

Chellaston Junior School

Schools COVID-19 Outbreak Management Plan

If we have been alerted, via an official channel, to a school or local outbreak go straight to **Section 3** for immediate actions to take.

School Name	Chellaston Junior School
Type of School	Junior
School address	Maple Drive, Chellaston, Derby DE73 6PZ
Operating hours (including extended services)	7am to 6pm
Number of staff	90
Number of pupils	510
Age range of pupils	7 to 11
Office telephone number	01332 701460
Office email address	admin@cjs.derby.sch.uk
School website	cjs.derby.sch.uk
Plan owner	[Headteacher] Alex Smythe
Plan author	Alex Smythe
Date of approval by governing body	11 th September 2021
Date of last update	8.10.21 22.11.21 6.1.22

- This plan (when completed) is a protected document (shared with key staff and appropriate school governors only).
- Do not allow any information to be copied or shared without prior approval from the plan owner.
- Ensure that all key staff are aware of the contents of this plan and have a full understanding of the actions required within it.
- Ensure that all staff and school governors are aware of its existence.

Template produced by Nottinghamshire County Council Emergency Planning Team

Further advice and support available from Derby City Council Local Health Protection Team (e.g. **Simran Sanghera**: 01332 956638 or **Celia Edwards-Grant** | Public Health Project Support Co-ordinator 01332 956639)



In writing this Outbreak Management Plan, we have taken account of the Government 'Contingency Framework' for educational settings.

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

The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings **it will make sense to think about taking extra action if the number of positive cases substantially increases**. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.

For most education and childcare settings, whichever of these thresholds is reached first:

- **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**

IMPORTANT: All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1)



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1. Introduction

This outbreak management plan details the actions Chellaston Junior School Leaders and other key staff will take after they have been notified of a school or local outbreak to reduce the risk of transmission of coronavirus (COVID-19), including responding to variants of concern, including:

- the types of measures that school should be prepared for
- how decisions are made
- who can recommend these measures and where
- when measures should be lifted

All education and childcare settings should have outbreak management plans outlining how they would operate if there were an outbreak in their setting or local area. If we have several confirmed cases within 14 days, we may have an outbreak. We will call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of our outbreak management plan. We can reach them by calling the **DfE helpline on 0800 046 8687** and selecting option 1 for advice on the action to take in response to a positive case.

Local authorities, Directors of Public Health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks and can recommend measures (described below) in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

This outbreak management plan describes how this school would operate if specific measures were recommended and should also include how the setting would ensure every pupil receives the quantity and quality of education and care to which they are normally entitled.

a. Risk assessment

- We must comply with health and safety law and put in place proportionate control measures.
- **This plan does not replace the need to keep our school risk assessment up to date.**
- It is vital that a risk assessment is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission.
- It is important that this risk assessment is a live document that is kept up to date as required. The most efficient and effective way to update our current risk assessment would be to show in the document which existing control measures have been removed by using strike through text. This will make it easier to communicate the changes with staff and if necessary, reintroduce measures if required at a future date. This exercise will need to be completed before operational changes are made.

b. Guidance links

Completion of this plan is achieved in conjunction with the following list of guidance, however, **please note that this guidance is constantly being updated and it is important that we make sure we are working from the latest version**

- [Contingency framework: education and childcare settings \(www.gov.uk\)](https://www.gov.uk/guidance/contingency-framework-education-and-childcare-settings)

- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044890/Schools_guidance_January_2022_.pdf

c. Key points for consideration

- The impacts of having missed education during the pandemic are severe for children, young people and adults. The school understands and will continue to carefully manage the impact on all staff, governors, visitors and volunteers. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.
- Decision-makers will endeavour to keep any measures to the minimum number of schools or groups possible, and for the shortest amount of time possible.
- Decision-makers will keep all measures under regular review and lift them as soon as the evidence supports doing so.
- Measures affecting education across an area should not be considered in isolation, but as part of a broader package of measures.
- **Attendance restrictions should only ever be considered as a very last resort.**
- Where measures include pupil attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised.

