COVID-19: outbreak management plan

Hadley Learning Community – Primary Phase

Approved by:	Maddie Griffin	Date: 19.08.21
Last reviewed on:	06.09.21	
Next review due by:	Oct 21	

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](https://hadleylearningcommunity.org.uk/primary/policies/#6-91-covid19) of COVID-19, provided by the Department for Education (DfE) and will be used alongside the latest Government Guidance and the controls that are already in place for hand hygiene, ventilation and enhanced cleaning in the Covid Risk assessment (https://hadleylearningcommunity.org.uk/primary/policies/#6-91-covid19)

The purpose of this plan is due to the government making it a national priority that education and childcare settings continue to operate as normal during the COVID-19 pandemic. The DfE's COVID Contingency Framework states that schools should have an outbreak management plan, which describes how they would operate if there was an outbreak in school.

The measures in this plan will be implemented in response to recommendations provided by the local authority (LA), director of public health (DPH), Public Health England (PHE) health protection team or the national government.

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

> To help manage increased transmission of COVID-19 within the school when the following thresholds are reached

For most education and childcare settings delete which ever doesn't apply, whichever of these thresholds is reached first:

• 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 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) or a variant under investigation (VUI)

> If thresholds are exceeded an outbreak occurs, we will work with Telford & Wrekin Health Protection Hub (HPH) to help identify individuals who may have been in contact with known infectious individuals

We will notify the HPH is we are aware of any staff or pupil that has been hospitalized due to Covid-19

2. Roles and Responsibilities

Roles and Responsibilities

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks. They provide health protection support and advice to education and childcare settings. We will notify the HPH of all confirmed positive cases in staff and pupils using the online notification form https://www.telford.gov.uk/info/20692/coronavirus_covid-19/4040/i_want_to_report_suspected_or_confirmed_cases

Role	Who
Production of the plan	Maddie Griffin
Authorisation of the plan	Gill Eatough
Review and updating the plan in the light of new guidance and situations	Maddie Griffin
Implementation of the plan	Maddie Griffin, Samantha Armstrong, Emma Petford, Julia Fay

3. Clinically Extremely Vulnerable

We are aware of the CEV pupils and staff within the school setting and we will follow national guidance on CEV pupils and staff. https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3.

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 taken into account. Shielding can only be reintroduced by national government. In the event that shielding is re-introduced we will follow Government guidance, review risk assessments and facilitate shielding, where appropriate.

4. Other measures

If recommended, we will:

Review:

- ➢ cleaning and infection control measures and respond to any suggestions for additional measures from HPH or PHE
- ➢ 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

Limit:

> Residential educational visits

> Open days

> Transition or taster days

> Parents coming into school

> Live performances

Reintroduce:

> Face coverings for staff who are not exempt when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas e.g., Staff rooms.

> Bubbles and social distancing

Follow public health advice on testing, self-isolation and managing confirmed cases of Covid 19 (*Appendix 1 has a template for recording the actions necessary to implement the actions above*)

5. Attendance restrictions

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

5.1 Eligibility to remain in school

In the first instance, we will stay open for:

> Vulnerable pupils

> Children of critical workers

> Reception, Year 1 and Year 2 pupils

If further 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 Education policy (https://hadleylearningcommunity.org.uk/primary/policies/#6-91-covid19)

The school will continue to provide lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. These will be in the form of a supermarket voucher and emailed to the parent of the child. Vouchers will be hand delivered or posted if the parent has no access to internet or emails.

Wellbeing call criteria
The following criteria is to be used alongside professional judgement to define the RAG ratings of our students. If moving red students by criteria down to green there must be Headteacher agreement.

Student focus group	Definition	Frequency of call
RED ** *** **T&W – Complex/Acute**	CLA CSE, CCE, Social Workers, CP Plan, S47 Investigation, child has mental health linked to suicide risk	Daily face to face e.g. video or home visit Contact linked agencies to work together to make calls daily.
AMBER ** **T&W - Vulnerable**	Persistent absentees, working with external agency, family concern, EWO/AST involvement, Police investigation	Daily verbal contact with learner Face to face every 3 days
GREEN **T&W - Universal**	Remit of School staff	Face to face a minimum of once every 5 days of absence School systems and strategies to be used and impact monitored

The Academy follows the RAG protocol contact of pupils if they are absent from school:

The GREEN and AMBER process is as follows:

- If no contact is received from the parent/carer a call will be made to the parent by telephone
- Details of communication will be logged on BROMCOM and if appropriate CPOMs
- No contact will result in a home visit by pastoral, attendance team or SLT.

The RED process is as follows:
- No contact will result in a home visit by pastoral, attendance team or SLT.

** Use LA threshold guidance and ensure all associated professionals are aware.
*** All students identified as RAG RED will have a full risk assessment

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.

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 DSL or deputy DSL on site wherever possible.

