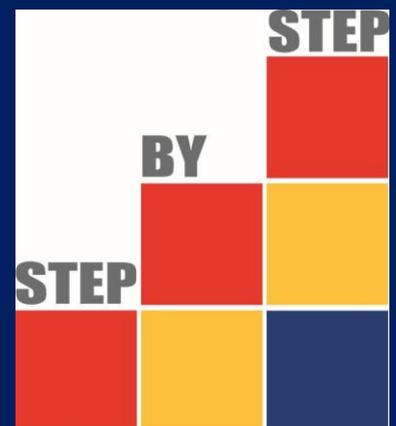


COVID-19 School Outbreak Management Plan

Strategic Risk Management



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Introduction

This document outlines what Step by Step School would do if pupils or staff test positive for COVID-19, or how the school would operate if it were advised to reintroduce any measures to help break chains of transmission, following the [Contingency Framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#) provided by the Department for Education (DfE).

The Outbreak Management Plan should be read alongside the school's Covid Risk Assessment, which is updated to reflect changes in guidance. The risk assessment sets out the protective measures for day to day operation.

The measures in this plan may be implemented in response to recommendations provided by Sussex County Council, Director of Public Health (DsPH) or the PHE Health Protection Team (HPTs) as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis.

This document:

- Covers roles and responsibilities
- Details when and how to seek public health advice
- Refers to the risk assessment already in place which includes the control measures that the school might be asked to put in place described in the guidance.

For each control measure it will include:

- Actions the school would take to put it in place quickly
- How the school would ensure every pupil receives the quantity or quality of education and support to which they are normally entitled
- How the school would communicate changes to pupils, parents, carers and staff

When our school will consider extra action

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

Outbreaks can differ significantly with regard to scale and significance from 2 linked cases in a group of children to multiple cases across the setting to outbreaks linked with new variants of concern. Whilst the measures used to manage outbreaks will be the same, the number of measures and extent of measures taken, alongside the degree to which they become necessary requirements will vary.

Triggers for Step by Step School Outbreak Management Plan Response

These local triggers will remain under review, and are defined below:

- Class outbreak = 2 pupils or staff having a positive test within a class within 10 days with no other confirmed cases in the rest of school
- Whole School Outbreak = 5 or more cases across 2 buildings within 10 days.

Please note that action should be triggered as soon as the case threshold is reached if before 10 days. If it is established that cases are not linked then extra mitigations may not be required.

The school may wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. A director of public health or an HPT may give settings advice reflecting the local situation.

The school will review and reinforce the testing, hygiene and ventilation measures they already have in place. These controls are documented in the School's Covid Risk Assessment. 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 larger scale setting closure.

The school will seek public health advice if a pupil or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

If the school is required to consider extra action then

- Gayle Adam will contact the Sussex Health Protection Team
- A letter to the parents and staff will be sent following confirmed covid-19 case/s
- Gayle Adam to re-introduce daily e-mail updates to staff providing data on number of COVID cases (suspected & confirmed).

Key Stakeholder	What they need to know	Communication media
Governors		
Staff (including employees and volunteers)		
Parents/carers		
Visitors		
Contractors and delivery personnel		
Local Outbreak Teams (LA and regional Health Protection Teams)		

Testing

The school requires staff to undertake testing twice weekly and increased use of testing by staff and, where they are already being offered testing, for pupils could be enacted during an outbreak. This could include advice on more frequent testing, or on the reintroduction of daily asymptomatic testing. Testing is documented in the School's Covid Risk Assessment section: 10. Promote and engage in asymptomatic testing, where available.

<p>Additional comments from school:</p> <ul style="list-style-type: none"> • More frequent LFD testing, including daily testing for a group where case numbers are very high. This should be done for a minimum of 5 days, increasing to 7 days as necessary to ensure the final test is taken on a school day. <p>***In all cases, pupils should continue to attend school provided they have a negative LFD test result. Individuals should have a PCR test if they are symptomatic, received a positive LFD, or are identified as (or believe themselves to be) a close contact of a confirmed case (current full guidance is available here (www.gov.uk/get-coronavirus-test)).</p>

Face coverings

The school has planned for the possibility that it may be advised by a director of public health that face coverings should temporarily be worn in settings in their area. This may include face coverings in communal areas and/or classrooms, for pupils and staff. Children of primary school age and early years children should

not be advised to wear face coverings. The use of face coverings in such outbreak circumstances is documented in the school's Risk Assessment section: 3. Where recommended, use face coverings.

Additional comments from school:

- Visitors must wear face masks
- Mask-wearing to be re-implemented if staff/pupils are required to reintroduce bubbles
- Pupils continue to be exempt from wearing face coverings, but the option would be available.

Shielding

Shielding is currently paused. In the event of a major outbreak or VoC 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 considered. The school has planned for this and is documented in the School's Risk Assessment section: Workforce and Attendance.

Additional comments from school:

- SLT may carry out meetings with vulnerable members of staff to discuss their working arrangements
- The School will consider amending roles and place of work for individuals who are identified as being at extremely high risk such as working temporarily from home

Other measures

The school has planned for the possibility that they are advised to limit:

- residential educational visits
- open days
- transition or taster days
- parental attendance in settings
- face to face events in school

This is documented in the School's Risk Assessment section 7. Minimise contact and will follow the controls set out by specific DfE and Government guidance for these activities.