2. Roles and responsibilities

a. List of individuals/organisations who play an important role in providing support and advice to schools

Person/Organisation	Contact details
Derby City Council Public Health Team	Contact via cct@derby.gov.uk Simran Sanghera : 01332 956638 or Celia Edwards-Grant Public Health Project Support Co-ordinator 01332 956639
Local authority (LA)	Contact via jayne.hadfield@derby.gov.uk
Department for Education	The DfE helpline on 0800 046 8687 (selecting option 1) can help with advice on the action to take in response to a positive case.



b. List of individuals or teams within the school with a role within this plan

Person/Role	Responsibilities / contact details
Head teacher - Alex Smythe	Overall responsibility for risk assessment and decision making
Zone Manager (Wrap around care) - Sarah Woolley	Ensuring that all staff in the Zone follow the guidance in Protective measures for holiday or after-school clubs and other out-of-school settings (www.gov.uk)
Deputy Head teacher - Karen Price	Day to day leadership of staff to ensure risk assessment is being implemented
Welfare Assistant - Kathy Daintith	Response to potential cases, communication with parents Ensuring that pupils are cared for appropriately before going home and that relevant areas are cleaned afterwards
Administrator - Nic Bacon	Support for KD and KP including communicating with parents and staff
Learning Mentor - Jayne Deane-Robson	Parent contact for vulnerable pupils Delivery and communication around home learning for relevant pupils
SENDCo – Ceri Holmes	Support for pupils on the SEND record (often our vulnerable pupils) Close working with Learning Mentor (ensuring high quality home learning provision)
Katy Bell – Well Being Lead	Lead teacher for ensuring both staff and pupil well-being
EMET contacts	Elaine Aldridge (Executive Assistant and Company Secretary) – ealdridge@emet.uk.com Linda Azemia (Deputy CEO) – lazemia@emet.uk.com
Health & Safety Governor	Grant Chaplin – g.chaplin@cjs.derby.sch.uk

3. Stepping measures up and down

- You will be alerted to a school or local outbreak, and do not need to activate measures within this plan before you receive that alert
- An alert may come from a number of sources (e.g. Director public health or their team, Public Health England (PHE) Health Protection Team, or a relevant person from the local authority).
- Do not act on information from unofficial sources – seek more information from one of the above contacts first.
- Whoever receives the alert should ask for, and record, as much information as possible.

a. Procedure for reacting to a school or local area outbreak

Information to record	<p>Date of the alert</p> <p>Who (specifically) was the source of the alert? (was it the Local Health protection team?)</p> <p>Is this a school or local outbreak?</p> <p>What advice are they currently giving?</p> <p>Who needs to be communicated with and in what form?</p> <p>Complete the alert form (see end of this plan)</p>
Named contact(s) for responding to the alert	<p>Alex Smythe / Karen Price / Kathy Daintith / Nic Bacon</p> <p>Jayne Deane-Robson</p>
Specific actions required	<p>Call together outbreak team:</p> <ul style="list-style-type: none"> • Refer to risk assessment and this outbreak management plan (AS, KD, KP, NB) • Plan for response • Contact Grant Chaplin (H&S Governor) • Communicate with staff • Communicate with parents • Consider home-learning implications • Consider staffing implications • Plan for safety response measures (e.g. cleaning, restriction of spaces etc) • Contact EMET (see contact details earlier in this document)



The same applies for stepping down additional measures - wait for, or seek, assurance from the source who issued the alert that is safe to relax restrictions before doing so.

b. Procedure for stepping down measures

Named contact(s)	Alex Smythe / Karen Price
Information to record	<p>Who took the decision to step down?</p> <p>What communication took place with CCT (Local Health Protection Team)</p> <p>What was the authority to do so?</p> <p>What is the rationale for stepping down?</p>
Specific actions required	<p>Speak directly with Local Health Protection team before making any decisions</p> <p>Call together outbreak management team (AS, KP, KD, NB)</p> <p>Ensure all deep cleaning has been done</p> <p>Record all details of decision making</p> <p>Communicate with EMET to explain what has been decided</p> <p>Communicate with staff</p> <p>Communicate with Parents</p> <p>Communicate with Grant Chaplin</p>



