



North Tyneside Council

Schools Health and Safety
North Tyneside Council, Quadrant, (2nd Floor),
The Silverlink North, Cobalt Business Park, North
Tyneside, NE27 0BY



PGPS Outbreak Management Plan



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Introduction

School will follow actions outlined below to manage cases of suspected and confirmed COVID-19, assess and mitigate risks related to the transmission of the COVID-19 virus on sites and to ensure, where possible, that school sites remain open and provide education and support to all pupils and students.

Where sites or classes may have to temporarily close remote education and wellbeing check ins and support will be provided by teachers, support staff and Senior School Leaders.

Roles/responsibilities

Role:	Actions:	Sign off:
Caretaker	<ul style="list-style-type: none"> ● Ensure the setting is COVID compliant with support from SLT ● Maintain signage relating to hand washing and infection control ● Ensure each area has soap, hand towels and hand sanitiser 	SLT
Admin	<ul style="list-style-type: none"> ● Attendance record keeping ● Manage correspondence about COVID-19 with families ● Send out letters ● Triage and respond to calls into school 	SLT
SLT	<ul style="list-style-type: none"> ● HT will manage staff communications relating to COVID-19 actions ● Manage suspected and confirmed cases ● Communicate school actions and restrictions with all staff ● HT and DHT will hold overview and co-ordinate and direct actions across all teams/departments ● HT and DHT will liaise and seek advice and guidance from PHE and the LA as needed ● HT and DHT will ensure all risk assessments, action plans and policies are in place and updated as needed ● Track cases and ensure Admin keep up to date logs ● Ensure smooth running of each department ● Take advice and manage closures as needed ● Manage remote learning as needed 	HT/DHT
Teachers and support staff	<ul style="list-style-type: none"> ● Encourage pupils and students to follow guidance such as hand washing and social distancing ● Alert caretaker to any shortages of PPE equipment, soap, hand towels and sanitisers in their areas ● Ensure curriculum delivery ● Liaise with SLT as needed case by case 	SLT



SLT – Senior Leadership Team HT – Headteacher DHT – Deputy Headteacher

Initial response to a suspected or confirmed positive case

SLT will be informed of any suspected or positive cases by Admin or staff and the following protocol will be followed:

- The individual will be isolated with support and sent home as soon as possible. School will identify an appropriate area for students to be isolated. Staff available will be provided with PPE to support any pupils whilst transport home is arranged.
- Staff do not need to self-isolate if they are taking part or have taken part in a COVID-19 vaccine trial or are not able to get vaccinated for medical reasons.
- Students and pupils under 18 do not need to self-isolate if identified as a close contact.
- Staff who are not vaccinated, have one vaccination status or are within 14 days of their second vaccination will be assessed as close contact and required to self-isolate as needed.
- SLT will investigate positive cases in staff to manage risk. SLT will contact Health and Safety for advice and guidance and to check any circumstances that would be RIDDOR reportable.
- The DHT, HT or SLT will seek advice from PHE should two cases occur within a 10 day period. Queries and concerns will be directed to North Tyneside Council's Public Health Team under the leadership of Wendy Burke Director of Public Health.

The team can be contacted via email

emergencyplanning@northtyneside.gov.uk or by telephone: 07813 400 000. 9am: 5pm Monday – Friday. Please note they are not operating out of hours on call arrangements this term. The Council's Public Health Team will liaise and work with the Health Protection Team in Public Health England (now referred to as UK Health Security Agency) where thresholds are exceeded and will provide advice and guidance to the setting on any measures that need to be introduced to break the chain of transmission.

- School comms are fully embedded in school and part of daily standard practice and are set up to manage any COVID-19 related issues.
- School will review COVID risk assessments and action plans as needed in response to changing circumstances.
- Should Shielding be reintroduced SLT will sensitively identify those individuals and support them in line with any guidance or advice given at the time.

Action Plans

Attendance Restrictions

- Attendance restrictions should only ever be considered in extreme circumstances and as a last resort.
- If attendance restrictions are advised across an area, the government will publish detailed operational guidance for settings. In all circumstances,



priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.

- As part of their outbreak management responsibilities, local authorities, DsPH and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.
- School should include details on how they will utilise remote education
- Where vulnerable children and young people are absent, education settings should:
 - 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 or young person 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 or young person's attendance would be appropriate
 - focus the discussions on the welfare of the child or young person and ensuring that the child or young person 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
 - If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.
- 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 and childcare. This is covered in more detail within the [contingency framework for education and childcare settings](#) document.

Setting	Priorities
Early years	<ul style="list-style-type: none"> ● If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.
Primary schools	<ul style="list-style-type: none"> ● If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. ● If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.

- If restrictions on student attendance are needed, a decision will need to be determined of the workforce required onsite and if it is appropriate for some staff to work remotely – this may lead to not utilising or carrying out risk assessments for CEV staff.
- As part of this the school should ensure suitable staff are present at all times to cover Safeguarding (DSL's), first aid, fire warden, compliance (legionella/fire etc checks), etc.



