



Outbreak Management Plan

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Overview

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

The Department of Education's published COVID Contingency Framework 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.

This plan should be used alongside the latest guidance for educational settings operating during COVID and the school's risk assessment, further guidance and reading can be found in the Further Guidance and Information in this document.

Aims and Objectives

The Aim

The plan aims to ensure an effective and coordinated approach to any COVID-19 outbreak in the educational and childcare setting.

The outbreak control plan is important to manage outbreaks, provide advice and reassurance, prevent transmission, and assist to create conditions whereby lockdown restrictions can be safely relaxed.

Objectives

- To help manage a COVID-19 outbreak within a setting.
- Ensure clarity in relation to operational roles and responsibilities in the event of a COVID-19 outbreak.
- Provide guidance to ensure an effective and coordinated multi-agency approach to an outbreak.
- To control and reduce the spread of infection.

Definitions

Single Case

One individual confirmed case with symptoms of coronavirus (COVID-19) arising with no other linked confirmed cases within the setting.

COVID-19 Outbreak



Two or more confirmed cases with symptoms of coronavirus (COVID-19) arising within the same 14 day period in people who work at or attend the educational or childcare setting, or there is a high reported absence which is suspected to be COVID-19 related.

Local or National Measures

Ministers are accountable for setting the overall framework for the COVID-19 response with national communications strategy, enabling and supporting the local response.

Scenarios and Actions

Single Confirmed COVID Case

When only one case is identified in the setting the following steps will be taken in line with the latest guidance:

- Liaise with Public Health, pass any relevant information.
- Follow Local Authority reporting guidance.
- Those in close contact will be asked to isolate.
- 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.

COVID-19 Outbreak

Two or more test-confirmed cases of COVID-19

- School will liaise with Public Health passing on the relevant information.
- Schools will follow their LA guidance for notification.
- In collaboration with Public Health and the Leadership Team a decision will be made as to whether school can remain open.
- DfE will be informed if the school is to close.
- LA will be informed if the school is to close.
- In liaison with Public Health, if the school is a test site, on site testing will be reinstated.
- Remote learning plan will be implemented.
- External visits to the school will stop until deemed safe.
- School COVID Risk Assessment will be evaluated in light of any learning from new cases.



Local or National Measures

The COVID situation is ever changing as are the directed responses. Settings will work with the Trust/Local Authority 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

The following plans are in place to support the continued delivery of education under local or National measures:

Testing:

- The distribution of LFD tests.
- The school will ensure they remain well stocked with LFD tests in case there is a requirement to increase home testing.

Face Coverings:

- Should face coverings be recommended, schools will amend their RA in line with the cohort of pupils they have.

Shielding:

- Should shielding be reintroduced, those on the shielded patient list will be supported to follow guidance. 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.

Attendance restrictions:

Places will be prioritised for pupils in line with current guidance

- Primary Schools: "If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend."
- Special Schools: "DfE 3 's attendance expectations in special schools will remain in line with the equivalent age groups in mainstream schools. In



exceptional circumstances, special schools and special post-16 institutions may encounter circumstances where they cannot provide their usual interventions and provision at adequate staffing ratios, or with staff with vital specialist training. In these circumstances, they should seek to resume as close as possible to the specified provision for the child or young person as soon as possible. Where attendance is mandatory, full-time provision should be provided.” ***Contingency Framework: Education and Childcare Settings (DFE, 25 June 2021)***

- 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.

Safeguarding

- It is expected that a DSL will be on the school site. If this is not possible a senior leader will take on the responsibility for coordinating safeguarding and remote support will be given by the Trust/Local Authority.
- Wellbeing calls will be made regularly to ensure that pupils are safe and well at home.

School 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 the setting or, if there is prior warning, they will be distributed prior to class/school closures.
- 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.

Further Guidance and Information

Recording Information

The school should record all details required using the Public Health England resource pack for educational and childcare settings and provisions. This enables PHE to identify patterns.

Continue to record normal registers for daily attendance and absence for the setting as required by the Department of Education.

Risk Assessment



The school will have a robust risk assessment in place that is reviewed regularly, in particular when an outbreak is evident, during an outbreak and when it has been declared the outbreak has ended.

Further Reading

- Actions for early years and childcare providers during the COVID-19 outbreak
<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>
- Actions for schools during the COVID-19 outbreak
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- Protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 pandemic
<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak>
- Guidance for special schools and other specialist settings: COVID-19
<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- Summer schools programme guidance
<https://www.gov.uk/government/publications/summer-schools-programme>
- 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>

