



COVID-19: Outbreak Management Plan

September 2021

Last Review: September 2021
Next Review Due: December 2021

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE). We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

'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. Decision makers should keep all measures under regular review and lift them as soon as the evidence supports doing so.' Contingency Framework: education and childcare settings, DfE August 2021.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the school, actions will be considered when any of the following thresholds are met:
 - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
 - 10% of pupils (4 in a class or group) or 10% of staff (within the same team - who are likely to have mixed closely) test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, 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

In school, a group could include:

- a class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity or wraparound care

2. Seeking Public Health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek Public Health advice from a Director of Public Health or Health Protection Team. The headteacher will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687 option 1), and the Local Authority School Improvement Manager.

We will call the Self-Isolation Service Hub on 02037436715 as soon as we have been made aware that any of our staff have tested positive.

We will also seek Public Health advice from the DfE helpline if a pupil or staff member is admitted to hospital with Covid-19.

If cases amongst staff mean we meet the threshold described above, staff will need to provide the 8-digit NHS Track and Trace Account IUD (sometimes referred to as a CTAS numbers) of the person who tested positive, alongside the names of staff identified as close contacts. This will ensure that all staff contacts are registered with NHS Test and Trace and can receive the necessary public health advice including the support available to help people to self-isolate.

3. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [Shielded Patient List \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

4. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Visitors coming into school
- Live performances

If recommended, we will (re)introduce:

- Bubbles, to reduce mixing between groups (including on school transport)
- Restrictions on pupils mixing with other groups through alternative arrangements for collective worship, lunchtimes and playtimes.
- Face coverings in communal areas and classrooms for staff and visitors (unless exempt) where two metre social distancing cannot be maintained.

- We may also re-introduce staggered start and finish times for such groups if deemed appropriate.

We may also consider:

- Activities taking place outside, including exercise, collective worship or classes
- Ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- One-off enhanced cleaning in the event of positive cases being confirmed

5. Attendance restrictions

Attendance restrictions will only be recommended as a short-term measure and as a last resort.

We can only restrict attendance:

- On Public Health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission
- On government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS.

If recommended, we will implement the measures in this section.

As a school we are committed to protecting our children and staff so would ask that any child or staff member with a confirmed positive Covid case within their household, take a PCR test. They should still attend school whilst awaiting the result of this test.

5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

5.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our Remote Learning Policy on our school website.

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

5.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

We will liaise with Time Out Club and providers of extra-curricular activities and clubs to ensure that positive cases are reported and actions taken accordingly.

5.4 Safeguarding

We will review our Child Protection Policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained Designated Safeguarding Lead (DSL) or deputy DSL on site wherever possible. A fully trained DSL will always be contactable by telephone.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision

6. Baseline Measures at our School

- Staff should test themselves using a rapid lateral flow test (LFT) twice a week at home until the end of September when this will be reviewed
- Those who test positive should isolate, take a PCR test, and continue to isolate for the statutory 10 days if the test is positive
- Under 18s, irrespective of their vaccine status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and if positive, will need to isolate.
- We will continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes (including for shared equipment), keep occupied spaces well ventilated and follow public health advice on testing and managing confirmed cases of Covid-19.
- We will continue to promote messages about the importance of responding quickly to potential symptoms and maintaining good hygiene measures with our pupils, staff and local community.
- We will continue to regularly review our school's Covid 19 Risk Assessment, sharing any changes with stakeholders and ensuring that an up to date copy is published on our school website.