



Outbreak Management Plan for Surbiton Children's Centre Nursery School

Table 1: Roles and Responsibilities <i>(Please enter the names and job titles of school staff with key roles in this plan and what those roles area)</i>	
Name and Job Title	Role
Esther White	Headteacher
Claire Brooker	SENCO
Mala Mistry	School business manager
Richard Field	Site manager/caretaker
Tess Dean & Jan Wood	EYFS lead

Table 2: Plan Details	
Item	How this will be achieved
Cases identified in the testing on return to school should not trigger this Outbreak Management Plan.	The school appreciates that positive cases identified during the initial 'back to school' 2 LFD tests on returning to school would not trigger this Outbreak Management Plan as they would not be associated with the school environment given the children had been away from school for the summer holidays.
This Outbreak Management Plan focuses on seeking advice from Public Health <i>in the event that the number of positive cases rise and any of the following thresholds is reached first:</i>	
Child or staff admitted to hospital with COVID-19	If a pupil, student, child or staff member is admitted to hospital, <i>Esther White-</i>

	<p><i>headteacher or Caire Brooker SENCO</i> will:</p> <ul style="list-style-type: none"> • contact DfE helpline for advice (0800 046 8687, option 1) • Kingston schools should alert Kingston Public Health (Send an email to: covid-19ph@kingston.gov.uk or out of hours call Kingston Council: 0208 547 5800 and ask for the Public Health Point of Contact - they can put you through to a Public Health team member. • Sutton schools should alert Sutton Public Health publichealth@sutton.gov.uk Alternatively call Sutton out of hours on 0208 770 5170
<p>• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p> <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <p>• 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period</p>	<p>In the event of any of the thresholds being reached, the <i>The Headteacher or SENCO</i> will contact the DfE COVID-19 helpline on 0800 046 8687. Select Option 1. The helpline is open 8am to 6pm, Monday to Friday and 10am to 6pm on Saturdays and Sundays.</p> <p>The main contact point within the school for this area of work will be Esther White Headteacher.</p> <p>The school should also notify the local Public Health Team:</p> <ul style="list-style-type: none"> • Kingston Council Public Health team: covid-19ph@kingston.gov.uk or, if out of hours and the situation is urgent, call Kingston Council: 0208 547 5800 and ask for the Public Health Point of Contact - they can put you through to a Public Health team member. • Sutton Council Public Health Team - publichealth@sutton.gov.uk <p>Communicate with parents (see DfE standard letters). Kingston schools can include details of local support available for Kingston residents who must self isolate (see: RBK's I Need Help Pages for details about shopping help, financial and other support available). Sutton schools can include the link to Sutton's Support Available for You pages. Richmond schools can include the link to Richmond's Where to Find Help or Support</p>

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<p>When the thresholds above are reached, education and childcare settings should review and reinforce the:</p> <ul style="list-style-type: none"> • testing, • hygiene and • ventilation measures they already have in place. 	<p>The school will review these controls and check they are being followed and remind staff of the arrangements and requirements.</p> <p>Member of staff who will lead in this: <i>Esther White Headteacher</i></p> <p>Staff who will assist with this work: <i>Mala Mistry School business manager & Richard Field Caretaker</i></p>
<p>If cases continue to increase despite the measures above, some or all of the additional measures may be recommended as per below</p>	<p>Staff member who will undertake these actions: <i>Esther White Head Teacher</i></p> <p>All Schools:</p> <p>Contact the DfE helpline for advice contact the DfE COVID-19 helpline on 0800 046 8687. Select Option 1 for the PHE Advice Service.</p> <p>Kingston Schools:</p> <p>Contact Kingston Public Health for any additional measures as to be recommended by the Kingston Director of Public Health (DPH) Send an email to: covid-19ph@kingston.gov.uk or if out of hours and the situation is urgent, call Kingston Council: 0208 547 5800 and ask for the Public Health Point of Contact - they can put you through to a Public Health team member.</p> <p>Sutton Schools:</p> <p>Sutton Public Health can be reached on: publichealth@sutton.gov.uk Out of hours number: 0208 770 5170</p>
<p>Face coverings</p> <p>Reintroducing the wearing of face coverings:</p> <p>Early Years, Infant, Primary and Junior Schools inc' Special for this pupil age range:</p>	<p>The school may be advised to re-introduce this by the Director of Public Health (DPH) or Health Protection Team (HPT - which, for London for COVID-19 is the London Coronavirus Response Cell 'LCRC') depending on the local situation and case numbers.</p>

