



Sallywags Pre-School, Halwill

COVID-19 Outbreak Plan Management

November 2021 – Reviewed 301121, 09122021, 14122021, 140122, 240122, 240222 & 010422

Introduction

This plan outlines how **Sallywags Pre-School** will manage single cases of COVID-19, as well as how we would operate if we were required to reintroduce measures/mitigations to prevent transmission of COVID-19 if there is an outbreak in the setting. This includes how we would ensure every child receives the quantity and quality of education and care to which they are normally entitled. Our priority is to deliver face-to-face, high-quality education and childcare to all children. The evidence is clear that being out of education and childcare causes significant harm to educational attainment, life chances, mental and physical health.

<https://www.gov.uk/government/publications/covid-19-epidemiological-definitions-of-outbreaks-and-clusters>

Trigger for Sallywags Outbreak Management Plan Response

This will remain under review, and is defined as:

- 2 children and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period.

Please note that action should be triggered as soon as the case threshold is reached if before 10 days.

Key Contact Details

Agency/Individual(s)	Contact details
DfE	DfE helpline 0800 046 8687
UK Health Security Agency (UKHSA) in October 2021 (formerly Public Health England)	020 7654 8000
Ofsted	https://www.gov.uk/guidance/report-a-serious-childcare-incident
Setting Response Lead/Decision maker	Lorraine Crocker 07552238793
Committee Chairperson	Lorna Prickett Treacy 07772421041
Pre-School Administrator / H&S	Pennie Channing 07968743965



Key Stakeholders

Key stakeholders include those that attend the facility/setting (routinely or occasionally), those who will need to know what is happening and those that have a role in outbreak management in your setting.

Stakeholders	Role(s) in Outbreak Management
Registered Provider/Chair of Committee	Overseeing Outbreak Management Plan & updates. Informing Ofsted when required.
Staff (including employees and volunteers)	Devising Outbreak Management Plan and implementation. Informing parents, PHE & DfE when required.
Pupils	Following directions given by staff re handwashing etc.
Parents/carers	Following guidance issued by gov.uk and the setting
Visitors	Social Distancing measures & following guidance at setting
Contractors and delivery personnel	Social distancing measures and following guidance at setting
Others – Parish Hall Committee	Restricting use of the setting out of hours/ Cleaning

Preventing transmission within the setting

Please see our current Covid-19 Procedures [18 e - COVID-19 Procedures 010422.pdf](#)

Vaccination and good hand hygiene will be promoted among staff and parents. Cleaning regimes and good ventilation will be maintained throughout the day.

Information about drop-in clinics across Devon and all vaccinations sites that you can book into can found in the link below:

<https://www.england.nhs.uk/south/our-work/south-west-covid-19-vaccination-centres/>

We are aware of the range of less common symptoms of COVID-19: headache, sore throat, fatigue, muscle aches, blocked/runny nose, diarrhoea and vomiting, and will take this into consideration in an outbreak scenario, and when we are seeing a larger number of COVID-19 cases.

In the case of an outbreak we will work with the Local Authority, Public Health and Public Health England Health Protection Teams. Set out below are all the possible measures/mitigations that will be considered in the case of an outbreak in our setting. The actual measures implemented will be determined jointly and based on the specific situation. They will also carefully balance the impact on children's access to early education and care with the need to minimise transmission.

Any measures will only ever be considered for the shortest time possible, to allow the outbreak to be managed and minimise transmission of COVID-19. In all cases measures / mitigations will only be implemented to prevent setting closure following up to date government guidelines – see link

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



Reporting individual cases and those where the trigger thresholds have been met

From Monday 21st February 2022 Early Years settings are no longer required to notify Ofsted of Covid-19 cases in their setting, however it remains a legal requirement to report cases of serious illness (whatever the cause).

We will report to Ofsted:

- any confirmed cases of COVID-19 (coronavirus) in the setting, either in children or staff which result in serious illness.

Reports to Ofsted must be made within 14 days and will be made online using the report a serious incident service - <https://www.gov.uk/guidance/report-a-serious-childcare-incident>

Response to positive cases

Parents and staff will be informed if there is a positive case/s linked to the setting.

Sallywags will consider what control measures need to be introduced to prevent further transmission in line with up-to-date Government advice.