4. Control measures

Details in this section outline how this school will respond should any of the following measures be reintroduced into the school or local area.

a. Testing

Procedure for reintroduction of asymptomatic testing sites (ATS) for pupils and staff	
Not applicable at CJS	

Procedure for additional testing , e.g. encouraging more home testing	
Named contacts(s)	Kathy Daintith / Jo Davis / Nic Bacon (Parents) Alex Smythe (staff)
Communications	Who is responsible – all three above How are staff and pupils encouraged to increase home testing? Through newsletter and TWEET/email What communications will be used? As above
Specific actions required	[To be determined at the time of the outbreak] Specifically encourage more testing whenever a positive case is identified Kathy Daintith to ensure that we have enough test kits
Weblink to guidance	Ordering test kits for schools and FE providers - (www.gov.uk) Getting a free PCR test to check if you have coronavirus (COVID-19) (www.gov.uk)

b. Face coverings

NOTE: In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.

Procedure for establishing the use of face coverings	
Face coverings not mandatory but staff and children can choose to wear them	



c. Shielding

NOTE: Shielding for staff and pupils will only be introduced by national government.

Procedure for reintroduction of **shielding for pupils**

Government advice 28th August 2021

The shielding programme [ended in England](#) on 15 September 2021. This means that people who were previously considered clinically extremely vulnerable (CEV) will not be advised to shield in the future or follow specific guidance.

People who were previously shielding should continue to [follow the same guidance as the general public](#) on staying safe and preventing the spread of COVID-19. However, as someone with a health condition, you may want to consider, alongside any advice from your clinician, if additional precautions are right for you. These could include:

- considering whether you and those you are meeting have been vaccinated – you might want to wait until 14 days after everyone's most recent dose of a COVID-19 vaccine before being in close contact with others
- considering continuing to practice social distancing if that feels right for you and your friends
- asking friends and family to take a rapid lateral flow antigen test before visiting you
- asking home visitors to wear face coverings
- avoiding enclosed crowded spaces

If the official advice changes – Alex Smythe will make decisions on the process for managing this, in line with the updated advice and in line with previous actions including:

- Ensuring that affected pupils have access to high quality home learning
- Jayne Deane-Robson is able to coordinate communication with relevant parents.

Procedure for reintroduction of additional **shielding measures for staff** (including staff who are pregnant)

<https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm>

Shielding was removed in 2021. However, you're at higher risk of getting seriously ill from COVID-19 if you're pregnant. If you get COVID-19 late in your pregnancy, your baby could also be at risk.

It's strongly recommended that you get vaccinated against COVID-19 to protect you and your baby.

It's also important to follow advice to stop the spread of COVID-19 throughout your pregnancy. Especially when you're more than 28 weeks pregnant (in your 3rd trimester).

If you're from an ethnic minority group, evidence suggests you're more likely to be admitted to hospital if you get COVID-19. Maternity teams are taking extra steps to keep you safe if you're higher risk.

Employers are encouraged to [talk to any vulnerable workers](#) (see the link for the HSE advice) so they can explain the measures being taken to ensure where they are working safely.

If the official advice changes – Alex Smythe/Karen Price will make decisions on the process for managing this, in line with the updated advice and in line with previous actions.

Pregnant staff
HSE – link as above

There is a long-standing requirement for employers to put in place measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother.

Some pregnant workers will be at greater risk of severe illness from coronavirus.

If you cannot put the necessary control measures in place, such as adjustments to the job or working from home, you should suspend the pregnant worker on paid leave. This is in line with normal requirements under regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.

Individual risk assessments will be written for new and expectant mothers – Alex Smythe is responsible for this.



d. 'Bubbles'

NOTE: From 19th July 2021, the move to Step 4 means there will no longer be a requirement to keep children in consistent groups ('bubbles'), meaning that bubbles will no longer need to be used for summer provision or in the autumn term, however, local authorities, Directors of Public Health and PHE Health Protection Teams may recommend the reintroduction of 'bubbles' as a temporary measure.

