COVID-19: outbreak management plan

Brunswick Park
Primary School

Approved by:	Anthony Doudle	**Date:** October 2021
Reviewed:		**Date:** December 2021
Next review due by:	September 2022	

This document supersedes the

WHOLE SCHOOL CONTINGENCY PLAN FOR TIERED RESRICTIONS IN THE EVENT OF LOCAL LOCKDOWN, AND PLANS FOR REMOTE LEARNING IN THE EVENT OF A CONFIRMED CASE OF COVID-19

1. Introduction

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 (UKHSA) health protection team or the national government.

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

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

- There are 5 positive cases among 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

2. Seeking public health advice

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

We will also seek public health advice from a director of public health or health protection team. Susannah Bellingham will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) and/or contacting publichealth@southwark.gov.uk.

3. Testing

If recommended, we will increase the use of home testing by staff.

4. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email and letters sent home with pupils once a decision has been made.

If recommended, we will limit:

> Residential educational visits

> Open days

> Transition or taster days

> Parents, carers and visitors coming into school

> Live performances

If recommended, we will reintroduce:

> Bubbles and consistent groups, to reduce mixing

> Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

> Vulnerable pupils

> Children of critical workers

5.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our Remote Learning Policy (Appendix 1 of this document and available on www.brunswickparkprimary.co.uk).

The school will continue to provide meals, lunch vouchers or lunch parcels for pupils eligible for benefits-related free school meals and those with NRPF while they are not attending school because of COVID-19 isolation guidelines.

If children are learning remotely, the parents/carers of those entitled to Free School Meals or who are known to have NRPF will be provided with FSM Vouchers via Wonde, if finances permit. If they do not, caterers ISS will provide food parcels for collection/delivery. The majority of parents/carers will collect these from school. Those parents/carers who are unable to do so due to illness or disability, specific delivery arrangements will be made directly with them.

5.3 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained Designated Safeguarding Lead (DSL) or trained Designated Person for Safeguarding (DP) on site wherever possible. All Brunswick Park's Safeguarding Team are trained Designated Safeguarding Leads.

If our DSL or DPs cannot be on site, they can be contacted remotely by email at tmoudiotis3.210@lgflmail.org, headteacher@brunswickpark.southwark.sch.uk or ccampion@brunswickpark.southwark.sch.uk.

If none of our Safeguarding Team is available, we will share a DSL with Comber Grove Primary School. Its DSL can be contacted by telephone on 020 7703 4168.

On occasions where there is no DSL or DP on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

> Speak to parents/carers and, where applicable, social workers and the Local Authority, to ascertain the reason for absence

> Encourage attendance

> Make sure 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

Appendix 1:

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Remote Learning Policy

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Brunswick Park
Primary School

September 2021

Anthony Doudle

30 September 2021

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_____ **Date**

Chair of Governors

Susannah Bellingham

30 September 2021

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_____ **Date**

Head Teacher

Review Date: September 2022

1. Aims

This remote learning policy for staff aims to:

Ensure consistency of approach to remote learning for pupils who are not in school;

Set out expectations for all members of the school community with regards to remote learning;

Provide appropriate guidelines for data protection.

2. Roles and responsibilities

2.1 Teachers

When providing remote learning, class teachers must be available between 9am and 3pm. If they are unable to work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal procedures on the designated absence number. If their absence affects the completion of any work required, they must ensure that arrangements have been made with year group partners or the SLT to ensure that work is completed.

Teachers are responsible for:

- Creating a weekly timetable of work for their year group in liaison with year group partners. This must include subjects from across the curriculum;

- Setting differentiated work for pupils using Google Classroom and any other digital platforms used by the school for the purposes of remote learning;

- Ensuring that weekly timetables are uploaded on Google Classroom and shared with the Assistant Head Teachers for each phase;

- Working as a year group team to ensure class work is planned and ready on time;

- Providing feedback on pupils' work via Google Classroom or class emails;

- Responding to any parent emails (related to pupils' work) within 48 hours;

- Keeping in touch with pupils and parents via Google Classroom and Class emails. Emails received in the year group email from parents and pupils are to be checked between 9am and 3pm, Monday to Friday. Emails must be replied to within 48hrs. Replies should be sent only between these times;

- Ensuring that contact with pupils and parents remains polite and encouraging. Teachers must adhere to the school's Safeguarding Policy and not share any personal details. Any concerns should be forwarded to a member of the SLT who may choose to contact parents directly;

- Providing home learning in hard copy for pupils who do not have access to digital devices, or where access to them is inappropriate as a result of SEND or additional needs.