Additional comments from school:

- Restrictions on mixing and the re-introduction of bubbles and creation of a 2nd staff room (this would be in the current group teaching room)
- Stopping visitors coming (prioritise social workers for children on CP plans though these can also be stopped if cases are too high; review visitors on case-by-case basis).
- No face to face meetings, returning to virtual
- Reintroducing North and South side bubbles
- Staff will be restricted to working in their own class
- Allocating specific facilities to specific bubbles e.g. yurt to South Bubble
- Reintroducing 2m rule
- Sharing resources is minimised by providing pupils with their individual resources such as pencil cases, box of reinforcers
- Communal teaching spaces like the hall, the Gym and the Playgrounds to be timetabled enabling the space to be cleaned in between each use
- Maximum number of people using facilities to be enforced e.g. two people in small meeting room for a maximum of 15 minutes
- Therapists to be allocated to bubbles, or allocated to one bubble per week.
- Staggered pick up and drop offs

Attendance restrictions

High quality face-to-face education remains a government and schools priority. Attendance restrictions will **only ever be considered as a short-term measure** and as a last resort:

- for individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission; or
- across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS.

In all circumstances, priority will continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables. Where measures include attendance restrictions, DfE may advise on any other groups that should be prioritised.

The school has planned for the possibility that they are advised, temporarily, to limit attendance and should ensure that high quality remote education is provided to all pupils not attending.

Additional comments from school:

The school will offer a mix of reduced timetable and remote education for specific groups of pupils when attendance restrictions are required. For example, pupils may attend school for three full days with two days at home with home learning activities, or pupils will leave at 2 pm on a daily basis.

The following aspects will be considered when prioritising attendance of pupils:

- Level of safeguarding risk i.e. are there any known child protection or safeguarding concerns for pupil
- Parents/carers as NHS workers
- Parents/carers as other critical workers i.e. working in education or retail and distribution
- Level of risk for accessing remote education
- Level of risk for behaviours that challenge
- Level of risk for mental health and transitioning difficulties
- The provision of essential roles e.g. SLT, fire Wardens, First Aiders

Parents/carers will be informed of allocated set days where reduced timetable is required by class supervisors. The school will work closely with families to accommodate preferred days; however, it may not always be possible to swap set days.

Full time onsite education will be resumed at the earliest opportunity for all pupils.

Remote education

High-quality remote learning will be provided for all pupils if:

- they have tested positive for COVID-19 but are well enough to learn from home; or
- attendance at their setting has been temporarily restricted

On-site provision will in all cases be retained for vulnerable children and young people and the children of critical workers. If settings have to temporarily stop onsite provision on public health advice, they will discuss alternative arrangements for vulnerable children and young people with the local authority and families.

Additional comments from school:

- The School's remote education offer can be found on the school's website. Parents/carers can find a list of useful resources on the School's website under Learning Resources. Initial contact will be made by class leaders and tutors within the first three days of absence.

Education workforce

If restrictions on pupil attendance are ever needed, leaders of the school will determine the workforce required onsite and if it is appropriate for some staff to work remotely. This is documented in the School's Risk Assessment section: Workforce. The school will refer to the guidance on clinically extremely vulnerable people.

Additional comments from school:

- HR may carry out meetings with vulnerable members of staff to discuss their working arrangements
- The School will consider amending roles and place of work for individuals who are identified as being at extremely high risk such as working temporarily from home

Safeguarding and designated safeguarding leads

There will be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the 3 safeguarding partners:

- Local Authorities
- Clinical commissioning groups
- Chief officers of police

If attendance restrictions are needed in any education or childcare setting, the school expect all local safeguarding partners to be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.

The school will continue to have regard to any statutory safeguarding guidance that applies to them, including:

- Keeping children safe in education
- Working together to safeguard children

The school, ideally led by the designated safeguarding lead (DSL) or a deputy, will review the child protection policy so that it reflects the local restrictions and remains effective. It is expected that the school, will have a trained DSL (or deputy) available on site. However, it is recognised that for some schools there may be operational challenges to this. In such cases, there are two options to consider:

- A trained member of the safeguarding team from the school, can be available to be contacted via phone or online video, for example working from home

Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a member of the senior leadership team should take responsibility for co-ordinating safeguarding on site

Additional comments from school:

- Bekah Bulmer responsible for safeguarding in the absence of Faye Palmer and Olivia Kurzeja
- Review and reintroduce the Covid safeguarding policy addendum

Vulnerable children and young people

Where vulnerable children and young people are absent, the school will:

- 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 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.

Additional comments from school:

Transport

Transport services to education settings will continue to be provided as normal where children are attending education settings. The guidance on transport to schools and colleges during the COVID-19 pandemic guidance remains in place and is documented in the School's Risk Assessment section: Managing School Transport.

Additional comments from school:

- Liaison with the Taxi providers to request the wearing of PPE
- Reintroduction of staggered start and finish times
- Allocating school vehicles to specific bubbles
- Having windows open if possible when driving to increase ventilation
- Wiping down vehicles after use

Educational visits

Any attendance restrictions will be reflected in the visit's risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe.

Only students who are attending the setting will go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits.

This is documented in the School's Risk Assessment section: 6. Minimise contact.

Additional comments from school:

- In case of a school-wide outbreak, all off-site educational visits will be temporarily suspended. Where there is a localised outbreak within a building or class, off-site visits will go ahead for groups of pupils that are not affected.
- Decisions on visits will be made based on level of outbreak and staffing levels required to run visits.