Procedure for the reintroduction of 'bubbles'	
Named contact(s)	Alex Smythe (Head) and Karen Price (Deputy)
Specific actions required	<p>Communicate with Local Health protection team</p> <p>Gather Outbreak Management Team</p> <p>We assume that we would re-adopt previous 'bubble' structure in pairs of classes to fit in with timetabling</p> <p>Who will take the decision to activate within the school? (AS and KP)</p> <p>How will this be communicated to staff and students? (email to staff; Zoom with groups of children)</p> <p>What arrangements need to be put into place once 'bubbles' have been reinstated?</p> <ul style="list-style-type: none">• Consider whether this would be bubbles organised across the whole school or just specific bubbles (e.g. a certain year group)• Timetabling (especially lunchtime and playtime)• Adjust assembly arrangements• End of day arrangements adjusted <p>Who will undertake any physical arrangements?</p> <ul style="list-style-type: none">• Head/Deputy• Cleaning staff• Premises Officer• Teachers
Weblink to guidance	The government has made it clear that there is to be no reintroduction to 'bubbles' other than in the most extreme circumstances. See schools' operational guidance.

e. Other measures

NOTE: Local authorities, Directors of Public Health and PHE Health Protection Teams may recommend these precautions in one setting, a cluster of settings, or across an entire area.

Procedure for limitations around residential educational visits	
Named contact(s)	Karen Price
Specific actions required	<p>Consider introducing bubbles on the visit (or the planned visit)</p> <p>If the outbreak occurs on a visit, follow local procedures and ensure that relevant pupils can get home as soon as possible</p> <p>The group leader to:</p> <ul style="list-style-type: none">• Immediately implement bubbles at the point of a positive case• Communicate with Karen Price at the earliest opportunity
Weblink to guidance	<p>There is no specific guidance other than the Government guidance at https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p>

Procedure for limitations around open days	
Named contact(s)	Alex Smythe
Specific actions required	<p>At this stage, it is unlikely that we will have any sort of 'Open Day' during the autumn term. This will be reviewed.</p> <p>We have, however, had 'open classrooms for groups of parents after school and this seems to have been safe.</p>
Weblink to guidance	

Procedure for limitations around transition or taster days	
Named contact(s)	Alex Smythe / Karen Price

Specific actions required	Plan for summer term transition days during Spring 2022 based on the current national picture.
Weblink to guidance	

Procedure for limitations around parental attendance and visitors	
Named contact(s)	Alex Smythe / Karen Price
Specific actions required	<p>We are hoping to have parents in to school for class theme days on the following basis:</p> <ul style="list-style-type: none"> • No more than half a class of parents in school at a time • Request (but not insist upon) face masks • No more than four classes in on any one day (which would mean we'd need four separate days to make this work) • Theme days to be cancelled at any notice if an outbreak has occurred (Teachers to communicate this to parents following advice from AS)
Weblink to guidance	

Procedure for limitations around performances	
Named contact(s)	Karen Price
Specific actions required	<ul style="list-style-type: none"> • Performances limited to two classes together at a time to reduce numbers of children and parents being together. • Each (paired class) performance to perform twice, parents from one class invited to attend at a time. • Performances to take place in the school hall to allow space for a whole class set of parents to attend. • Allocate seating for performances. • Where isolations are occurring and to allow all parents access, performances can be recorded and shared on the closed school YouTube channel (check for individual permissions).

Weblink to guidance	https://www.gov.uk/guidance/working-safely-during-covid-19/events-and-attractions#customers-3
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f. Tracing close contacts

From Step 4 onwards contact tracing will be done via NHS Test and Trace. Contacts from a school setting will only be traced by NHS Test and trace where the positive case specifically identifies the individual as being a close contact. You may be contacted in exceptional cases to help identify close contacts.?

Procedure for requests for contact details from NHS Test and Trace	
Responsible person(s)	Who will be responsible for dealing with these requests? – Kathy Daintith
Identification approval	How to guarantee that these are genuine calls/requests before giving out details Kathy to ensure that she requests the information to be sent over by email to ensure that we can ensure it has come from CCT (Local Health Protection team)
Information released	What contact information is released? Name, DOB, Address (preferably all by telephone once the email has been received).

