

**COVID OUTBREAK MANAGEMENT PLAN AND  
RISK ASSESSMENT**

**Downe Primary School**

## THE PLAN

Please note this document is an appendix to the schools main risk assessment, it should be undertaken in conjunction with the school guidance updated by the Department for Education on 2nd January 2022 as follows: [actions-for-schools-during-the-coronavirus-outbreak](#)

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

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), UK Health Security Agency (formerly PHE), local health protection team or the national government.

To help manage a COVID-19 outbreak within the school, actions will be considered when any or all of the following thresholds are met:

- 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
- 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

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email, website, Parent Mail, Class Dojo and in person to staff on site, once a decision has been made.

If recommended, we will limit (amber control measures):

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances

If recommended, we will (re)introduce:

- Testing, including the use of an asymptomatic test site (ATS)
- Bubbles, to reduce mixing between groups
- Face coverings in classrooms for staff and visitors (unless medically exempt)
- Move school gatherings online i.e. virtual assemblies
- virtual meetings for staff

- Any further measures required as recommended by health protection teams or UK Health Security Agency (UKHSA)

This document outlines how Downe Primary School would operate if any of the approaches for easing and tightening of measures, including possible attendance restrictions, become necessary in our local area. This includes ensuring every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled, whether on-site or remotely.

**ACTIONS SHOULD ONLY BE INSTIGATED IF ADVISED DIRECTLY BY DFE, UK HEALTH SECURITY AGENCY  
OR YOUR LOCAL AUTHORITY.**

Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)
<b>1 Minimising Transmission</b>					
<b>1.1 General</b>					
Direct or indirect transmission of COVID-19	H	<ul style="list-style-type: none"> <li>• The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a two weekly basis.</li> </ul>	Y	Ongoing monitoring and review of RA as required by JP, in consultation with staff	L

1.2 Directed to restrict attendance					
Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)
Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission	H	<p>Localised measures have failed to mitigate community transmission; Measures of the kind set out in the contingency framework are not working;</p> <p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of VoC, it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions;</p> <p>As part of their outbreak management responsibilities, LAs, Directors of Public Health and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.</p> <p>Where LAs judge that wider containment action is needed and wish to limit attendance within an area, they should work with their Regional Partnership Team to escalate a proposal to the central Local Action Committee command structure.</p> <p>In <b>Primary School</b> settings the position is to allow all children to attend;</p> <p>If attendance needs to be limited in a Primary School setting, DfE may advise that</p>	All control measures will be NA until directed to action by UKHSA or Local Authority	<p>Review arrangements for home-learning so that an immediate switch can take place, should this be required.</p> <p>Maintain a list of critical workers and vulnerable pupils who would be eligible for a school place, should a school closure take place. Updated half termly by DA as required.</p> <p>Staff will consider booster vaccines if these become available.</p> <p>Early Years settings include Reception aged children. All of our pupils in Reception would be entitled to continue to attend school.</p>	L

		<p>all vulnerable and children of critical workers should be allowed to attend. DfE will advise when children should be permitted to return;</p> <p>If by exception attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.</p> <p>In these circumstances high quality, remote learning should be provided to all pupils.</p>			
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Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)
<b>1.3 Asymptomatic testing of staff</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC )	H	<p>Where a variant of concern (VoC) occurs DHSC will increase targeted testing in that geographical area to help suppress and control any possible new cases and better understand the new variant.</p> <p>When a variant is classified as variant of concern an increased use of home testing by staff may also be advised</p>	All control measures will be NA until directed to action by DfE, UKHSA or Local Authority	<p>Lateral flow testing will continue to be optional with only positive cases to be reported to the HT and NHS Test and Trace.</p> <p>Lateral flow tests are available, free of charge, via the Government website.</p>	L
<b>1.4 Face Coverings</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC )	H	Primary Schools will follow the instruction of Bromley Local Authority and UKSHA in any local outbreak.	All control measures will be NA until directed to action by DfE, UKHSA or Local Authority		L

Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)
<b>1.5 Educational visits</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC )	H	Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only children who are attending the setting should go on an educational visit.	All control measures will be NA until directed to action by	Visits and activities taking place off site will be managed in line with RA and guidance from LBB.	L