Attendance Restrictions Action Plan	
Action's school will take to put it in place quickly to ensure every pupil receives the quantity and quality of education and care to which they are normally entitled	How would the school communicate changes to pupils, parents and staff?
<p>See Remote Education Information for Parents/carers</p> <p>Any class or school closures and reopening concerns will be addressed by the caretaker as directed by SLT such as fire/legionella checks, liaison with contractors, records of checks are held in school.</p> <p>Risk assessments are carried out in line with the Health Safety Audit guidance and action points.</p>	<p>Texts and emails to families –Admin</p> <p>Individual phone calls as needed - staff</p> <p>Staff Briefings – SLT</p> <p>Staff emails – all staff</p>

School Meals during restrictions:

- Schools should provide meal options for all pupils who are in school. Meals should be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria.
- Schools should also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they:
 - are self-isolating
 - have had symptoms or a positive test result themselves
 - are a close contact of someone who has COVID-19

School Meals during restrictions Action Plan	
Action's school will take to put it in place quickly to ensure every pupil receives the quantity and quality of education and care to which they are normally entitled	How would the school communicate changes to pupils, parents and staff?
<p>SLT will seek advice and support from catering and LA and put in place and execute action plan to meet need.</p> <p>Risk Assessments will be updated as needed and reviewed termly or more frequently as changes arise. HT, DHT and SLT will manage and update risk assessments.</p>	<p>HT/DHT/SLT/Business Manager will contact the LA Catering Service – Jill Hurst, jill.hurst@northtyneside.gov.uk, 0191 643 8355.</p> <p>Twitter Feed – HT</p> <p>PGPS website – HT</p> <p>Emails to families – Admin</p> <p>Letters to families - Admin</p> <p>Texts to families – Admin</p> <p>Individual phone calls as needed – all staff</p> <p>Staff Briefings – SLT</p> <p>Staff emails – all staff</p>



Educational visits during restrictions:

- Attendance restrictions for educational visits should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe.
- Only children who are attending the setting should go on an educational visit.
- Education settings should consult the government health and safety guidance on educational visits when considering visits.

Educational visits during restrictions Action Plan	
Action's school will take to put it in place quickly to ensure every pupil receives the quantity and quality of education and care to which they are normally entitled	How would the school communicate changes to pupils, parents and staff?
SLT will follow advice and guidance relating to off site activities and learning and risk assess as needed. Rob Smith is the named contact, Rob.Smith@northtyneside.gov.uk , 0191 643 8545. SLT would follow up any queries or concerns.	PGPS website – HT Emails to families – Admin Letters to families - Admin Texts to families – Admin Individual phone calls as needed – all staff Staff Briefings – SLT Staff emails – all staff

Reintroduction of Staff Face Coverings Action Plan

- How would the school re-introduce the use of face coverings more widely in the setting from a logistical point of view e.g. communal areas.
- Include exemptions of individuals to wear face coverings.
- In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission

Reintroduction of Staff Face Coverings Action Plan	
Action's school will take to put it in place quickly to ensure every pupil receives the quantity and quality of education and care to which they are normally entitled	How would the school communicate changes to pupils, parents and staff?
Facemasks will be recommended in public areas of school. Individuals will have the choice to wear them in all areas as they choose. HT, DHT and in their absence, SLT, will follow protocols advised by PHE and the LA and put into place any actions required. The Public Health Team can	Staff Briefings – SLT Staff emails – all staff Signage and posters on display - caretaker



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be contacted via email
emergencyplanning@northtyneside.gov
.uk or by telephone: 07813 400 000.
9am: 5pm Monday – Friday.
SLT are aware of those who have
identified themselves exempt from
wearing face masks.
Signage and posters on display on PGPS
site.
Visitors (if allowed on site) will be
requested to wear face masks or in the
case of refusal or exemption have
restricted access to key areas of the
PGPS sites.

Reintroduction of Shielding

Reintroduction of Shielding Action Plan

Action's school will take to put it in
place quickly to ensure every pupil
receives the quantity and quality of
education and care to which they are
normally entitled

How would the school communicate
changes to pupils, parents and staff?

HT, DHT and in their absence, SLT, will
follow protocols advised by PHE and the
LA and put into place any actions
required. The Public Health Team can
be contacted via email
emergencyplanning@northtyneside.gov
.uk or by telephone: 07813 400 000.
9am: 5pm Monday – Friday.
HT, DHT, SLT will follow PHE and updated
Government advice should shielding be
reintroduced.
Should Shielding be reintroduced SLT will
sensitively identify those individuals and
support them in line with any guidance
or advice given at the time.
Admin will compile the list of staff, pupils
and students who are advised to shield
and keep record of notifications for
those individuals. Previous notifications
were issued through Department for
Health.
HT, DHT and SLT will address any staffing
needs triggered by shielding.

On an individual needs met basis.

Other measures

How would the school manage if they were to limit:

- Residential educational visits



Visits would potentially be postponed following advice from local and national relevant agencies. Any changes would be communicated with PGPS community.

SLT will follow advice and guidance relating to off site and residential activities and learning and risk assess as needed. Rob Smith is the named contact, Rob.Smith@northtyneside.gov.uk, 0191 643 8545. SLT would follow up any queries or concerns.

- **Open days**

PGPS will organise any events based on the advice and guidance in place at the time. HT/DHT and SLT will carry out a departmental and site based risk assessment to determine which events can take place and which events would need to be postponed.

- **Transition or taster days**

PGPS will organise any events based on the advice and guidance in place at the time. HT/DHT and SLT will carry out a risk assessment to determine which events can take place and which events would need to be postponed.

- **Parental attendance in settings**

- PGPS will organise any events based on the advice and guidance in place at the time. HT/DHT and SLT will carry out a risk assessment to determine which events can take place and which events would need to be postponed.

- **Performances in settings**

- PGPS will organise any events based on the advice and guidance in place at the time. HT/DHT and SLT will carry out a departmental and site based risk assessment to determine which events can take place and which events would need to be postponed.