

Emergency Outbreak Contingency Plans - Low Ash Primary School

Updated 14th January 2025

Contingency Plans for Managing a Local Outbreak of an Infectious Disease

This outbreak management plan outlines how we will operate if there were to be an outbreak of an infectious disease in our school or local area.

If a local area sees a spike in infection rates that result in localised community spread, the appropriate authorities will decide whether restrictions need to be placed on educational settings in the area. The government has made it a national priority that educational and childcare settings should continue to stay open if at all possible.

Any restrictions on on-site education should only be in place as a last resort and may only be initiated following a ministerial decision on a case-by-case basis in light of local and national circumstances. As part of their contingency planning, schools should consider how they would operate in the event that these restrictions become necessary in their local area.

| School ensures that | How | Who is responsible | Date task reviewed/ completed |
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| Control measures are followed | Control measures include: <ul style="list-style-type: none"> • Ensure good hygiene for everyone. • Maintain appropriate cleaning regimes. • Keep occupied spaces well ventilated. | Site manager/ SLT | January 2025 |
| There are adequate supplies of infection control materials | Audit and order as necessary: <ul style="list-style-type: none"> • Tissues/ Tissue disposal • Hot water • Soap • Plastic gloves | Site manager/ site team | January 2025 |
| There are facilities in school for isolation of contagious pupils awaiting collection and for personal hygiene | Area for collection of pupils established: Seating area outside Headteacher' office. Whilst waiting for advice or an ambulance to arrive, the person should be kept at least two metres away from other people. The area must be deep cleaned once they leave. | Deputy Headteacher | January 2025 |
| Ventilation | CO2 monitors are used to manage ventilation where required. In the majority of settings, existing ventilation measures are | Site Manager/ SLT | January |

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| | sufficient. These are to maximise natural ventilation and to ensure that windows are open and that, as a minimum, the windows are opened for 10 minutes in every hour, or more if the monitor shows it is necessary. | | 2025 |
| Information and advice on infection control is issued | Public Health England advice: <ul style="list-style-type: none"> • Staff • Parents The latest government advice will be followed. | Headteacher <ul style="list-style-type: none"> • Newsletters for parents • Update emails to staff • Class discussion • Include in curriculum | Re-issued regularly as required for all staff and parents |
| Information and advice on symptoms is re-issued | Public Health England advice: <ul style="list-style-type: none"> • Staff | Headteacher | January 2025 |
| Staff have access to information and advice regarding absence for themselves or for a dependent | <ul style="list-style-type: none"> • Leave of absence policy | Headteacher <ul style="list-style-type: none"> • All staff aware of procedures & have access to information and advice | Available as necessary |
| Arrangements are in place for cover in case of staff absence | Site manager, caretaker and cleaners <ul style="list-style-type: none"> • Work list for others to follow • Plans for deep cleans • Back-up for cleaners • Volunteers | Site Manager/ SLT | January 2025 |
| | Headteacher /Deputy/SLT <ul style="list-style-type: none"> • Communication within SLT | Headteacher / Deputy / SLT | January 2025 |
| | Pastoral team <ul style="list-style-type: none"> • Work list for others to follow (see pastoral team contingency plan) | Inclusion leader - work list prepared | January 2025 |
| | Teaching staff <ul style="list-style-type: none"> • Cover plans established | Headteacher/ DHT: Plans for cover are practical Classroom arrangements established | January 2025 |
| | Lunchtime staff <ul style="list-style-type: none"> • Minimum ratio established | SBM: Extra cover options from within teaching staff available | January 2025 |

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| Extra Measures To Be Taken | | | |
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| <p>School will only need to consider more extreme measures or remote learning if the number of cases with a specific type of infection is so high that</p> <ul style="list-style-type: none"> a) School is directed to do so by Public Health b) Children need to reduce mixing between groups c) Staff shortages mean that some form of remote learning is necessary | | | |
| <p>Self-isolation The household (including any siblings) should follow the UKHSA stay at home guidance for households with possible infection.</p> | | | |
| <p>Assemblies All assemblies will be moved online.</p> | | | |
| <p>Lunchtimes Children will eat their lunch across both halls to minimise mixing across year groups and to give children more space.</p> | | | |
| <p>Staff Shortages In case of teacher absence, the class will be taught remotely either by the teacher, if well enough, or the year group partner teacher.</p> | | | |
| <p>Further restrictions may be necessary for the following:</p> <ul style="list-style-type: none"> • residential educational visits • open days • transition or taster days • parental attendance in settings • live performances in settings <p>If necessary, any further restrictions will be communicated to parents via the system of easy and quick communication below.</p> | | | |
| <p>A system of easy and quick communication with parents is available</p> | <p>School ping messages and group emails followed by individual calls to parents without mobiles or PCs</p> <ul style="list-style-type: none"> • Parent contact details are up to date • Parent email addresses are up to date • School Ping is used wherever possible with a follow-up text message in emergencies | <p>Office: Follow-up to ensure Ping messages have been read</p> | <p>January 2025</p> |
| <p>A quick and easy system to communicate with staff at home is established</p> | <p>Group texts/ group emails All leaders have staff contact list.</p> <ul style="list-style-type: none"> • Staff contact addresses are up to date including • Mobile phones • Emails • Land lines if applicable | <p>Headteacher/ SLT</p> <ul style="list-style-type: none"> - telephone tree up to date with each leader responsible for communication within own area | <p>January 2025</p> |