5. Attendance restrictions

ATTENDANCE RESTRICTIONS SHOULD ONLY EVER BE CONSIDERED AS A LAST RESORT

As part of their outbreak management responsibilities, local authorities, the Director for Public Health and Public Health England (PHE) Health Protection Teams may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.

The cohorts described below should be used to guide decisions about restricting attendance, as well as prioritising groups to return to face-to-face education.

a. Types of teaching provision

Procedure for limiting attendance in the main education provision of the school	
Named contact(s)	Alex Smythe / Karen Price
Specific actions required	<p>Implementation of alternative, high quality remote education to be provided for all pupils not attending school.</p> <p>https://www.cjs.derby.sch.uk/wp-content/uploads/sites/6/2022/01/CJS-Remote-Learning-Policy-2021-22.pdf</p> <p>Teachers to implement the remote learning policy</p> <p>Jayne Deane-Robson - Prioritisation for vulnerable children (ensuring continued communication with parents and the child),</p> <p>If possible, ensure that children of critical workers can attend.</p>
Weblink to guidance	<p>School attendance: guidance for schools (www.gov.uk)</p> <p>Contingency framework: education and childcare settings (www.gov.uk)</p>

Procedure for limiting attendance of out-of-school and wraparound childcare	
Named contact(s)	Sarah Woolley

Specific actions required	<p>Communicate with Alex Smythe</p> <p>Communicate with Zone Staff</p> <p>Communicate with Other Schools</p> <p>Make decisions on the need to return to bubbles for short periods of time, if required.</p> <p>Gather all relevant information (in line with above) before communicating with parents of Zone children</p> <p>Follow the below guidance</p> <p>Readdress the risk assessment (Alex Smythe and Sarah Woolley)</p>
Weblink to guidance	Protective measures for holiday or after-school clubs and other out-of-school settings (www.gov.uk)

Procedure for limiting attendance of holiday activities and food programme	
Named contact(s)	N/A
Weblink to guidance	Holiday activities and food programme (www.gov.uk)

b. Types of teaching provision (support)

Procedure for supporting the education of pupils in hospital	
Named contact(s)	Karen Price
Specific actions required	<p>Contact:</p> <p>01332 786855 - Puffin Ward, Royal Derby Hospital, Uttoxeter Road, Derby. DE22 3NE</p> <p>Hospital Education is based within The Royal Derby Hospital on the Puffin Ward and caters for all Key Stages. The education is run by the Local Authority and managed by The Kingsmead School.</p> <p>Katie Hartshorne – Teacher</p> <p>Sally Deacon – Teacher</p>
Weblink to guidance	https://www.kingsmead.derby.sch.uk/puffin-ward/

c. Other considerations where attendance has been restricted

- **Remote education**

Where appropriate, pupils who need to self-isolate because they have tested positive will be supported to learn from home if they are well enough to do so.

Procedure for providing remote education to pupils	
Named contact(s)	Karen Price / Jayne Deane-Robson
Specific actions required	<p>Ensure that the Remote Learning Policy has been shared with all teachers - https://www.cjs.derby.sch.uk/wp-content/uploads/sites/6/2022/01/CJS-Remote-Learning-Policy-2021-22.pdf</p> <p>Communicate with teachers and AS about plans for home learning and updating information on the school website.</p> <p>Deliver learning packs to individuals as required</p> <p>Ensure that the teachers are following the remote learning policy</p>
Weblink to guidance	<p>Get Help with Remote Education (www.gov.uk)</p> <p>Get help with technology during coronavirus (www.gov.uk)</p> <p>Remote Education Temporary Continuity Direction: explanatory note (www.gov.uk)</p>

- **Safeguarding and designated safeguarding leads**

Procedure for ensuring safeguarding is maintained	
Named contact(s)	<p>Jayne Deane-Robson (DSL)</p> <p>Karen Price (DDSL)</p> <p>Alex Smythe (Head teacher)</p>
Specific actions required	<p>Karen Price steps into DSL in the absence of JDR</p> <p>Alex Smythe to support either or both as necessary</p> <p>Ensure vulnerable pupils list is maintained and revert to daily / twice weekly contact as required</p> <p>See also the list of procedures in the next table</p>