2.2 Teaching Assistants

Teaching assistants must be available between 9am – 3pm, Monday to Friday. During this time they are expected to check work emails and be available when called upon to attend school. If they are unable to

work for any reason during this time, for example due to sickness or caring for a dependent, they should report this using the normal absence procedures. Teaching assistants are responsible for:

- Supporting pupils with learning remotely when requested by the SENDCo or a member of the SLT;

- Attending virtual meetings with teachers, parents and pupils if requested.

2.3 Subject Leaders

Alongside their teaching responsibilities, as outlined above, subject leaders are responsible for:

- Monitoring the work set by teachers in their subject;

- Reviewing work set weekly on the website;

- Reviewing and evaluating home learning in their subject during the summer term;

- Creating a subject action plan for the following September.

2.4 Senior leaders

In addition to any teaching responsibilities, senior leaders are responsible for:

- Co-ordinating the remote learning approach across the school;

- Monitoring the effectiveness of remote learning – reviewing work set by teachers on Google Classroom or any other digital platforms weekly;

- Monitoring email correspondence between parents/carers and teachers;

- Monitoring the security of remote learning systems, including data protection and safeguarding considerations.

2.5 IT staff

IT staff are responsible for:

- Creating emails;

- Fixing issues with systems used to set and collect work;

- Helping staff and parents with any technical issues they experience;

- Reviewing the security of systems and flagging any data protection breaches to the school's Business Manager and Data Protection Officer (Judicium Education);

- Assisting pupils and parents with accessing the internet and/or digital devices.

2.6 Pupils and parents/carers

Staff can expect pupils to:

- Be contactable during the hours of the school day - 9am – 3pm Monday to Friday - although they may not always be in front of or using a device during this time;

- Seek help if they need it, from teachers or teaching assistants;

- Alert teachers if they are not able to complete work.

Staff can expect parents/carers to:

- Seek help from the school if they need it – staff should refer parents and carers to the school website's 'Home Learning' section where guidance is set regarding pupils' remote learning.

3. Who to contact

If staff have any questions or concerns, they should contact the following individuals:

- Issues with setting work: the relevant Assistant Head Teacher: Anna Newbold (Teaching, Learning and Curriculum); Caroline Campion (Inclusion, Pastoral and Welfare) or the Deputy Head Teacher Thomas Moudiotis;

- Issues with behaviour: the relevant Phase Leader for the child/ren concerned: Anna Newbold (EYFS), Joya Roychoudhury (Years 1 and 2), Edel Fallon (Years 3 and 4), Tobi Akinlade (Years 5 and 6);

- Issues with IT: Khay Islam, the IT Network Manager, or Thomas Moudiotis;

- Issues with their own workload or wellbeing: their line manager, the Mental Health First Aiders Tobi Akinlade and Edel Fallon or any member of the Senior Leadership Team;

- Concerns about data protection: Dena Dada, the School Business Manager;

- Concerns about safeguarding: any of the Designated Team – Thomas Moudiotis (DSL), Susannah Bellingham (DP), Caroline Campion (DP).

All staff can be contacted via the school email addresses.

4. Data protection

4.1 Accessing personal data

When accessing personal data, all staff members will:

- Have access to CPOMS to record any parent contact or concerns about children; this is accessed via a secure password. Ensure they log out after use and do not allow access to the site by any third party;

- Access parent contact details via ScholarPack using a secure password (teaching staff only). They will not share any details with third parties and will ensure Scholar Pack is logged off after each use;

- Use school laptops and iPads when accessing any personal information about pupils.

4.2 Sharing personal data

Staff members may need to collect and/or share personal data such as emails or phone numbers as part of the remote learning system. Such collection of personal data applies to our functions as a school and does

not require explicit permissions. While this may be necessary, staff are reminded to collect and/or share as little personal data as possible online.

4.3 Keeping devices secure

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol);

- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device;

- Making sure the device locks if left inactive for a period of time;

- Not sharing the device among family or friends;

- Keeping operating systems up to date – always installing the latest updates.

5. Monitoring arrangements

This policy will be reviewed by Thomas Moudiotis (Deputy Head Teacher) as and when updates to home learning are provided by the government. At every review, it will be approved by Susannah Bellingham (Head Teacher).

6. Links with other policies

This policy is linked to our:

- Behaviour policy;

- Safeguarding policy;

- Online safety policy;

- Email Policy;

available on the school website www.brunswickparkprimary.co.uk or in hard copy from the School Office.