



PORTWAY INFANT SCHOOL OUTBREAK MANAGEMENT PLAN January 2022

Testing, Face coverings, Shielding					
Ref	Control Measures	Yes	No	N/A	Action to be taken Details / Further information
01	Lateral flow testing for staff may be increased where there is a high proportion of cases within the setting.	✓			Staff are provided with as many LFD kits as they require and are encouraged to report results. In the event of positive LFD staff are advised to isolate immediately and follow current Government guidance on the length of time of the isolation (currently 10 days but can test on Day 6 and Day 7 and if both tests are negative, isolation can end earlier)
02	Face coverings must be worn in the setting in communal areas and/or classrooms for staff. Parents will be asked to wear face coverings during drop off and pick up times. People with exemptions will not be required to wear face coverings.	✓			Staff briefing. Parents informed by letter and Class Dojo.
03	Shielding is currently paused. In the event of a major outbreak that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are considered. Shielding can only be reintroduced by national government	✓			If shielding is reintroduced, staff or children will be advised to stay at home. Work will be provided for the children, staff will be asked to do tasks at home to support learning at school or remote learning.



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Attendance					
Ref	Control Measures	Yes	No	N/A	Action Taken - Details / Further information
04	School may limit or cancel; • open days • transition or taster days • parental attendance in settings • live performances in settings	✓			Parents informed by letter and on Class Dojo
05	Face to face education may not be possible temporarily due to individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission; or across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS. This could also happen if staff absence is high and there is no one to teach the class.	✓			Priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables. School will ensure that high quality remote education is provided to all pupils or students not attending. If the setting has to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the local authority. Classes could be merged to ensure that face to face education continues but if this is a pressure on the staff and students for a long period of time, a move to remote learning will be made.
06	If attendance restrictions are needed in the setting, we will be vigilant and responsive to all safeguarding threats with the aim of	✓			Safeguarding procedures continue to be robust and regular checks are made on all children, communication with families of vulnerable children will be of a



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	keeping vulnerable children and young people safe, particularly as some of these children will be learning remotely. All settings must continue to have regard to any statutory safeguarding guidance that applies to them, including: • Keeping children safe in education • Working together to safeguard children • Early Years Foundation Stage (EYFS) framework				high priority. All absences will be followed up and checks on the engagement with remote learning will be regular by DSL/DDSL A Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) will be onsite or contactable via phone. Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader will take responsibility for co-ordinating safeguarding on site (Assistant Head)
07	Free school meals – school will continue to provide free school meals support in the form of vouchers or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they have had symptoms or a positive test result themselves.	✓			
08	Any attendance restrictions will be reflected in the visits risk assessment and SLT will consider carefully if the educational visit is still appropriate and safe. Only students who are attending the setting should go on an educational visit. SLT will consult the health and safety guidance on educational visits when considering visits.	✓			



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Capacity, Access and Egress					
Ref	Control Measures	Yes	No	N/A	Action Taken Details / Further information
09	Designated Entrance and Exit Points for parents and children.	✓			Signage to be displayed to indicate safe distancing. Possible reintroduction of staggered start and finish times.
10	Develop, share and display drop off/ collection protocols e.g. one-way system and one parent/carer only to drop off/ collect child.	✓			Letter sent to parents. Clear signage on the playground. Timetable includes entry points for specific classes / bubbles. Only one parent per family permitted in the playground. Parents to wear facemasks in the playground and if entering the building.
11	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	✓			No parents or members of the public will be permitted access to the school building – parents will be informed by letter. Office staff to control visitor numbers. There will be limited access, via prior arrangement, for Derby agencies e.g. SALT as well as other professionals. All visitors will have to check in, sign in and use the hand sanitiser provided as well as confirm that they have no symptoms of COVID-19. Deliveries will be left in the reception area at the office.



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12	Stagger drop off and collection times, lunch and break times for each cohort/group.	✓			Drop off and collection times could be staggered as could break and lunch times. Children to wash and gel hands before and after every break and before lunch. Playgrounds will be marked to indicate any boundary lines. Lunchtime - hall arranged to allow bubbles to socially distance. Each class will have their own named equipment for playtimes. Playground and trim-trail rota will be put in place. Midday assistants to wear mask or visor and ensure windows are open in the hall – they can go between bubbles as long as measures in place.
Physical / Social Distancing in the Building					
Ref	Control Measures	Yes	No	NA	Action Taken Details / Further information
13	Classrooms organised maintaining space between seats/ desks where possible.	✓			Y2 -Classroom layouts, including for small group interventions, will be arranged so pupils are forward facing rather than facing each other – the exception being Reception and Year 1, where provision areas are used. All classrooms to have antibacterial wipes and spray, which will be used through the day. All classrooms to be as clutter free as possible to allow them to be cleaned more easily and reduce the risk of contamination.
14	Social distancing message is re-enforced to pupils at regular intervals.	✓			Ongoing process by staff within each bubble and across school. Regular reminder via staff briefing and meetings. Signage throughout school.



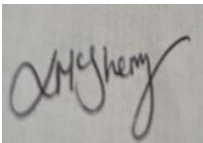
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15	Outside space is used wherever possible for learning.	✓			Outside space is used for exercise, breaks and for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. All activities being delivered must consider the social distancing requirements. All PE equipment and other resources to be cleaned between use by pupils. Wipes and sprays to be available in the hall.
16	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	✓			Pupil movement to be supervised by staff – ongoing. Toilet visits to be monitored by TAs to limit the number of children in the toilet at any one time. Movement to the hall for lunch to be monitored so that bubbles do not mix in the corridors. Staggered start times as well as break and lunchtimes.
17	Communal spaces such as dining room/assembly hall to be used at reduced capacity.	✓			Y1 and Y2 to eat in classrooms FS2 to eat in the hall.
18	Stagger the use and limit the occupancy of staff room and offices by employees.	✓			Seating has been configured in the staffroom to limited staff members. Staff encouraged to eat lunch in their classrooms. Only two people at a time in each of the office areas.
19	Kitchen staff maintain social distancing of 2 metres in the kitchen where possible. 2 metres away from children when serving.	✓			Staff will have the option of wearing masks and aprons but due to the nature of the work and the layout of the kitchen, social distancing will be difficult to maintain.



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20	Use of teachers office room by more than one person will be prohibited.	✓			Hand sanitisers provided in these rooms and throughout school in high traffic areas such as by the photocopier. Copier to be cleaned before and after each use – wipes provided.
21	Non-Essential repair / contracted works in buildings to be carried outside school hours	✓			Where possible, this will be completed outside school hours.

Approved by (Head Teacher/ Chair of Governors)		Date of Approval	5.1 22
Date Provided to LA		Date of Review	



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