# **Birmingham City Council’s Outbreak Management Plan Template**

| **Content** | **Starting Page of Section** |
| --- | --- |
| **Introduction**   1. **Testing** 2. **Face Coverings** 3. **Shielding** 4. **Other measures** 5. **Attendance restrictions**   **Links to related guidance notes**  **Governance and other resources** | **2**  **4**  **5**  **6**  **6**  **7**  **10**  **13** |

## **Introduction**

As per Step 4 of government’s plan, all measures have been lifted from 19 July 2021 for the full return of all pupils : [**https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance**](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance)[**schools operational guidance**](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak), published by the Department for Education (DfE).

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

It may be necessary to implement these measures in the following circumstances:

* To help manage a COVID-19 outbreak within the school / setting. Actions will need to be considered when either of the following thresholds are met:

For most settings:

* There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
* 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period

For special schools, residential settings, and settings with 20 or fewer pupils and staff, use:

* There are 2 positive cases among pupils or staff who are likely to have mixed closely within a 10-day period
* If COVID-19 infection rates in the community are extremely high, 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

When one of the thresholds above is met, schools and settings will need to review the testing, hygiene and ventilation measures already in place.

We recommend all school leaders and staff members to regularly review the latest information produced by Public Health: [**https://www.birmingham.gov.uk/COVID-19\_schools\_faqs**](https://www.birmingham.gov.uk/COVID-19_schools_faqs)**.**

The latest checklist and flowchart can be found here for guidance on dealing with suspected or confirmed cases within staff or pupil cohorts, and their contacts: [**https://www.birmingham.gov.uk/downloads/download/3527/public\_health\_flowchart\_for\_schools**](https://www.birmingham.gov.uk/downloads/download/3527/public_health_flowchart_for_schools)

The completion of this plan should not be undertaken in isolation by one individual and should involve staff who understand the risk of an outbreak. Once completed, the plan should be shared with the school’s workforce. If possible, schools should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

| **Version No.** | **Page –** Edits (page numbers correct at point of publication of that version) | **Published** |
| --- | --- | --- |
| **1** | **Original** | **31.08.21** |

| **Setting Name:** | **Osborne Nursery Staff** |  |  |
| --- | --- | --- | --- |
| **Date Completed:** | **03/09/2021** | **Review Date:** | **01/11/2021** |
| **Plan Owner:** | **Sharon Eeles** |  |  |

| **Measures** | **Comments** |
| --- | --- |
| **1. Testing** |  |
| In the event of an outbreak, schools and settings will need to  adhere to national guidance on the reintroduction of home  testing and onsite asymptomatic testing   * If recommended, increase the use of home testing by pupils and staff. * If it is advised, reintroduce an asymptomatic testing site (ATS) at the school. * Work with the director of public health (DPH) on any further support needed regarding testing * If on-site asymptomatic testing is reintroduced, outline your plans including:   + When testing will take place?   + Where testing will take place?   + Who will receive on-site testing?   + What additional control measures are needed to accommodate on-site testing? | All staff are completing lateral flow tests twice weekly at home.  Children are too young to complete asymptomatic tests.  Fully vaccinated staff - If a members of staff’s household tests positive for covid the staff member will take a PCR test, however they will also take a LF test and only return to school if that is negative.  Fully vaccinated staff - If a staff member is notified whilst at work that a member of their household has tested positive they will complete a LF test at work and only remain at work if that is negative.  None vaccinated staff – they will self-isolate for 10 days in all circumstances where they are a close contact of a positive case.  Children who have a positive case within their household will be required to take a PCR test and stay off nursery until the result of their test is known. |
| **2. Face Coverings** |  |
| If recommended, pupils, staff and visitors who are not exempt from wearing a face covering:   * Should be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas   And/or:   * Should be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity * In some circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. * Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. * No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering. | All visitors and parents will be asked to wear face coverings inside the school building and signs will be put up instructing this at all parent entrances.  Staff could be advised to wear a face covering at drop off and collection time when at doors by parents. |
| **3. Shielding** |  |
| In the event of an outbreak, Schools and settings will need to adhere to national guidance on the reintroduction of shielding.   * Follow national or local guidance on the reintroduction of shielding which would apply to those on the [**shielded patient list (SPL)**](https://digital.nhs.uk/coronavirus/shielded-patient-list)**.** * Introduce additional protective measures in school for individuals required to shield * Consider home working for members of staff requiring to shield * Consider remote learning offer for pupils unable to attend school due to shielding | No staff are on the shielded patient list. |
| **4. Other Measures** |  |
| Parents, carers, pupils and staff should be informed promptly about the introduction of control measures.  Pay due consideration to limiting:   * + All visits, i.e. residential educational visits etc.   + Open days   + Transition or taster days   + Parents coming into school   + Live performances * If recommended, be prepared to reintroduce Bubbles to reduce mixing between groups   **Cleaning** – (In addition to existing robust cleaning regimes)  Following the identification of the person with COVID-19 symptoms, clean and disinfect:  • All surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with body fluids; and  • All potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells | Cleaning of toilets and touchpoints will be increased from twice a day to four times a day. Additional hours will be given to BSS/lunchtime cleaner to facilitate this.  Children can be separated into 2 (Little Learners & Explorers) or 3 bubbles (Little Learners, Woodland & Ocean) as need arises. Garden can be divided into two with fencing if required. FT to remain in Woodland bubble & supply staff would be needed to cover in LL in am.  Dropping off and collecting of children to remain at external doors. Parents only allowed in building during settling period or for a 1 to 1 conversation with staff.  Parent events to only be held with small groups of parents and to be held outside where possible. If advised these events to be postponed. Additional parent information & videos to be put on Tapestry instead.  No educational visits to take place in Autumn 1 and to be reviewed each half term due to the large amount of parent helpers needed to run these.  Visits into nursery by e.g. The Play House to take place outside if visitors not allowed in building or postponed.  1 to 1 parent meetings to be held by telephone or outside (with EAL parents) if parents are not allowed in building.  Visits by prospective parents to take place individually and after school.  Settling sessions with new children and families to take place outdoors a few families at a time. |
| **5. Attendance Restrictions** |  |
| Attendance restrictions will only be recommended as a last resort. If recommended, implement the measures in this section: |  |
| 5.1 Eligibility to remain in school  If restrictions are recommended, school will stay open for:   * Vulnerable pupils * Children of critical workers If further restrictions are recommended, school will stay open for: | Nursery 2 children will be prioritised, then other three year olds if staffing shortages prevent all rooms being staffed. |
| 5.2 Education and support for pupils at home   * All pupils required to stay at home will receive remote education. * remote education will meet the same quality and quantity of education that pupils would receive in school * The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. | Activity pack for parents to be given (via Tapestry or hard copy) to any children well but not in nursery. Parents will be supported weekly by telephone with completing activities with their children.  If large numbers of children are at home additional activities will be put on Tapestry weekly for parents to complete with their children.  Parents will be phoned and asked if they want to collect a food parcel from school. Food parcels will be ordered from Robinson’s Catering. |
| 5.3 Wraparound care   * Access to before and after-school activities and wraparound care during term time and the summer holidays will be offered to those that need it most. * Eligibility to attend will be communicated once the restrictions are confirmed. | All children staying until 4pm would be in Woodland bubble if bubble system is reintroduced. |
| 5.4 Safeguarding   * Review child protection policy to make sure it reflects the local restrictions and remains effective. * Aim to have a trained DSL or deputy DSL on site wherever possible. If our DSL (or deputy) is unavailable, we will share a DSL with [insert school name]. Their DSL can be contacted by [insert contact details]. * On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site. * When vulnerable pupils are absent: * Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence * Encourage attendance * Ensure vulnerable pupils can access appropriate education and support while at home * Maintain contact, and check regularly that the pupil is able to access remote education provision | Out of 5 DSL / deputy DSLs, one will usually be on site  All senior leaders are DSL/deputy DSLs.  If our DSL (or deputy) can’t be on site, they can be contacted remotely at Featherstone Nursery School using our linked telephone system.  SLT on site to check vulnerable children not in school and inform social worker, keyworker to contact parents and encourage attendance. |

