

COVID-19: outbreak management plan

The DfE’s published COVID Contingency Framework 14th July 2021 states that schools should have an “outbreak management plan”, outlining how they would operate if any of the measures described in the guidance were recommended for their setting or area.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC) In these cases, the Guidance also states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings. If there is a need to address more widespread issues across an area, “ministers will take decisions on an area-by-area basis”. This plan should be read alongside the latest guidance for education settings operating during COVID (this is not an exhaustive list and these documents change frequently so the reader should check they have the most up to date guidance).

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Contents

1. Introduction	2
2. Testing	2
3. Face coverings.....	2
4. Shielding	3
5. Other measures.....	3
6. Attendance restrictions	3

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance from step 4](#), published by the Department for Education (DfE).

- **actions for schools during the COVID-19 outbreak** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

- **contingency framework: education and childcare settings**

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

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.

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 either 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 or staff who are likely to have mixed closely test positive within a 10-day period

Actions to consider once a threshold is reached:

At the point of reaching a threshold, we should review and reinforce the testing, hygiene and ventilation measures they already have in place.

We should also consider:

- whether any activities could take place outdoors, including exercise, assemblies, or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focusing on touch points and any shared equipment

➤ **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**

We will communicate plans for any imposed restrictions with parents related to:

- Opening arrangements.
- Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.
- Any reviews of the school's protective measures as part of the school's risk assessment.

Arrangements for remote working

2. Testing

We will increase the use of home testing by pupils and staff in line with the guidance. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the director of public health (DsPH) to discuss any further support we need to do this.

We will reintroduce on-site asymptomatic testing and we will follow similar routines to the one set up in September 2021

Testing will take place according to a rota of Year Groups in the school as published in the July 2021 Recovery plan sent to parents/carers and on our website. Consent will be sought via GOOGLE Forms.

3. Face coverings

If recommended, pupils, staff and visitors who are not exempt from wearing a face covering:

Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas, Staff toilets, Staff rooms, Corridors, Work rooms

And/or:

- Will be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity

4. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#). Shielding can only be reintroduced by national government.

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

If this is a pupil, then the remote learning plan would be implemented. Shielding staff will be supported to work from home and measures put in place to support their wellbeing. CIT COVID Response

Where pupils have EHCPs and cannot attend school a risk assessment will be undertaken to assess if they are safer at home or in school.

5. Other measures

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances
- If recommended, we will reintroduce [Bubbles](#), to reduce mixing between groups:

There is the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

The use of bubbles is used in order to resume social distancing and limit the transmission of coronavirus.

It may include staggering breaks and lunches, and start and finish times (ensuring children maintain their full educational entitlement)

The school will adhere to any conditions set out by the local Public Health Team.

5.1 Transport services

- Transport services to education settings should continue to be provided as normal where children are attending education settings. [The transport to school and other places of education: 2020 to 2021 academic year](#) guidance remains in place.
 - Children and families are encouraged to walk, scoot or cycle to school
- Children / adults on dedicated school transport may be directed to wear face coverings

6. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

6.1 Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Year 10 and 11 pupils
- Year 12 and 13 pupils
- Any other pupils due to take external exams this academic year

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

6.2 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 Emergency remote learning policy.

The school will continue to provide meals or lunch parcels or vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. See [providing school meals during the COVID-19 pandemic](#).

If attendance is restricted, staffing will be reviewed to offer more opportunities for staff to work at home, given reduced numbers of pupils onsite and the use of remote education for pupils scheduled to be at home.

School should have regard to staff work-life balance and wellbeing. This includes considering how best to balance the demands of onsite teaching and support for remote education

6.3 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.

6.4 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 DSL or deputy DSL on site wherever possible.

- Wellbeing calls will be made regularly (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home.
- Part of the wellbeing calls will be to monitor this provision and pupil access to the remote learning so that support can be given as required.

Meals: • Meals will continue to be provided for those on site, those in receipt of free school meals who are not on site will either be provided with vouchers or food for the time the pupil is isolating, or the school is restricting attendance.

IT Access: • As part of the school remote learning plan, details will be held of who requires a device to be provided. These will be available to be collected from school or, if there is prior warning, they will be distributed prior to class/school closures.

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

All staff will be made aware of the changes

Three most common scenarios for outbreak measures

Scenario 1 – Single Confirmed COVID Case If there is one case identified in school the following steps will be taken in line with the latest guidance:

- School will liaise with Public Health passing on the relevant information
- Schools will follow their Local Authority reporting guidance
- Consideration will be given to transport and visitor contacts
- Remote learning plan to be implemented for those isolating
- School Covid Risk Assessment to be evaluated in light of any learning from new case

Scenario 2 – Outbreak Within Setting The guidance refers to “If you have *several* confirmed cases within 14 days, you may have an outbreak. You should 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 your outbreak management plan. You 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.

The best way to avoid an outbreak in a setting is to ensure preventative measures are in place.

Scenario 3 – The setting is affected by a package of Local or National measures The COVID situation is ever changing as are the directed responses. Settings will work with the Trust to ensure that they implement any Local or National restrictions and guidance. Schools will work in collaboration with professionals and stakeholders to limit the impact on educational delivery. This will include working with the following:

- Parents/carers • Pupils • Public Health • Local Authority • Social Care • DfE