



**Burbage Primary School**  
Excalibur Academies Trust



**COVID 19 Outbreak Management Plan – September 2021**

	Action
Roles & Responsibilities	<p>The Principal, Zoe Garbutt will on a day-to-day basis, be responsible for the following, if she is not in school, responsibility will fall to a designated SLT member:</p> <ol style="list-style-type: none"><li>1. ensuring that at all times 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;</li><li>2. ensuring safe working conditions of the academy premises and facilities;</li><li>3. ensuring all required H&amp;S procedures are in place and updated with local information</li><li>4. ensuring all required H&amp;S procedures throughout the academy so that all risks are controlled;</li><li>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;</li><li>6. identifying the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in H&amp;S matters;</li><li>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;</li><li>8. collating accident and incident information and, when necessary, carry out accident and incident investigations;</li><li>9. monitoring the standards of Health and Safety throughout the academy, including all academy-based activities;</li><li>10. monitoring the H&amp;S management structure, in consultation with the Board of Directors;</li><li>11. consulting with members of staff, including Trade Union safety representatives, on H&amp;S issues;</li><li>12. encouraging staff; students and others to promote H&amp;S;</li></ol>

	<p>These actions can be delegated to another member of staff however, that does not negate the responsibility of the Principal, Zoe Garbutt</p> <p>Any delegated tasks within this document will be advised in each section</p>
<p>1. Public Health Advice</p>	<p>Burbage Primary School 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"> <li>• <b>5 children, pupils, students or staff</b>, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>• <b>10% of children, pupils, students or staff</b> who are likely to have mixed closely test positive for COVID-19 within a 10-day Period</li> </ul> <p>We would expect that at this stage, these further measures would be introduced.</p>
<p>2. Prevention</p>	<p>Infection prevention and control measures continue to be implemented including:</p> <ul style="list-style-type: none"> <li>• Enhanced cleaning, twice daily disinfection of frequently touched surfaces such as, door handles/push plates, access control buttons, shared telephones and photocopiers</li> <li>• 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, before leaving school and after sneezing/coughing.</li> <li>• 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</li> <li>• Ventilation, classroom doors and windows and external doors leading to the secure playground remain open, when weather permits</li> <li>• Face coverings will be worn by staff in crowded, enclosed areas and/or when in close contact with CEV staff or pupils</li> <li>• Staff and pupils are asked to be considerate of staff who wish to maintain social distancing, whatever their reasons</li> </ul>

	<ul style="list-style-type: none"> <li>• High risk staff and pupils have individual risk assessments which are reviewed in conjunction with any new guidance</li> <li>• Visitors to site are by appointment only</li> </ul>
3. Tracing close contacts and isolation	<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 staff, 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> <p>We can then use this information to try and establish any close contacts within the school.</p>
4. Secure data collection	Data collected at Burbage Primary School will follow the Excalibur Academies Trust Data Protection Policy, May 2020 and Burbage's Pupil Privacy Notice – for students and parents.
5. High risk staff and students	<p>High risk staff and pupils have been identified, and individual risk assessments completed, these outline any additional control measures needed and/or address any concerns from the individual.</p> <p>These documents will be reviewed alongside updated government guidance or a change to the individuals' circumstances.</p>
6. Re-introduction of bubbles	<p>If the government guidance changes or the local transmission rate increases the school may re-introduce 'Bubbles'.</p> <p>The whole school will be considered as one bubble. We have considered this very carefully and feel that this affords the school a greater level of safety should one pupil test positive. 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, the school will divide into class bubbles, the re-introduction of separate times and entrances for each bubble will be as follows:</p> <p>KS1 – five bar gate entrance, start time 08.50, finish time 15.20, classes will enter through their own external doors, morning break will be 10.20, lunch at 12.15 – the playground will be divided into bubbles and a weekly area rotation rota will be introduced.</p> <p>Years 5 and 6 – main archway gate, start time 8.40 (year 5) and 8.50 (year 6).</p> <p>Year 4 – five bar gate, start time 8.40</p>

	<p>Years 2/3 – main archway gate , start time 8.50  Years 1 and Reception – Five bar gate, start time 8.50</p> <p>Hand washing will take place at the external hand washing station when weather permits, inside the classroom for Wrens class (reception).</p> <p>Pupils and staff will be asked to bring only essential items onto site.</p> <p>Children will be provided with a tray and their own resources, these should not be shared.</p> <p>Classroom based resources such as books and games can be shared by that class but will be cleaned frequently or should be left unused for 48 hrs (72 hrs for plastics).</p> <p>If resources are moved between classrooms they should be meticulously cleaned or left for 48hr (72hr for plastics) before moving into another classroom.</p> <p>Resources such as library books that are taken home will be treated as above and either cleaned on return or left unused for 48hrs (72hrs for plastic) before being re-allocated.</p> <p>A toilet timetable will be introduced, Reception will only use their toilets, Year 6 will use the mobile toilets and other year groups will use the main school toilets, only children from one bubble can use the toilets at the same time.</p> <p>External play equipment will be used by one bubbles at a time, these bubbles will alternate each week allowing 72 hours between use, when necessary.</p> <p>Social distancing, to enable social distancing:</p> <ul style="list-style-type: none"> <li>• Classroom desks will be forward facing,</li> <li>• A 2m ‘corridor’ space will be formed between the student desks and teacher’s desk</li> <li>• Only three members of staff will be allowed in the staffroom at any one time</li> <li>• Staff will be asked to adhere to the 2m rule, where possible</li> <li>• Older children within the school will be reminded of the 2m social distance</li> </ul>
<p>7. On site testing</p>	<p>On site testing has not been introduced for primary pupils, 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, the Principal’s Office will be used and one of the staff toilets.</p>