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

Sallywags will consider the following measures in response to any outbreak

Changes to staff:child ratios within setting

The government considers COVID-19 to be an exceptional circumstance in which the staff-to-child ratios set out in the EYFS can temporarily be changed, if necessary, for example to respond to COVID-related workforce absences. Sallywags currently operates at a lower staff:child ratio for 3 & 4 year olds than the legal requirement. e.g. Sallywags operates on 1 staff member to 8 children (3 & 4 year olds) whereas the legal requirement is 1:6. (for 2 year olds the legal requirement is 1:4, which we do operate within). Where staff are required to isolate due to Covid-19 and are therefore not available to work, consideration will be given to temporarily changing ratios, where it is safe to do so, to allow the setting to remain open. Staff qualification requirements and basic minimum staffing levels (2) will always be adhered to and if this is not possible the setting will be required to close temporarily.

Ratios will be guided by all relevant requirements and by the needs of individual children within the group.

Reintroduction of face coverings

Consideration will be given to whether face coverings should temporarily be worn inside the setting by staff and visitors (unless exempt) and a dropping off and pick up times.

The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do are exempt from any recommendation to wear face coverings in education and childcare settings.



Staff testing

Updated advice says that from 1st April regular asymptomatic testing is no longer recommended in any education or childcare setting. Staff will only test if they have symptoms.

Contact tracing / isolating

From 1st April 2022 Government guidance has changed as follows -

- adults with the symptoms of a respiratory infection, and who have a high temperature or feel unwell, should try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature
- children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people. They can go back to school, college or childcare when they no longer have a high temperature, and they are well enough to attend
- adults with a positive COVID-19 test result should try to stay at home and avoid contact with other people for 5 days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days

Other restrictions

From 28th February 2022 we will no longer be restricting routine access to the inside of our setting as a preventative measure. However, in the event of case or outbreak where we are not required to close, we may reinstate restrictions if needed, to minimise the number of people coming into the setting at various times of the day. Consideration will be given to restricting attendance at the setting by staff and volunteers not required to fulfil the staff to child ratio. e.g. Administrator and students.

Clinically Extremely Vulnerable

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. Shielding can only be reintroduced by national government.

In the event of a reintroduction of shielding we would need to review staffing capacity to ensure we could continue to operate the setting in a safe manner. Any attendance reductions as a result of this would be in line with the principles below.

Current guidance on clinically extremely vulnerable individuals can be found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Attendance Restrictions / closure



As a last resort, we may need to introduce attendance restrictions or close the setting. We will provide high-quality remote education experiences for all children who are not able to attend the setting. First priority for onsite attendance will always be given to vulnerable children and children of critical workers.

In out-of-school settings/wraparound childcare where attendance restrictions are in place, vulnerable children and children of critical workers will continue to be allowed to attend. For all other children, face-to-face provision will be provided for a limited set of essential purposes, such as parents going to or seeking work, attendance at a medical appointment, or to undertake education and training.

Vulnerable children

Where attendance restrictions are needed, we will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children safe.

If we must temporarily stop onsite provision on public health advice, we will discuss any alternative arrangements necessary for vulnerable children with the local authority. Where vulnerable children and young people are absent or do not take up a place offered to them, we will:

- follow up with the parent or carer to explore the reason for absence and discuss their concerns, working with the local authority and social worker where applicable.
- encourage the parent to allow the child to attend the setting, particularly where a Social Worker and/or the Virtual School Head agrees that the child 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 with the child and family and ensure that the child's needs are being met

Staffing Capacity

Where staffing capacity is impacting on our ability to open fully, we will follow the principles outlined above in relation to staff ratios and attendance restrictions.

Stand down action plan

We will stand down any additional restrictions as soon as possible (No test confirmed cases with illness onset dates in the last 28 days in the setting).

Informing Staff and Parents of cases and changes in procedures

Staff and parents will be informed of the Outbreak Management Plan and any updates and amendments via email from the Administrator.

Parents will be informed when there is a single case reported at the setting, and any actions required, via text using the setting mobile 07552238793. (Followed up in person at the setting)

Parents will be informed when there is a suspected Outbreak at the setting or locally, and what actions are required, via text using the setting mobile and followed up in person at the setting and by email from the Administrator.