



Covid-19 Outbreak Management Plan

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1. Introduction

1.1 The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the Covid-19 pandemic.

1.2 Measures affecting education and childcare may be necessary in some circumstances, for example:

- To help manage a Covid-19 outbreak within a setting
- If there is extremely high prevalence of Covid-19 in the community 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

1.3 This Outbreak Management Plan outlines how Ralph Butterfield Primary School would operate if advised to reintroduce measures to help break chains of transmission. This plan includes how the school will ensure every child receives the quantity and quality of education and care to which they are normally entitled.

2. Guidance

2.1 Ralph Butterfield Primary School continues to seek guidance from authorities such as:

- National Government Guidance
- Covid-19 Contingency Framework: Education and Childcare January 2022
- Public Health England (PHE)
- Ralph Butterfield Primary School Covid-19 School Risk Assessment

3. Prioritising Education

3.1 The impacts of having missed education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

3.2 Decision-makers should endeavour to keep any measures in education and childcare to the minimum number of settings or groups possible, and for the shortest amount of time possible.

3.3 Decision-makers should keep all measures under regular review and lift them as soon as the evidence supports doing so.

3.4 Measures affecting education and childcare settings across an area should not be considered in isolation, but as part of a broader package of measures.

3.5 Attendance restrictions should only ever be considered as a last resort. Where measures include attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised.

3.6 The Government will try to give as much notice as possible of any changes to the way settings should operate.

4. Prioritising Certain Groups

4.1 The DfE has stated that early years and primary settings should be “prioritised to continue to operate as normal”, although the department “may advise that other groups should be prioritised”.

4.2 If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend unless otherwise advised by the DfE.

5. Limits on Attendance

5.1 Limits on attendance will only ever be considered as a last resort.

5.2 As with other periods of restricted attendance, Ralph Butterfield Primary School will provide high quality remote education for all pupils or those not attending.

5.3 Restrictions on attendance may be advised by local teams for individual settings, groups of children, or clusters of closely linked settings.

5.4 If attendance restrictions are required across an area, the Government will publish detailed operational guidance for schools.

5.5 If restrictions on pupil attendance are needed, Ralph Butterfield Primary School will determine the workforce required onsite, and if it is appropriate, for some staff to work remotely. HR guidance will be sought and followed to ensure the appropriate system of controls for attending staff are followed.

6. Vulnerable Children and Young People

6.1 Where vulnerable children and young people are absent from school or remote education, Ralph Butterfield Primary School and School Leaders will:

- Follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns.
- Encourage the child to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child's attendance would be appropriate.
- Focus the discussions on the welfare of the child and ensure that the child is able to access appropriate education and support while they are at home.
- Have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so.

6.2 If settings have to temporarily halt onsite provision, on public health advice for all children, school will be responsible for discussing alternative arrangements, for vulnerable children with the local authority.

7. School Meals

7.1 Ralph Butterfield Primary School will continue to facilitate the provision of meal options, in collaboration with Mellors, for all pupils who are in school. Meals will be available free of charge to pupils eligible for Universal Infant Free School Meals (KS1/EYFS) and pupils who meet the benefits related free school meals eligibility criteria.

7.2 Ralph Butterfield Primary School will continue to provide free school meals support in the form of vouchers for pupils who are eligible for benefits related free school meals and who are not attending school because they:

- Are self-isolating (e.g quarantine)

- Have had symptoms or a positive test result themselves
- Are a close contact of someone who has Covid-19 and required to isolate due to '[Stay at Home](#)' guidance.

7.3 Further information is available in the guidance on providing school meals during the Covid-19 pandemic. Ralph Butterfield Primary School will continue to support pupils who are eligible for, and usually receive, free meals even if pupils are studying remotely due to Covid-19.

8. Additional Measures

8.1 This Outbreak Management Plan outlines how Ralph Butterfield Primary School would operate if any additional measures were recommended for the school site in relation to national guidance.

8.2 Exemplar risk assessment controls that could be implemented in the event of changed Government guidance, Public Health advice, or the identification of a Variant of Concern, are detailed as **appendix 1** to this plan.