8. 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>Support staff will wear face coverings when they are outside of their own working environment (office/classroom). All staff will wear face coverings when working alongside a CEV member of staff, or a member of staff that requests that others do so.</p> <p>Drivers of the schools dedicated minibus transport will wear face coverings while in the minibus and use hand sanitiser when entering and exiting the bus.</p> <p>Pupils will not be required to wear face coverings, unless they wish to do so, but will be required to wash their hands or sanitise before entering the minibus.</p> <p>Face shields are available for all staff should they wish to use them as well as a face covering or within their classroom. A desk top shield is available for intervention work.</p> <p>Donning and doffing of PPE and face masks training, will be refreshed for all staff and guidance sent to parents via email.</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 and letters from the Principal.</p>
9. Trips, performances etc	Should these extra measures be required, all trips, performances, parents evening, assemblies, open days etc. will be cancelled.
10. Shielding	<p>Clinically Extremely Vulnerable (CEV) staff and pupils who have received a letter identifying them in this way, have been recognised.</p> <p>Only one member of staff will need to shield, they are able to work remotely on administrative tasks and providing remote education.</p> <p>They already have the necessary IT to facilitate this, and can be contacted easily via Teams, email or mobile.</p> <p>Supply or in-house cover will be required for two mornings a week.</p>
11. Limited attendance	<p>If the need for limited attendance is deemed necessary Burbage Primary School will prioritise the following categories:</p> <p>A) Vulnerable children</p>

- B) Children of critical workers
- C) Children in reception, year 1 and year 2

Our Designate Safeguarding Lead is Zoe Garbutt and Deputy is Julie Sinclair, one of these two will be on site at all times.

**Scenario 1 – priority A children attending**

How many teaching staff are required: 1 (Mrs Garbutt)

How many support staff: Mrs Kington (full-time), Mrs Freeman, and a rota system of TAs

What areas would be used and by who: Year 1 and Year 2/3 classrooms would be used – separate into two bubbles – KS1 and KS2.

Who would teach the remote education: Class teachers

**Scenario 2 - priority B children attending**

How many teaching staff are required: 1 (Mrs Garbutt)

How many support staff: All TAs

What areas would be used and by who: Year 1 and Year 2/3 classrooms would be used for KS1 Years 4 and 5 would be used for KS2.

Who would teach the remote education: Class teachers

**Scenario 3 - priority C children attending**

How many teaching staff are required: 3 – Miss Arkle, Miss Thain, Mrs Wilkins (Mrs C Baker and Mrs L Marsh cover)

How many support staff: All TAs

What areas would be used and by who: Usual classrooms would be used

Who would teach the remote education: Mrs Sinclair, Miss Lopez, Mr Evans (and Mrs Nicholson), Mrs Wilkins (with support from Mrs Garbutt and Mrs Marsh)

How will you ensure that every pupil received the quality of education and care to which they are normally entitled, equivalent in length and of the same high quality?

A remote education timetable for each class will be shared with parents and delivered via Teams (via Seesaw in Reception and Tapestry in Pre-school). There will be at least one live interaction a day, classes will make sure that siblings do not have live lessons at the same time and therefore putting pressure on internet / family devices.

We have laptops and I-pads available for those without adequate technology at home.

**The whole school will receive the following each morning by 9am:**

Maths – a pre-recorded or live lesson from their teacher followed by independent learning tasks

	<p>English – a writing lesson, either pre-recorded or live from their teacher followed by independent learning tasks  English – an independent reading task  Phonics KS1 / Spelling KS2 pre-recorded or live session</p> <p><b>Afternoons:</b>  Science lesson once a week – either pre-recorded or live session followed by independent tasks  A pre-recorded PE lesson once a week – with suggested activities to do independently  A pre-recorded Spanish lesson once a week with Miss Lopez  Blocked curriculum lesson – Geography, History, Art, Design and Technology, RE, PSHE with follow up activity  End of each day – class story, either pre-recorded or live</p> <p><b>Whole School interactions:</b>  A weekly whole school celebration assembly will take place on a Friday morning and will be lead by Mrs Garbutt. Postcards will be sent home to reward and to encourage engagement.</p> <p>NB – the above arrangements are not deemed appropriate for EYFS children (children in Pre-School and Reception), their curriculum will be focused around practical activities. Reception will have small group ‘chats’ on Teams with their class teacher once a week.  NB – We know that KS1 find live lessons more challenging and are unable to complete them without a lot of parental support, therefore their ‘daily live interaction’ may take the form of class meetings or ‘chats’. Pre-recorded lessons will be more frequently delivered allowing parents the flexibility of when to support their children.</p>
12. Engagement	<p>Communication with staff, pupils, parents, LGB and stakeholders will take place via weekly newsletters, 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>The Principal will be available via teams for all, and mobile phone for staff.</p>

Signed:

ZSGarbutt

Mrs Zoe Garbutt, Principal

9<sup>th</sup> September 2021