

## Willow Tree Kindergarten Outbreak Management Plan

<b>Aim:</b>	This outbreak management plan will outline how we will operate to help manage a COVID-19 outbreak within our setting or local area. This includes how we will ensure every child receives the quality of care to which they are normally entitled. This plan will outline the roles and responsibilities of those involved in managing an outbreak.		
<b>Guidelines/related documents:</b>	<ul style="list-style-type: none"> <li>• <u>Contingency framework: education and childcare settings</u></li> <li>• <u>Actions for early years and childcare providers during the COVID-19 pandemic</u></li> <li>• <u>COVID-19: Actions for out-of-school settings</u></li> </ul>		
<b>Completed by:</b>	Elodie Rummage	<b>Date:</b>	6 <sup>th</sup> September 2021
		<b>Version:</b>	1

<b>Minimising infection and prevention</b>
The main methods of preventing infection are ensuring good hygiene with the setting, maintaining cleaning regimes, keeping the premises well ventilated and following the guidance on testing, self-isolation and managing confirmed cases of COVID-19. Willow Tree Kindergarten has in place a COVID-19 risk assessment detailing these measures to prevent the transmission of COVID-19 within both our settings.

## Responding to an outbreak

If we have several confirmed cases within 14 days, we may have an outbreak.

In the event of a possible outbreak, we may call the dedicated advice service DfE helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. They or we shall escalate the issue to our local health protection team (South West Health Protection team) who may advise if any additional actions are required, such as implementing elements of our outbreak management plan detailed below.

Bristol City Council and our local health protection team may recommend measures for individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, Government may issue specific guidelines for us to follow.

### Contacts when responding to an outbreak

- DfE helpline on 0800 046 8687 and select option 1
- The South West Health Protection team on 0300 303 8162 or [swhpt@phe.gov.uk](mailto:swhpt@phe.gov.uk)

### Name and role of person liaising with the local health protection team:

Elodie Rummage Kindergarten Teacher Manager

### Reporting a positive case

(Childcare and education settings must report a suspected/confirmed case of COVID-19 to the BCC dedicated education email.

Ofsted registered settings must also inform Ofsted of any suspected/confirmed cases)

- Email: [education.covid19reporting@bristol.gov.uk](mailto:education.covid19reporting@bristol.gov.uk)
- Ofsted must be notified of any cases within our setting within 14 days: [Tell Ofsted if you have a COVID-19 incident at your childcare business](#)

### Name and role of person reporting:

Elodie Rummage Kindergarten Teacher Manager and Ofsted nominated Person

<b>Measures to implement in the event of an outbreak</b>	
<b>Asymptomatic testing</b>	<p>We will continue to encourage staff to test regularly. Lateral flow kits can be collected from our local pharmacy or ordered online. <a href="https://request-testing.test-for-coronavirus.service.gov.uk/test-numbers">https://request-testing.test-for-coronavirus.service.gov.uk/test-numbers</a></p> <p>Staff will be encouraged to undertake twice weekly home tests whenever they are on site.</p>
<b>Confirmatory polymerase chain reaction (PCR) tests</b>	<p>Staff (and children where applicable) with a positive rapid lateral flow test result should self-isolate in line with <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>. They will also need to <a href="#">get a free PCR test</a> to check if they have COVID-19.</p> <p>While awaiting the PCR result, the individual should continue to self-isolate.</p>
<b>Self-Isolation</b>	<p>Our local health protection could advise that a large number of children (including staff) need to self-isolate at home.</p> <p>In order to support Test and Trace we will keep records of close contact that has occurred for 21 days.</p>
<b>Face coverings</b>	<p>In the event of an outbreak it may be necessary to implement the requirement for parents and carers to wear face coverings during drop off, pickups and visits to the setting (if visits are permitted).</p>

<b>Shielding</b>	<p>Shielding is currently paused and can only be reintroduced by national government.</p>
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	<p>Where we have staff that are at high risk of illness from coronavirus (COVID-19) we will discuss with them any additional precautions that can be implemented.</p>
<p><b>Who can visit the setting</b></p>	<p>During an outbreak, we may implement restrictions on who can visit. We may restrict non-essential visitors to the setting. Essential visitors will be asked to follow any measures within our COVID-19 risk assessment as well as wear a face covering (reasonable exemptions will apply).</p> <p>Parents and carers may need to drop off and collect their child at the door. Show-arounds will take place virtually.</p>
<p><b>Groups/bubbles</b></p>	<p>In the event of an outbreak it may be necessary to introduce consistent groups/bubbles in order to reduce mixing between groups.</p> <p>We would put a limit of 8 to how many children can be in a bubble and set the number of days that each bubble attends so that children do not mix.</p> <p>Children with key worker parents will be grouped together and given priority for attending.</p>
<p><b>Prioritising attendance of children/attendance restrictions</b></p>	<p>In the event of an outbreak we may need to prioritise who can attend the setting to stop the spread of the virus.</p> <p>As an early years setting priority will be given to vulnerable children and children of critical workers.</p> <p>The advice outlined above could be subject to change. Further advice will be provided should this be the case.</p> <p><b>Staying in touch with parents or carers whose child is at home</b></p> <p>In the event that we have to implement attendance restrictions we shall keep in contact with children not attending and have a weekly online ring time and puppet show.</p> <p>Attendance restrictions will be considered as a last resort.</p>

<b>Cleaning</b>	Our COVID-19 risk assessment sets out the cleaning procedure when a child or adult has tested positive.
<b>Safeguarding</b>	
<b>Safeguarding</b>	Staff/key workers will identify and support any vulnerable children, parents and carers and signpost them to the appropriate local services in Bristol. We will work in partnership with other professionals involved to put in place a risk assessment when a vulnerable child is not able to attend the setting.
<b>Support for children and families</b>	Weekly phone calls will be made to vulnerable families to offer support and signpost them to supportive agencies
<b>DSL arrangements</b>	We will take the appropriate steps to ensure that the DSL is contactable for staff, for example by telephone or email. In the event the DSL is self-isolating we will deputise the responsibilities to the deputy designated safeguarding lead to cover the role.
<b>Support for staff and professionals</b>	<ul style="list-style-type: none"> <li>• Samaritans (essential/frontline staff support): Talk to us on the phone, whatever you're going through, call us free any time, from any phone, on 116 123. <a href="https://www.samaritans.org/how-we-can-help/contact-samaritan/talk-us-phone/">https://www.samaritans.org/how-we-can-help/contact-samaritan/talk-us-phone/</a></li> <li>• Wellbeing support by text for key workers: Text 'SHOUT' to 85258 <a href="https://giveusashout.org/">https://giveusashout.org/</a></li> <li>• Willow Tree Kindergarten Well-being trustee</li> </ul>
<b>Informing parents of outbreak arrangements</b>	
<b>Arrangements for informing parents and carers of an outbreak at the setting.</b>	In the event of an outbreak parents will be contacted through email and phone messages to inform them if the kindergarten needs to close.