9. Covid-19 Risk Assessment

9.1 Ralph Butterfield Primary School continues to update site specific Covid-19 Risk Assessments in line with national guidance. Covid-19 Risk Assessments are updated in consultation with North Yorkshire Health & Safety, City of York Council and all school stakeholders. Once approved by the school governing board, these are publicised on our school website.

9.2 Covid-19 Risk Assessments will be updated in the event of:

- Changes to National Guidance
- Local outbreaks
- School Related Outbreaks
- Variants of Concern

10. Testing

10.1 Ralph Butterfield Primary School has robust systems in place for staff to undertake twice weekly LFT testing with appropriate reporting mechanisms.

10.2 School will continue to provide testing kits directly to staff twice a week and encourage their use alongside current guidance.

10.3 In the event of positive cases in school, additional use of home testing by staff may be advised and encouraged.

11. Face Coverings

11.1 Face coverings are no longer advised for pupils, staff and visitors, either in classrooms or communal areas. Ralph Butterfield Primary School recommends that face coverings are worn in enclosed and crowded spaces where staff, visitors or children may come in to contact with people whom they would not normally meet.

11.2 In the event of an increase in positive cases, emerging Variants of Concern or as a result of extended lockdown measures:

- Ralph Butterfield Primary School will reintroduce the wearing of face coverings by all staff, parents/carers and visitors in communal areas.
- All stakeholders will be informed of the reintroduction of face coverings, as appropriate.
- School will ensure that there is sufficient stock of PPE including face masks

- School Covid-19 Risk Assessments will be updated to reflect that all visitors to school, including parents and contractors, are encouraged to wear face coverings at all times.

12. Shielding

12.1 Shielding is currently paused. In the event of a major outbreak or Variant of Concern 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 taken into account.

- Risk Assessments will be updated to include shielding and Ralph Butterfield Primary School will support individuals with remote working if required.

Please note: Shielding can only be reintroduced by National Government.

13. Education Workforce

13.1 Ralph Butterfield Primary School will continue to support staff and pupils through individual Risk Assessments and support those who are:

- Clinically Vulnerable (CV)
- Clinically Extremely Vulnerable (CEV)
- Pregnant/Expectant mothers

13.2 Ralph Butterfield Primary School will continue to implement the system of controls set out in the Covid-19 operational guidance for educational settings. The Covid-19 Risk Assessment explains to staff the measures that have been put in place to reduce risks to staff.

14. Other Measures

14.1 Residential Educational Visits

Risk Assessments for trips include Covid-19 procedures and are updated following national guidance.

14.1.1 Educational day visits must be conducted in line with relevant Covid-secure guidelines and regulations in place at the time; a full risk assessment in relation to all educational visits must be undertaken to ensure they can be undertaken safely. As part of this risk assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. School Leaders should consult the health and safety guidance on educational visits when considering visits.

14.1.2 Educational Day Visits will be reviewed and potentially postponed in the event of an increase in positive cases, emerging Variants of Concern or as a result of extended lockdown measures. Ralph Butterfield Primary School will seek appropriate financial assurance from the trip provider to ensure the school community are not adversely affected if the trip needs to be deferred or cancelled due to any change in restrictions.

14.1.3 Domestic residential educational visits will be conducted in line with relevant Covid-19 guidance and regulations and risk assessments will be undertaken.

14.1.4 Domestic Residential Educational Visits will be reviewed and potentially postponed in the event of an increase in positive cases, emerging Variants of Concern or as a result of extended lockdown measures.

14.1.5 Ralph Butterfield Primary School will seek appropriate financial assurance from the visit provider to ensure the school community are not adversely affected if the visit needs to be deferred or cancelled due to any change in restrictions.