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| Contingency plans for remote working are still in place for all children | <ul style="list-style-type: none"> • Arrangements for phone communication in place • Teachers have contact numbers/ telephone tree • Planning is up to date • Access to remote working • Use of live lessons or online work for children where possible (My Maths, Purple Maths, Numbots, Times Tables Rockstars, Google Classroom) | Headteacher/ SLT - all staff aware of systems | January 2025 |
| Children receiving free school meals are still catered for even if at home | <ul style="list-style-type: none"> • DHT will identify children on FSM and organise meals to be delivered | DHT | January 2025 |
| Guidance to follow | Guidance communicated to parents and reinforced regularly | Regular communication with parents: HTs/ DHT | Ongoing (at least weekly) communication |

School Procedures For Suspected/ Confirmed Infectious Cases

All schools must follow this process and ensure all staff are aware of it.

Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms of an infectious disease, or other reasons requiring them to stay at home due to the risk of them passing on the infectious disease (for example, they are required to quarantine).

If anyone in your school develops symptoms of an infectious disease, however mild, you should send them home and they should follow public health advice.

In most cases, parents and carers will agree that a pupil with symptoms of an infectious disease should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.

If a child is awaiting collection, they should be moved, if possible, to an area where they can be isolated (the seating area outside Headteacher' office, which is well-ventilated), depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window and door should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Appropriate PPE is available in the Star Room for use by members of staff waiting with a child.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

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Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home unless they develop symptoms themselves.

Public Health England is clear that routinely taking the temperature of pupils is not recommended.

Response to any infection

Schools must ensure they understand how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- take the necessary measures when requested to do so by a doctor or medical practitioner
- keep their child off school for the infectious period

Suspected infections should be dealt with in line with the following government documentation:

[Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/health-protection-in-children-and-young-people-settings-including-education)

The control measures for specific diseases will be in line with the following government guidelines within the documents above:

[Managing specific infectious diseases: A to Z - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/managing-specific-infectious-diseases-a-to-z)

The number of infections classed as an outbreak will be inline with the following government guidelines within the main documentation above:

[Managing outbreaks and incidents - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/managing-outbreaks-and-incidents)

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| If an outbreak of an infectious disease is confirmed | Liaise with PHE Health Protection Team Undertake risk assessment | Headteacher/ SLT Site manager | As necessary |
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Schools have been advised to contact their UKHSA Health Protection Team if they are concerned and/or have seen:

- a higher than previously experienced and/or rapidly increasing number of absences due to the same infection^[footnote 2]
- evidence of severe disease due to an infection, for example if an individual is admitted to hospital^[footnote 3]
- more than one infection circulating in the same group of people, for example chicken pox and scarlet fever
- an outbreak or serious or unusual illness for example:
 - [E.coli](#) 0157 or E. coli STEC infection
 - [food poisoning](#)
 - [hepatitis](#)
 - [measles](#), [mumps](#), [rubella](#) (rubella is also called German measles)
 - [meningococcal meningitis or septicemia](#)
 - [scarlet fever](#) (if an outbreak or co-circulating chicken pox)
 - [tuberculosis \(TB\)](#)
 - [typhoid](#)
 - [whooping cough](#) (also called pertussis)

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| If School decides to close | Head / SLT arrange for staff to work remotely Inform parents via webpage/ text/ Ping message | Staff to ensure that they have laptops • At home if full closure | As necessary |
| | Inform parents of closure following usual school closure procedure (BSO, Website, Pulse Radio) | 1. Agreed hierarchy of responsibility for ordering closure 1. Headteacher 2. Deputy Headteacher 3. Chair of governors | As necessary |
| After the outbreak | | | |
| Procedure for re-opening school is agreed | Lines of communication between Bradford Council/ school is maintained Inform parents of re-opening following usual school procedure (BSO, Website, Pulse Radio) | Agreed hierarchy of responsibility for ordering closure 1. Headteacher 2. Deputy Headteacher 3. Chair of governors | As necessary |
| School has a procedure / process in the event of death of a pupil, parent or member of staff | • Follow bereavement policy procedures | Headteacher/ SLT/ Learning Mentor | As necessary |