

Covid 19 Outbreak Management Plan

This plan has been developed to ensure clarity in relation to the responsibilities and actions that will be taken if we have to exceptionally and temporarily reintroduce any measures described in this document to manage risk and minimise disruption to face-to-face education and childcare.

The overarching objective is to maximise face-to-face education for children attending our settings and to avoid any unnecessary disruption in a way that best manages the Covid-19 risk. Attendance restrictions will be as a last resort.

All measures contained in this plan will be kept under review in line with latest government and public health advice.

Baseline measures

This guidance sets out the infection prevention and control measures that we have in place as good practice to help manage the spread of Covid-19.

This includes:

- Staff, children, students, volunteers and visitors with COVID-19 symptoms, a positive test result, or who are a close contact of a case should follow the guidance for people with COVID-19 and their contacts.
- Staff, children, students, volunteers should return to the setting as soon as they can, in line with the guidance for people with COVID-19 and their contacts
- Continuing to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keeping occupied spaces well ventilated.
- Continue to strongly encourage all staff to take up the vaccination offer and allow time for appointments to take place.

<https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts>

When extra action may be necessary

1. According to the Contingency Framework guidance, the thresholds below can be used as an indicator of when to seek public health advice if there are concerns
 - a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection
 - evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19
 - a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>

Actions to consider

1. Footprints@childcare management will consider whether to seek additional public health advice if the thresholds set out above have been met and are considering additional measures, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.
2. If DfE considers an outbreak to be taking place, they will escalate the notification to the local health protection team and advise on additional action required.
3. footprints@childcare management will follow the advice of Local Authorities, Local Public Health teams and PHE Health Protection Teams who will make further recommendations.
4. footprints@childcare management will seek public health advice if any child, or staff member is admitted to hospital with Covid-19. Hospitalisation could indicate increased severity of illness or of a new variant of concern.
5. If the above thresholds are reached, footprints@childcare management will review and reinforce the testing, hygiene and ventilation measures which are already in place.

Planning for reintroduction of control measures

If an outbreak is confirmed, footprints@childcare management will continue to work with health protection teams to identify whether control measures need to be reactivated. These may include:

Managing Events

- Events such as parental show rounds, transition days, face to face meetings, trips out may have to be restricted.
- Parents and visitors in the setting may have to be restricted.
- Drop offs and pick up via the setting garden if applicable to avoid unnecessary indoor gathering.

Testing

- The reintroduction of LFD testing in the setting.

Face Coverings

- The reintroduction of face coverings or adults in communal areas and where different people mix.

Attendance Restrictions

- Re-introduction of bubbles where operating in small, consistent groups to minimise mixing and keep transmission rates low.
- Combining age groups/rooms. Attention would need to be given on individual room capacity and a full risk assessment would take place.
- Attendance restrictions due to staff absence if combining age groups/rooms was not an option. Priority would be given to vulnerable children and children of critical workers and children of pre-school age 3+.
- We would aim to seek alternative provision for all other children within our own footprints@childcare settings and then via help from the local authority.

Safeguarding and Vulnerable Children

If attendance restrictions are required in the setting, we will remain vigilant and responsive to any safeguarding concerns with the aim of keeping vulnerable children safe. We will:

1. Priority will be given to vulnerable children and young people and children of critical workers to attend their normal timetables.

Vulnerable children and young people include those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance. This might include:
- children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services or who have previously received support from children's social care services (as identified by local authorities)
- adopted children or children on a special guardianship order
- those at risk of becoming NEET ('not in employment, education or training')
- those living in temporary accommodation
- those who are young carers
- those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- care leavers
- children and young people in a family circumstance presenting challenges for them, such as drug and alcohol misuse, parental offending, adult mental health issues and domestic abuse
- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

Children of critical workers include:

- Health and Social Care
- Education and Childcare
- Key Public Service
- National and Local Government
- Food and Other Necessary Goods
- Public Safety and National Security
- Transport
- Utilities, Communication and Financial Services

This list is not exhaustive and further information can be found at

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

2. Have in place procedures to maintain contact, and to ensure children are able to access remote education support, as required, and regularly check if they are doing so.
3. Focus the discussions on the welfare of the child.
4. If the effected footprints@childcare setting has to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.

In addition to the above detailed procedures, footprints@kingskids after school club will follow the below detailed steps should an outbreak of Covid-19 be identified:

Communication to Parents and Partners

- **First Steps Enterprise company management** will inform Kings Meadow Primary School and First Steps Family Wellbeing Centre of the outbreak and communicate the relevant advice and actions as directed by the DFE and PHE.
- **First Steps Enterprise company management** will contact Ofsted via the online notification form: <https://www.gov.uk/guidance/report-a-serious-childcare-incident> to inform them of the outbreak and any advice and actions as directed by the DFE and NHS Test and Trace.
- **First Steps Enterprise company management** will inform the Local Authority School Readiness Team to inform them of the outbreak and any advice and actions as directed by the DFE and PHE.
- **footprints@kingskids management** will telephone all parents and carers to inform them of the outbreak and communicate any relevant advice and actions as advised by the DFE and PHE.
- **footprints@kingskids management** will contact any external partners, visitors or contractors who were due to visit the setting to either cancel, postpone or arrange the visit to outside of operational hours, unless it is to respond to an emergency.

Staff Members

- Ensure compliance with all government and company policy and procedures relating to Covid-19.
- Take up the offer of the vaccination programme.

Completed by: Sarah Mercer – Company Deputy Manager

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Key contacts:

Useful numbers including local teams:

DfE Helpline: 0800 046 8687

Local PHE Team: 0344 225 0562

LA Public Health Team: publichealth@sefton.gov.uk