14.2 Open Days

- 14.2.1 In the event of an increase in positive cases, emerging Variants of Concern or as a result of extended lockdown measures, transitional, taster and open days will be managed through the completion of a thorough risk assessment. This risk assessment will be in line with the agreed system of controls and align with any advice and guidance received from the Government.
- 14.2.2 Open days will be reviewed and potentially postponed/cancelled in the event of an increase in positive cases, emerging Variants of Concern or as a result of extended lockdown measures. In the event of cancellation, remote transitional, taster and open days will be managed by school leaders where possible.
- 14.2.3 Individual site risk assessments will be completed and will include:
 - Separate entry and exit points to school
 - Minimum/maximum number of participants (if any)
 - All visitors to wear face coverings and regularly wash/sanitise hands

14.3 Parental Attendance in Settings

In the event of an increase in positive cases, emerging Variants of Concern or as a result of extended lockdown measures, parents/carers will be advised to limit their access to site as much as possible.

- Parents/carers or visitors will enter the school building by invitation only and must have an arranged appointment.
- Visitors will be collected from the school office as soon as possible to avoid unnecessary waiting.
- All visitors will be advised if they are required to wear a face covering.
- Where possible conversations with parents/carers staff will be either over the phone, via email, or distanced and outside.
- Parents/carers will not be permitted to attend school sport fixtures or other performance events

14.4 Performances in Settings

- If the school is planning an indoor or outdoor face-to-face performance in front of a live audience, staff will continue to follow the latest national guidance, performing arts guidance, and the guidance on delivering outdoor events.
- Performances will be reviewed and potentially postponed/cancelled in the event of an increase in positive cases, emerging Variants of Concern or as a result of extended lockdown measures.

14.5 Events

- Outdoor events are generally lower risk. Once the school have undertaken a risk assessment, and planned the event in line with the system of controls, the school will consider outdoor events (for example a leavers' celebration).
- Events will be reviewed and potentially postponed/cancelled in the event of an increase in positive cases, emerging Variants of Concern or as a result of extended lockdown measures.

14.6 Out-of-School Settings and Wraparound Childcare

Ralph Butterfield Primary school will continue to work closely with Haxby Playgroups and RB Kids Club to ensure that all risk assessments and contingency plans are shared between settings.

15. Cleaning

- 15.1 Ralph Butterfield Primary School will continue to follow robust cleaning regimes such as:

- Additional Covid-19 Response Cleaners when required
- Enhanced cleaning
- Enhanced Touch-Point cleaning

15.2 Following the identification of the person with Covid-19 symptoms, Ralph Butterfield Primary School will clean and disinfect:

- All surfaces that the symptomatic person has come into contact with.
- All potentially contaminated high-contact areas such as toilets, door handles and telephones

15.3 In the event of a Variant of Concern or local outbreak cleaning may be enhanced further to include:

- Deep cleans of whole school and specific areas
- Additional cleaning support
- Additional training of cleaners

16. Waste

16.1 Ralph Butterfield Primary School continues to manage effective waste management on the school site. All waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues), should be:

- Put in a plastic rubbish bag and tied when full. That plastic bag should then be placed in a second bin bag and tied.
- Stored safely and kept away from children. Waste should not be put in communal waste areas for at least 72 hours. It can then be disposed of normally.

16.2 Infection Prevention and Control Precautions

16.2.1 Infection prevention and control precautions continue to be implemented including:

- Good hand hygiene before entering and after leaving the setting, as well as regularly throughout the day.
- Catch it, kill it, bin it regime. Ensuring that everyone (staff and pupils) catch coughs and sneezes in tissues. If a tissue is not available, then the crook of the elbow should be used rather than hands.
- Dispose of tissues promptly in a waste bin and then perform hand hygiene routines.



