that this affords the school a greater level of safety should we have a case/s in the school community. With the numbers of children on site, shared toilets and size of corridors, without the re-introduction of our 3-bubble system it would be very difficult to prove that no contact had taken place between the bubbles in the event of a positive case. All communal, whole school activities would cease until all periods of isolation were complete and after a review of the situation by the SLT- a short period of time (2 days from the last returner or until the end of that school week) would be given to ensure that there were no further cases and to prevent entering into another cycle of bubble re-introduction. Unless advised to do so by PHE we would not re-introduce a staggered day but would ensure that children were kept separate at the beginning and ends of days when handed to parents on the playground. Should a staggered day become possible we would revert to the plans for a staggered finish in the first instance and then consider the need for a staggered start. All resources should be meticulously cleaned or left for 48hr (72hr for plastics) before moving into another classroom. Teachers would re-introduce book quarantine when handling home – school reading books. External play equipment will be used by one bubble at a time, these bubbles will alternate each week allowing a weekend between use. Social distancing, to enable social distancing: <ul style="list-style-type: none"> • Staff will only mix with those working in their bubble where possible (consider the need to ensure provision of support by LSAs). • Staff will be asked to adhere to the 2m rule, where possible and would wear a face covering if this is not possible.
Visitors to school	Non academy visits would be postponed or moved to online. Parents would be asked to communicate via email or to wear a face covering if they needed to speak to a member of office staff. Any prospective parent visits would be moved to Zoom (ref academic year 2020-21)

On site testing	<p>Staff test at home twice weekly before entering the school's grounds.</p> <p>Should a pupil become unwell, while at school, the parents must be available to collect their child as soon as reasonably possible, within 1 hour. The pupil will be isolated until collected.</p>
Face coverings	<p>Face coverings will be worn by staff when accessing communal areas such as the corridors, staffroom and toilets.</p> <p>While within their classroom teachers will not be required to wear face coverings however, they can if they wish to do so.</p> <p>Donning and doffing of PPE and face masks training, will be refreshed for all staff.</p> <p>Spare mask masks are kept on site should visitors or staff forget theirs.</p> <p>Parents will be advised of any changes to guidance or by the school's instigation, through the schools' newsletter, via parent contact email and the schools SeeSaw account.</p>
Trips, performances etc	<p>Should these extra measures be required, all trips, performances, parents evening, assemblies, open days etc. will be cancelled.</p>
Shielding	<p>There are currently no CEV members of staff. Should this change the school will follow the guidance and update the outbreak management plan accordingly.</p>
Limited attendance	<p>If the need for limited attendance is deemed necessary, St Katharine's will prioritise the following categories:</p> <ul style="list-style-type: none"> A) Vulnerable children B) Children of critical workers C) Children in EYF and KS1 <p>Our Designated Safeguarding Lead is Niki Jones , who will be on site or contactable at all times.</p> <p>All teaching staff would have a core priority of the provision of online learning</p> <p>Support staff LSAs would support the provision of home learning, in school, for children in the above categories.</p> <p>In the event that we are not able to manage this provision with our current staffing levels teaching staff would be asked to cover periods of 'in school' teaching and support on a rota basis (ref previous lock down planning).</p>
Engagement	<p>Communication with staff, pupils, parents, LGB and stakeholders will take place via SeeSaw, email and the schools social media account, keeping them informed regarding any government updates, what's happening at school, their child's performance/progress and wellbeing, staff wellbeing support etc.</p> <p>Emails are directed via the admin@stkatharines.excalibur.org.uk and passed on to teachers promptly.</p>