Weblink to guidance	Keeping children safe in education Working together to safeguard children
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• **Vulnerable children and young people**

Procedure for impact on vulnerable children and young people	
Named contact(s)	Jayne Deane-Robson / Ceri Holmes
Specific actions required	<p>When attendance is restricted, vulnerable children and young people should be prioritised for continuation of attendance at school.</p> <p>Procedures re-instated to maintain contact with vulnerable children and young people when they are absent from school:</p> <p>Summary of the sequence of steps to safeguard pupils and maintain checks on the well-being of those pupils not attending school:</p> <ol style="list-style-type: none"> 1. Contact made by teachers to all pupils through class dojo and the website to set work. 2. Contact made by the Learning Mentor and other support staff to check on the well-being of pupils through telephone conversations with parents; twice weekly for the most vulnerable; weekly for other, less vulnerable pupils weekly (these vulnerable pupils are identified on a list held by the school). 3. Where contact has not been possible by telephone for up to two weeks, the learning mentor and another member of staff will make a home visit. 4. Where there is no contact made through a first home visit, a further attempt will be made within 3 days. Further daily phone calls will also be made. If contact is made at any stage, we revert to point 2 above.
Weblink to guidance	Supporting pupils with medical conditions at school www.gov.uk



- **Transport**

Transport services to schools should continue to be provided as normal where children are attending school.

Procedure for transport for schools	
Named contact(s)	Karen Price
Specific actions required	Only relevant for school visits at CJS (dealt with above)
Weblink to guidance	Coronavirus (COVID-19): safer travel guidance for passengers (www.gov.uk)

- **School meals**

School meals will continue to be provided for all children who are still in school.

Meals will continue to be free for all children who meet the benefits-related free school meals eligibility criteria.

Procedure for continuation of free school meal provision	
Named contact(s)	Carol Townsend – Kitchen Manager
What level of provision will be available?	Individual food parcels will be prepared and delivered by school
Specific actions required	How will it be accessed by those who: <ul style="list-style-type: none"> • are self-isolating, have symptoms or a positive test result themselves (delivered by school)
Weblink to guidance	Further information available in the guidance on providing school meals during the COVID-19 pandemic



- **Educational visits**

Procedure for undertaking educational visits	
Named contact(s)	Karen Price
Specific actions required	<p>Attendance restrictions should be reflected in the visit's risk assessment.</p> <p>Consider carefully if the educational visit is still appropriate and safe.</p> <p>Only children who are attending the school should go on an educational visit.</p> <p>In the event of an outbreak. Any visit would be cancelled.</p>
Weblink to guidance	Health and safety on educational visits (www.gov.uk)



6. Recovery

a. Debriefing

Procedure for debriefing staff after an outbreak	
Named contact(s)	Alex Smythe
Specific actions required	Take a lead from PHE / Local Health Protection Team Consider and share with staff via email: What happened (without revealing names) What actions were taken Why the decision was made What we expect everybody to do from this point forward (maybe to mitigate against further outbreaks) Timeline of what will happen now

b. Pupil and staff wellbeing and support

Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on [promoting and supporting mental health and wellbeing in schools](#).

Procedure for promoting and supporting mental health wellbeing in pupils and staff	
Named contacts(s)	Katy Bell (well-being lead) Kathy Daintith (Welfare Assistant)
Resources for promoting mental health wellbeing	ELSA The School Well-Being staff team Weekly wellbeing assemblies for all pupils Use of 'Something to Say' slips for children to share any concerns
Support for mental health concerns	Concerns to be raised with Kathy or Katy



Weblink to guidance

[Promoting and supporting mental health and wellbeing in schools \(www.gov.uk\)](https://www.gov.uk)

[East Midlands Education Support Service \(em-edsupport.org.uk\)](https://em-edsupport.org.uk)

[HR advice on employee-wellbeing](#)

Both of the above are links to Nottinghamshire County Council resources



CJS Covid Outbreak Alert



Date of alert	Received from	Call taken by	Details and Recommended actions	Shared with Outbreak team (when, details, decisions)	Initials