Covid-19 Outbreak Management Plan

Appendix One

Risk Mitigation	Actions Required to Manage the Risk Mitigation
Follow Government Covid-19 guidance	<ol style="list-style-type: none"> 1. Ensure all staff read Covid-19 Risk Assessment and subsequent updated versions 2. Ensure all staff have read any Safeguarding and Behaviour policy addendums 3. Ensure all staff have read any reviewed health and safety risk assessments according to new guidance 4. All staff have read about the changes to control measures applying the system of controls. 5. All staff to read any Remote Learning updates to plans and policy 6. All staff to be aware of any changes in testing requirements 7. All staff to have read any Government guidance
Use of school spaces to minimise transmission, to meet requirements of effective safeguarding, teaching and learning and health and safety	<ol style="list-style-type: none"> 1. If required by PHE: School to identify the size of bubbles in either class, year or phase to ensure that this supports limited contact between pupils and adults. 2. If there is requirement for school to reduce occupancy in schools, appropriate measures to be implemented. There may also be a need for class sizes to be adjusted from the usual size. 3. Adults may be required to adhere to 2m Social Distancing requirements at all times from other adults. 4. Adults may be required to remain Socially Distanced from children as much as possible although there may be situations where this will be more challenging with younger children. 5. Face coverings may be required for staff, parents and visitors (above the age of 12), whilst on school property or when travelling around school in busy areas. 6. Face coverings may be recommended for staff in classrooms, or be recommended (unless exempt) in all situations outside of classrooms where social distancing is not possible (corridors, communal spaces etc). 7. Face visors or shields should not be worn as an alternative to face coverings. There are exemptions to the new requirement for adults who: <ul style="list-style-type: none"> • Cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • Speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate • Rely on visual signals for communication, or communicate with or provide support to such individuals.

	<ol style="list-style-type: none">8. School may need to alter the way in which they deploy their staff, and use existing staff more flexibly. Line managers should discuss and agree any changes to staff roles with individuals9. School will need to ensure that all visitors connected with volunteering, supply, PPA cover and peripatetic lessons comply with the school's arrangements for managing and minimising the risk of the spread of Covid-1910. It may be required that pupils from different bubbles should not mix within the same space for large gatherings such as assemblies.11. It may be required that every bubble be allocated their own dedicated space and where possible separate toilet and hygiene facilities12. It may be required that to re-organise existing and additional staffroom facilities, including allocated toilets where possible and ensuring chairs are spaced to promote social distancing.13. It may be required that outdoor play areas to be zoned for each bubble for teaching, play and emergency evacuation.14. It may be required that outdoor and indoor fixed play equipment and curriculum resources shared between bubbles should be cleaned frequently and thoroughly and always in between use by different bubbles.15. It may be required that children stay in their bubbles at all times.16. It may be required that external classroom doors to be used where possible by bubbles for entering/exiting the building17. It may be required that schools should consider how to minimise contact across the school site and maintain social distancing wherever possible.18. It may be required that classrooms are reorganised to meet government guidance with all desks facing the front of the classroom19. It may be required that classroom resources cannot be shared within/outside bubbles and must be cleaned on a regular basis.20. It may be that all stationery items must be provided by school, for individuals use only21. It may be required that IT equipment for the purpose of teaching only to be used by lead teacher/staff member in the classroom22. It may be required that light switches, windows and blinds only to be operated by lead teacher/staff member in the classroom/teaching area23. It may be required that admin staff to work at their own desks, spaced 2m apart from other adult's desks, to avoid shared equipment and be responsible for the regular cleaning of IT and phone equipment.
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	<p>24. It may be required that all staff and visitors, unless exempt for the reasons explained in the 'Staff, who may be exempt' section, will be expected to wear face coverings in all communal school areas. This will include - corridors, staffrooms, classrooms, staff toilets and whilst undertaking duties at break/lunch times in enclosed spaces in such as the dining hall. However, even with face coverings in use, appropriate social distancing, hygiene measures and hand sanitisation may still fully apply.</p> <p>25. It would be the expectation that pupils learning remotely and that are eligible for free school meals should receive provision of food vouchers.</p> <p>26. PE, sport and physical activity provided by schools to their own pupils under the appropriate systems of control would continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Pupils may be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Schools would follow DfE guidance for all PE and sporting activities.</p> <p>27. Schools may be required to cease before and after-school educational activities and childcare for pupils.</p> <p>28. Schools may limit or cease access to wraparound/extracurricular sessions for the children.</p> <p>29. Schools may need to work with external wraparound providers to minimise mixing between children.</p>
School Attendance: Staggered timings for the start and end of the school day, break and mealtimes to prevent congregation of people	<ol style="list-style-type: none"> 1. Physical school attendance may be limited or cease for a period of time. School to follow guidance on the Risks and Harms of missing education. 2. Some pupils, parents and households may be reluctant or anxious about attending school. School will discuss any concerns with parents and provide reassurance on the measures put in place to reduce any risks and remind parents that pupils of compulsory school age must be in school unless a statutory reason applies. 3. School will continue to provide remote education to any pupils who need to continue to learn from home. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which will be the next school day. 4. School will offer pastoral support to pupils who are self-isolating, shielding or vulnerable. 5. Any staff working from home will continue to be expected to work their contracted working hours. 6. School may consider staggered starts or adjusting start and finish times to keep any bubbles apart as they arrive and leave the premises. However, this will not reduce the amount of overall teaching time. Staggered starts may include condensing or staggering break times but retaining the same amount of teaching time or keeping the length of the day the same but starting and finishing later to avoid busy periods.