<ul style="list-style-type: none"> • face coverings in communal parts of the school - staff and visitors <p>Secondary Schools</p> <ul style="list-style-type: none"> • face coverings in communal parts of the school - staff, pupils and visitors • face coverings in classrooms <p>The exceptions to the above bullet points are those who are exempt from wearing a face covering.</p>	<p>Clear communication with parents which will be achieved by <i>Email, website & posters</i>.</p> <p>The school appreciates that some people may be unable to wear face coverings/masks due to specific health conditions or special needs and makes adjustments to its policy accordingly.</p> <p>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. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.</p> <p>These measures will be reviewed after two weeks initially.</p>
<p>Increased LFD testing depending on the local situation and advice of the local Public Health Team</p>	<p>The school would do this if advised to by the Director of Public Health (DPH) or Health Protection Team (HPT).</p> <p>As part of this, the school may be asked to organise on-site asymptomatic LFD testing. This would be discussed with Public Health.</p> <p>Supplies of test kits would be monitored routinely in school prior to this and re-ordered in a timely way as appropriate.</p> <p>Clear communication with parents and staff via <i>Email, newsletter, website & posters</i></p>

Item	How this will be achieved
<p>Opting for virtual or outside activities for:</p> <ul style="list-style-type: none"> ● assembly; ● worship; ● exercise. 	<p>The school can consider this option at any time. It could also be considered if a threshold is reached. If it decides this action is necessary, it will:</p> <p>Provide a clear message and good communication with the parents and staff of children affected.</p> <p>This would be achieved by <i>Tapestry updates, email</i></p> <p>The <i>EYFS lead & Head teacher</i> would lead on this area of work.</p> <p>Consider whether any staff or pupils would be affected by this - for example due to medical conditions and what could be done to assist them.</p>
Item	How this will be achieved
<p>Shielding</p>	<p>Shielding is currently paused and would only be reintroduced by the Government.</p> <p>If it is reintroduced nationally, the school will:</p> <ul style="list-style-type: none"> ● provide general communication on this issue in its information for parents and staff; ● follow any local advice from Kingston/Sutton/Richmond Public Health on this if it is issued. <p><i>Claire Brooker SENCO</i> within the school will lead on this area of work.</p>
<p>Going for online options for:</p> <ul style="list-style-type: none"> ● open days; ● transition or taster days; ● parental attendance in settings; ● performances in settings. 	<p>The school will consider this action if a threshold is reached. If it decides this action is necessary, it will:</p> <p>Provide clear communication with parents and staff so all understand what the arrangements will be.</p> <p><i>Esther White</i> will lead on this with</p>

	<p>assistance from <i>EYFS lead & SENCO</i></p> <p>Live events, recorded events, will be achieved by <i>Using the platform of Tapestry & Website</i></p> <p><i>Technology support can be offered including the loan of tablet devices. Paper packs are also available to collect in person from the office, or can be delivered to the home. All content can be accessed via a smart phone, tablet or computer</i></p>
<p>Attendance Restrictions</p>	<p>In the event that the school is advised to restrict attendance either by the Director of Public Health or the National Government (e.g. if a larger area is affected) <i>Headteacher</i> will work with the Director of Public Health to identify which staff or pupils need to stay at home.</p> <p>In all circumstances, priority will be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.</p> <p><i>Headteacher</i> will lead on this with assistance from <i>SENCO/EYFS lead</i>. This would include discussing the situation with Public Health and reporting to the DfE.</p> <p>For pupils who need to stay at home, the school will provide online education in the form of <i>Tapestry videos, challenges & stories</i>.</p> <p>The school will provide clear communication on the general policy to staff and parents via <i>Email, website and letters home</i>.</p> <p>The school will follow GDPR requirements in its handling of information relating to specific pupils or staff. <i>Head teacher & School business manager</i> will lead on this aspect of the work.</p>