

# COVID-19: outbreak management plan

<b>Approved / reviewed by:</b>	
Governors Panel	
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## 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), published 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), UK Health Security Agency (UKHSA) 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 2 positive cases among pupils or staff who are likely to have mixed closely 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

## 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 Head Teacher will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or the Administrator Lead for the school.

## 3. Testing

If recommended, we will increase the use of home testing by pupils and staff. 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.

If we reintroduce on-site asymptomatic testing:

Testing will take place according to the guidance given on pupils return to school, twice weekly testing and close contact requirements. The school will also risk assess any staff or pupils who have not been fully vaccinated and discuss isolation requirements.

Testing will be organized in the art room on the morning of the days organized for testing.

All members of the school community will be required to test accordingly.

## 4. 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

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

## 5. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email/letters sent home with pupils followed by a phone call from school once a decision has been made.

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:

- Shorter timings for lunch and break
- Bubbles, to reduce mixing between groups
- Reduce whole school meetings or shorten the timeframe for meetings.

## 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

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

### 6.2 Education and support for pupils at home

All pupils considered to be at risk such as pupils who haven't been vaccinated, will be risk assessed in deciding whether they are better placed at home and will receive online face to face or, if possible, hybrid 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 2022.

### 6.3 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

The DSL is responsible for:

- Child protection and wider safeguarding.

During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns.

The DSL can be contacted on [karen.dwyer-burchill@edithkayschool.com](mailto:karen.dwyer-burchill@edithkayschool.com) and on 0738418375 (School Mobile).

When the DSL is absent, the Deputy Designated Safeguarding Lead– Helen Jackson 07983934923 (School Mobile) – will act as cover.

If the DSL and DDSL are not available, Dayo Adeagbo will take charge (for example, during out-of-hours/out-of-term activities).

The DSL will be given the time, funding, training, resources and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly. The DSL will also keep the Director of Education and Proprietor informed of any issues, and liaise with local authority case managers and designated officers for child protection concerns as appropriate.

The full responsibilities of the DSL and DDSL are set out in our policies.

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 appropriate, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Ensure 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