	<p>7. Parents would be informed of any changes to systems in place to cover late arrivals and children not collected on time</p> <p>8. Parents may be directed to different entrances/exits as the school uses as many external doors as possible to minimise contact between any different bubbles</p> <p>9. Only one parent or carer would be able to drop off/collect child/children at any time.</p> <p>10. The school may require social distancing is in place for collection and drop off</p> <p>11. Parents may be required not to enter the school building and must drop off and leave as quickly as possible at the start and end of the day once children are collected.</p> <p>12. The school may issue guidance to parents/staff about minimising/revising use of public transport</p> <p>13. Pupils using dedicated school transport will adopt measures that are appropriate to their different circumstances within the dedicated school transport service provided by the local authority.</p> <p>14. Parents and children may be asked not to congregate in groups outside school and arrive at their specific drop off/pick up time.</p> <p>15. Parents/carers who have to collect multiple children may be advised of alternative collection arrangements and what arrangements are in place for waiting if required.</p> <p>16. Parents/carers may be asked to email or telephone to contact the school's office rather than visit in person where possible.</p> <p>17. Visitors to the school may be kept to a minimum. If visitors do attend then visitor health and safety guidance must be strictly adhered to (including deliveries and suppliers)</p> <p>18. There may be a limit on the number of children using the toilets and wash facilities at any one time</p> <p>19. Daily routine procedures will be shared with staff and parents prior to any changes being implemented.</p> <p>20. If Government guidance changes in relation to clinically extremely vulnerable (CEV) adults and children, pregnant women, or any other group then Ralph Butterfield Primary School will abide by all requirements.</p> <p>21. Ralph Butterfield Primary School will continue to communicate any changes required to Self-Isolation guidance and Covid-19 testing procedures.</p> <p>22. Plans would be in place to ensure that each bubble is staffed adequately.</p> <p>23. School would have contingency plans in place for the event of staffing levels dropping below the number required to safely keep a bubble open e.g named supply teachers/HLTAs.</p>
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	<p>24. Meal and break times may be staggered by bubbles or pupils may eat within their classroom to reduce the amount of travel around school. Pupils would remain in the area they are eating in until everyone within their bubble has finished eating and are able to leave.</p> <p>25. School will continue to record attendance in accordance with Education (Pupil Registration) (England) Regulations 2006 (amended) for all pupils. School will continue to work with LAs to engage with families who are abroad to understand the circumstances and plans to return. All pupils travelling to England must adhere to government travel advice, and parents are encouraged to continue to bear this in mind when considering travel.</p>
Clear verbal, written and visual communication with Risk Groups to maintain Social Distancing	<p>Schools may need to maintain a distance between people whilst inside and reducing the amount of time they are in face to face contact. In these circumstances, schools will:</p> <ol style="list-style-type: none"> 1. Mark floor areas both internally and externally to support Social Distancing and specific areas for any bubbles to use 2. Use signage to support understanding of all communications 3. Label areas to be used by certain bubbles/staff only 4. Write to parents to explain any changed procedures 5. Induct staff and pupils on use of the building and daily procedures on first day of new procedures 6. Review the movement of staff and pupils around the school with specific toilets being allocated to each bubble, and pupils using external doors to playground where available to reduce the number of persons moving around the building.
Promote regular handwashing and good personal hygiene in line with government guidance	<ol style="list-style-type: none"> 1. We may be required to identify toilet facilities to be used by which bubbles' pupils, staff and visitors 2. We may be required to limit staff toilet use to one at a time with a cone system used outside the external door to show it is occupied 3. We may be required to monitor pupils in their use of toilets to maintain social distancing and to ensure different bubbles do not use at the same time 4. Soap and hand sanitiser would be available in every area where bubbles are working 5. Hand sanitiser would only be used where hand washing facilities are not available 6. Hand sanitiser and spare masks would be available in reception for visitors and in meeting spaces that are used for meetings with visitors 7. Hand sanitiser would be taken outside when bubbles working externally