| **Links to related published guidance notes to be referred to alongside the Outbreak Management Plan** | **As per Risk Assessment** |
| --- | --- |
| **Links to DfE Guidance**  As new guidance is produced weekly, please refer to [**www.gov.uk**](http://www.gov.uk/) for updates  Note from DFE: Schools are not required to use these guides, and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches | **Full opening (updated 6 July 2021 and applies until Step 4):** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>  **Early Years and Childcare:** <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>  **Special Schools:** <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>  **Out of School settings:** <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>  **Testing in primary and nursery schools:** <https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>  **Safe working in education and childcare:** <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>  **Compilation of all guidance notes for schools:** <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>  **Advice for parents:** https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak  **Advice for parents attending Out of School settings:** <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>  **Ofsted guidance and update:** <https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update>  **Providing meals to pupils:** <https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>  **School reports:** <https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers>  **Safeguarding and remote learning:** <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>  **EYFS disapplication:** <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>  **Keeping children safe in education for schools and staff:** <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>  **Shielding and guidance for CEV**: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  **Curriculum and teaching guidance:** <https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19>  **Remote learning support for schools and staff:** <https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19>  **Remote learning support for parents:** <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>  **Transport to schools:** <https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>  **General travel guidance:** <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  **Recording attendance:** <https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>  **Enhanced area of response:** <https://www.gov.uk/government/news/further-support-for-birmingham-blackpool-cheshire-east-cheshire-west-and-chester-liverpool-city-region-and-warrington-to-tackle-delta-b16172-v>  **BCC:** <https://www.birmingham.gov.uk/news/article/890/covid-19_birmingham_listed_as_enhanced_response_area> |
| **Governance and other**  **resources** | Link to Public Health flowchart in case of coronavirus symptoms within pupils or staff: <https://www.birmingham.gov.uk/downloads/download/3527/public_health_flowchart_for_schools>  Safeguarding policy addendum: <https://www.birmingham.gov.uk/downloads/file/16735/covid-19_safeguarding_policy_addendum>  **Useful contacts in BCC:**   * If subscribing schools have questions / queries about governance, contact School and Governor Support (S&GS) at [governors@birmingham.gov.uk](mailto:governors@birmingham.gov.uk) * Nursery Schools and Nursery Classes should contact the Early Years’ Service for EYFS queries via email: [EYDuty@birmingham.gov.uk](mailto:EYDuty@birmingham.gov.uk) * Education Safeguarding questions please contact the Education Safeguarding Team via email: [EducationSafeguarding@birmingham.gov.uk](mailto:EducationSafeguarding@birmingham.gov.uk)   **Other resources:**  ACAS guidance on mental health: <https://www.acas.org.uk/acas-launches-new-guidance-on-mental-health-during-coronavirus>  HSE guidance on working during coronavirus and related links: https://www.hse.gov.uk/coronavirus/working-safely/index.htm  NAHT guidance on health and safety duties and schools: <https://www.naht.org.uk/advice-and-support/management/health-and-safety-duties-and-schools/>  RCPH COVID-19 - 'shielding' guidance for children and young people: <https://www.rcpch.ac.uk/resources/covid-19-guidance-clinically-extremely-vulnerable-children-young-people#children-who-should-be-advised-to-shield> |