If our DSL (or deputy) can't be on site, they can be contacted remotely by emailing Maddie.griffin@lct.education, Samantha.armstrong@lct.education, Charmaine.townsend@lct.education, jane.wenlock1@lct.education or calling 07983173643

If our DSL (or deputy) is unavailable, we will share a DSL with Hadley Learning Community – Secondary Phase. Their DSL can be contacted by emailing paul.roberts@lct.education

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

Appendix1

Outbreak Management Principle	How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training	Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.
Testing (Adults)	All adults have access to LFT testing devices which they can use either at home or at school. All staff to test twice, weekly (this will be reviewed by the Government at the end of Sept) If an adult is required to take a PCR test the nearest site is Walk-through testing site in Wellington, Telford TF1 1YZ and should be able to get a test the same day. Staff to book online via https://www.gov.uk/get-coronavirus-test	LFT devices run out – send staff to the HLC secondary testing site Staff have to leave school and isolate to get tested – Samantha Armstrong to organize cover staff for the class.
Face Coverings (Staff, parents)	Text parents to inform them of the requirement to wear masks on school site – ready for next day. Signage outside the main gate to indicate parents must wear masks – next day. Email all staff to inform them they must wear masks in all communal spaces – next day LCT have stocks of face masks for staff to use although it is advised that staff wear their own masks – next day	Parents refuse to wear masks – wait until the end of the drop off/collection and collect their child outside. Additional masks to be handed out for those who have forgotten their mask. Parents who are exempt for medical reasons can still access site.

Outbreak Management Principle	How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training	Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.
Error! Reference source not found.	The following day after outbreak identified (in conjunction with HPH) bubbles would be reintroduced. Inform staff and parents of reintroduction of bubbles. (MG) Arrangements for lunches to be changed so children eat in classrooms on a rota. (SA/LH) Lunch and break times staggered and into zones as 2020-21 academic year. (SA) Support staff organized to cover breaks (SA) Teaching staff return to 30min lunch breaks (SA) Assemblies cancelled and non-essential clubs/events where children mix	Lunch staff unprepared to adapt back to bubbles and the sandwiches – ensure lunch manager has enough clam boxes so that food can be served. Children's mental health – support children with concerns around the reintroduction of bubbles. Pastoral staff to support (Teams calls with friends in other classes, drawing and talking Family support worker to support medically vulnerable families
Additional Cleaning Error! Reference source not found.	We will continue to maintain additional cleaning throughout the school day Deep clean of classrooms where COVID infection has/may have been. Admin staff to inform Mitie where fogging is required – same day Staff to clean additionally before and after children eat in classrooms if bubbles are reintroduced. Further access to cleaning flid – next day	Lack of cleaning fluid – contact LCT to arrange shring between schools and purchase of more. Staff anxieties – deliver PPE equipment to every classroom to aid in cleaning process.
Work with the HPH in the event of an outbreak. Notification of all cases of Covid 19	Within 20mins of notification of a COVID-19 case admin staff/SLT to report it online via https://www.telford.gov.uk/info/20692/coronavirus_covid-19/4040/i_want_to_report_suspected_or_confirmed_cases The Health Protection Hub can be contacted via HealthProtectionHub@telford.gov.uk (this email is monitored over the weekends) or by 'phone 81800 (the 'phone line is covered 8am to 5pm Mon-Fri)	Cannot contact HPH – inform LCT and LA to support school.
Clinically Extremely Vulnerable	Review risk assessments for CEV staff and identify any additional precautions that could be taken – next day Follow government guidance around shielding.	Lack of advice from Government – staff member or to contact their own doctor for advice and inform school in writing.
Educational visits	By the next day, cancel all non-essential education trips/visits/visitors whereby the bubble cannot be maintained and suitable distance from others maintained.	Insurance – parents/school not being reimbursed for cancellation. Ensure cancellation policy is in place before booking.
Open day/Parents Evening	Immediately cancel any non-essential visitors from entering the building - same day Move parents evening/open days to telephone calls/online – same day	
Parental attendance	Reestablish the one-way system for parents to enter and leave the school site – next day	Lack of communication to parents about the one-way system – ensure enough staff are outside to

Outbreak Management Principle	How the setting would implement this requirement quickly; consider: Resources, staffing, processes, layouts, timings, communications, training	Constraints to be addressed in advance. Indicate when constraints have been managed - date/colour code to differentiate.
	Parents not to enter the school building unless essential – same day	direct parents.
	Fixtures and performances to be cancelled where the bubbles and social distancing cannot be maintained – same day Move to online where possible e.g. performances – next day/week Swimming cancelled immediately until reviewed and deemed safe – same day	Children's mental health – pastoral staff to support in making future plans Parents missing childcare – identify possible places in school wraparound care
Restricting attendance	In the event of school 'closure' inform parents ready for the next day, giving as much warning as possible (immediately). School will be open for: ❯ Vulnerable pupils ❯ Children of critical workers ❯ Reception, Year 1 and Year 2 pupils If further restrictions are recommended, we will stay open for: ❯ Vulnerable pupils ❯ Children of critical workers Pastoral staff to meet and call parents of vulnerable pupils to offer a place at school – same day if possible, if not the next day. Critical worker questionnaire to be sent to parents (Forms) – same day Questionnaire regarding devices and internet connection – 48 hours	Speed to get questionnaire out to parents – have questionnaire pre-prepared Parents being unable to attend work – identify possible part-time places Parents missing childcare – identify possible places in school wraparound care Clear communication to parents.
Maintaining quantity and quality of education and care	Remote education plan put into place within 48 hours. All children to be accessing Seesaw Identify children requiring a laptop/internet connection via text messages and phone calls (not email) – 48 hours Intervention to move online via teams calls – be second week Devices and internet connection delivers/collected -1 week. Ensure every child is engaging – after first week and devices delivered	Seesaw cannot be accessed immediately – email packs of work to parents for the short term. Children/parents disengage from learning at home – offer places at school Lack of staff to deliver online learning – utilise support staff to support in delivering Teams calls and supporting online learning