	<ul style="list-style-type: none"> 8. Children may be encouraged to wash hands when entering school; after coughing or sneezing; after using the toilet; before and after handling food; before and after breaktimes; before and after lunch, if children have come into contact with another child or adult outside their bubble 9. We may require adults to wash hands entering school; after coughing or sneezing; after using the toilet; before and after handling food; before and after breaktimes; before and after lunch; if they have come into contact with another child or adult outside their bubble 10. Support would be identified for those children who require extra help with washing their hands 11. We may require for all food to be served and no self-service food facilities should be available (e.g salad bar)
<p>Cleaning regimes that maintain a high standard level of cleanliness throughout the school building and site, resources and personal equipment that meets the requirements of Covid-19 guidance</p>	<ul style="list-style-type: none"> 1. Ralph Butterfield Primary School will continue to abide by all guidance changes in relation to cleaning of school site furniture, equipment and resources including in the cases of symptomatic people having been on site. 2. All appropriate cleaning, pest control and usual building checks would take place before reopening if the school had to close for any period of time. 3. Ralph Butterfield Primary School will continue to abide by all guidance changes waste management. 4. School may need to ensure that equipment sharing be kept to a minimum, where there is no alternative it would be fully wiped down frequently or quarantined before use by a different bubble 5. Where appropriate, school would identify resources that are used solely by individual bubbles 6. Arrange adequate storage of individual bubble equipment would be in place 7. Pupils and staff would have access to their own school provided stationery in a receptacle. 8. School may prepare classrooms to ensure soft play and difficult to clean toys are only used within the bubble and suitable cleaning materials are used for cleaning them, or these are quarantined or decommissioned. 9. Any equipment that cannot be adequately cleaned between different bubbles/users would be set aside for 72 hours 10. Any shared areas used for the consumption of food may need to be cleaned between use by different bubbles 11. In the event of a suspected or confirmed case of Covid-19 in school, any changes to government guidelines for additional cleaning must be followed
<p>Use of PPE for personal care, behaviour issues where intervention is</p>	<ul style="list-style-type: none"> 1. Any changes in requirements to PPE or face coverings would be implemented. 2. PPE stored centrally within school and can be accessed by all staff members for circumstances requiring its use.

required and emergency first aid purposes	
Creation of isolation space and procedure for any person(s) who become symptomatic	Any changes to the requirements to isolation spaces would be implemented.
Clear communication with Risk Group to explain procedures, provide reassurance and reduce anxiety	<ol style="list-style-type: none"> 1. It may be required that all meetings with members of the school community happen virtually. In this case, communication with stakeholders would take place alongside the school's acceptable use policy. 2. Risk assessments for individual meeting rooms may be applied. 3. Communication policies would continue to be applied to inform changed messages.
Set clear expectations with regard to being symptomatic, collection from school, Self-Isolation and return to school	<ol style="list-style-type: none"> 1. Any updated guidance on Covid-19 Self-Isolation will be implemented, including for key vulnerable groups. 2. Ralph Butterfield Primary School Covid-19 Collection of Symptomatic Pupil guidance would remain in place and parent informed of self-isolation and Covid-19 testing procedure when they are asked to collect their child
Update evacuation plans to ensure Social Distancing is maintained in the event of an emergency	Relevant updates to evacuation plans will be applied in timely manner. In this situation, school will: <ol style="list-style-type: none"> 1. Explain to all staff and pupils the new evacuation procedures and assembly locations 2. Ensure assembly locations are clearly identified and meet any Social Distancing guidance 3. Fire drills to take place within the first week of changes to school plan
Ensure safeguarding is maintained for those in attendance at school and those who remain at home	Staff will always follow Ralph Butterfield Primary School Safeguarding Policy for all children in school including any addendums for Safeguarding procedures during remote learning covering those pupils not in school. We will continue to identify actions required to ensure sufficiency in meeting increased demand for support where pupils have been identified: <ul style="list-style-type: none"> • In need of early help • Have additional needs such as behaviour, sensory impairment etc. • Exhibiting mental health and wellbeing issues • In need of bereavement counselling