		Education settings should consult the health and safety guidance on educational visits when considering visits.	DfE, UKHSA or Local Authority		
<b>1.6 Clinically extremely vulnerable pupils</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC )	H	Shielding was paused on 1 <sup>st</sup> April and those who are clinically, extremely vulnerable (CEV) are no longer advised to shield;  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.  <b>Please note: shielding can only be reintroduced by the national government.</b>	All control measures will be NA until directed to action by DfE, UKHSA or Local Authority		L
<b>1.7 School Meals</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC )	H	Schools should provide meal options for all pupils who are in school. Meals should be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria. Schools should also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they: <ul style="list-style-type: none"> <li>• are self-isolating</li> <li>• have had symptoms or a positive test result themselves</li> <li>• are a close contact of someone who has COVID-19</li> </ul> Further information is available in the guidance on <a href="#">providing school meals during the COVID-19 pandemic</a> .	All control measures will be NA until directed to action by DfE, UKHSA or Local Authority		

Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)
<b>1.8 Education Workforce</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC )	H	<p>Employers should continue to implement the system of controls set out in the schools CV19 risk assessment and current guidance;</p> <p>To reduce risk to staff, including how these protective measures - they should explain to staff the measures they are putting in place, which have been reviewed as part of an updated workplace risk assessment;</p> <p>Schools should have regard to the guidance on clinically, extremely vulnerable people;</p>	All control measures will be NA until directed to action by DfE, UKHSA or Local Authority		L
<b>1.9 Remote Education</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC )	H	<p>We will offer immediate access to high-quality remote education for all pupils who are required to remain at home.</p> <p>All remote learning will be delivered in line with the school's Remote Learning Policy. The school will ensure that the home-learning offer is suitable for age and level of development.</p> <p>For ALL pupils, Teachers will;</p> <ul style="list-style-type: none"> <li>• Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.</li> </ul>	Y	Governors to approve Remote Learning Policy - JP and KB	L

		<ul style="list-style-type: none"><li>• Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.</li><li>• Assess progress by using questions and other suitable tasks and use assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge.</li><li>• Provide opportunities for interactivity, e.g. questioning and reflective discussion.</li><li>• Set assignments so that pupils have meaningful and ambitious work each day.</li><li>• Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.</li><li>• Enable pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate.</li><li>• Plan a programme that is of equivalent length to the core teaching pupils would receive in school, including daily contact with teachers.</li></ul>			
		<p>In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload - the headteacher will assess this need, keeping</p>			

		pupils' best interests in mind, and will not take the decision lightly.			
Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)
<b>1.10 Other measures</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC )	H	<p>We may be advised to limit;</p> <ul style="list-style-type: none"> <li>Residential educational visits</li> <li>Open days</li> <li>Transition &amp; taster days</li> <li>Parental attendance in settings</li> <li>Performances in settings</li> </ul> <p>Bromley Local Authority and UKHSA Protection Teams may recommend these precautions if required.</p>	Y	<p>UKHSA are supportive of the following subject to robust risk assessment</p> <ul style="list-style-type: none"> <li>Residential educational visits</li> <li>EYFS transition days</li> </ul> <p>Parental attendance in settings for large groups are not encouraged due to challenges of social distancing unless these can be managed safely i.e. outdoors</p>	L
Areas of concern	Risk Rating Prior to Action	Control Measures	Please mark Y,N or N/A	Further Actions/Comments	Residual Risk Rating: (H/M/L)
<b>1.10 Safeguarding</b>					
Extremely high prevalence of COVID-19 / variant of concern (VoC )	H	<p>We will review our child protection policy to make sure it reflects the local restrictions and remains effective.</p> <p>We will aim to have a trained DSL or deputy DSL on site wherever possible.</p>		Concerns will be logged and communicated via My Concern in the event of escalation of control measures.	L

		<p>If our DSL (or deputy) can't be on site, they can be contacted remotely by email and telephone.</p> <p>If our DSL (or deputy) is unavailable, we will share a DSL with Poverest Primary School. Their DSL can be contacted by telephone: Mrs Sally Weeks (01689 816060).</p> <p>When vulnerable pupils are absent, we will:</p> <ul style="list-style-type: none"><li>• Speak to parents/carers and, where applicable, social workers and the local authority, to establish the reason for absence</li><li>• Encourage attendance</li><li>• Make sure vulnerable pupils can access appropriate education and support while at home</li><li>• Maintain contact, and check regularly that the pupil is able to access remote education provision</li></ul>			
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