	<ul style="list-style-type: none"> • Meeting the social care thresholds • At risk of exclusion
Mental Health and Wellbeing for Staff	<ol style="list-style-type: none"> 1. We will continue to ensure all staff understand all school procedures and expectations of them 2. We will continue to share a clear communication procedure for any questions or concerns raised, including external support if staff feel they are unable to discuss an issue with a Headteacher 3. We will consider regular virtual meetings to bring the staff community together 4. SLT will continue to check on staff at regular intervals whilst still ensuring social distancing is adhered to. Where possible this should be via phone or GoogleMeet. 5. We will continue to share support websites that staff are able to access to support their own wellbeing e.g. <ul style="list-style-type: none"> • NHS General Wellbeing Advice: https://www.nhs.uk/conditions/stress-anxiety-depression/improve-mental-wellbeing/ • NHS Every Mind Matters: https://www.nhs.uk/oneyou/every-mind-matters/ 6. We shall continue to refer staff to external counselling with Health Assured for further support where appropriate. 7. We will ensure staff know they are responsible for ensuring that if they are asked to work from home that they can do so safely and to highlight any issues or concerns with their Head Teacher.
Mental Health and Wellbeing for Children	<p>In the case of bubbles being implemented, absence or school closure/restrictions, staff will:</p> <ul style="list-style-type: none"> • complete an induction with each bubble to ensure children understand procedures and expectations through an age appropriate format, allowing time to repeat these if necessary to build automaticity • consider an appropriate timetable to encompass the needs of the learners that is flexible to the individual groups where appropriate • increase time spent on PSHE to allow the students time to talk through anything that is important to them and reflect on their personal experiences, rebuild friendships and social engagement, and equip pupils to respond to the impact of COVID and associated restrictions • allow time for all children to reskill and rebuild their confidence as learners • share concerns of any children following the usual procedure and any extra support should be put in place where appropriate

	<ul style="list-style-type: none"> • keep open communication with parents to share any observations or concerns where appropriate • provide vulnerable children with virtual Emotional Literacy Support Assistance (ELSA)
Music, Drama, Dance & School Performances	Ralph Butterfield Primary School will abide by all changes of guidance in relation to music, drama, dance & school performances and implement appropriate measures.
Educational Visits and Activities including Transition	Ralph Butterfield Primary School will abide by all changes of guidance in relation to educational visits, activities and transition and implement appropriate measures. Full risk assessments will always be undertaken by school.
First Aid Treatment	<p>Sufficient first aid provisions will always be place in line with the school's first aid risk assessment and guidance in place at the time. This may include:</p> <ol style="list-style-type: none"> 1. First aid kits to be available to each bubble 2. Minor incidents of first aid may be managed within designated bubbles i.e. small bump/graze, if in any doubt a first aider will be called to assess. 3. For significant injuries a trained first aider to be called and deal with the incident in designated first aid room or to attend to the child in their bubble if not possible. 4. Standard universal hygiene measures should be followed in line with first aid training at all times. 5. Disposable gloves are universally recommended to be worn when providing first aid and this should be adhered to. 6. Face coverings should be worn when dealing with general first aid even if social distancing cannot be maintained 7. Staff administering first aid to any other adult, additional PPE mask should worn if social distancing cannot be maintained.
Suspected and Confirmed Case of Covid-19	Ralph Butterfield Primary School will implement appropriate measures for any changes in the requirements in relation to suspected and confirmed Covid-19 cases, including Track & Trace requirements.
Wrap Around Care (WAC)	Ralph Butterfield Primary School will continue to liaise with all external providers to implement appropriate measures that may be required in line with Government guidance and school's risk assessment.