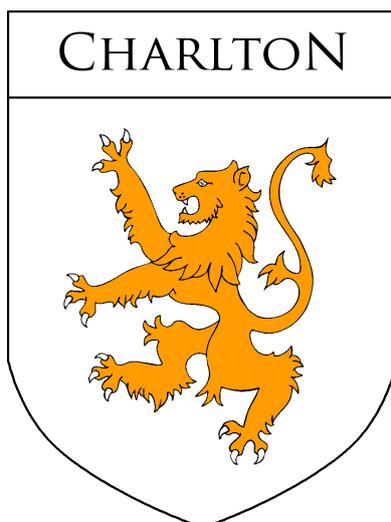


# COVID-19: Outbreak Management Plan



<b>Approved by:</b>	Paul Jones	<b>Date:</b> 08 September 2021
<b>Last reviewed on:</b>	03 September 2021	
<b>Next review due by:</b>	01 January 2021	

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## 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) 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 <http://charlton.uk.com/parent-student-information/covid-19-information>

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:

- To help manage increased transmission of COVID-19 within the school when the following thresholds are reached
  - 5 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 or 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 if 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](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	Mr A McNaughton - Principal
Authorisation of the plan	Mr P Jones – Chief Operating Officer Learning Community Trust
Review and updating the plan in the light of new guidance and situations	Mr A McNaughton - Principal
Implementation of the plan	Mr A McNaughton - Principal

### 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 (DPH) to discuss any further support we need to do this.

If we reintroduce on-site asymptomatic testing: Outline your plans for how you'll reintroduce asymptomatic testing on-site. This might include:

- Testing will take place either before school for small numbers or during the school day for larger whole year groups
- Testing will take place either in the medical room for small groups of students or in the school main hall for larger groups
- Any student identified to need testing will be offered tests, this could be close contacts of students involved in outbreaks or whole year groups

### 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. 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 support staff required to shield to work from home and allow students to study from home, providing them access to online learning.

### 6. 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:

- Bubbles and social distancing
- asymptomatic testing sites (ATS) in our area, also including increase use of home testing.

The reintroduction of on-site testing may be advised by local directors of public health for individual settings or small clusters, or in settings across areas where an “enhanced response package” has been deemed appropriate

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*

## 7. Attendance restrictions

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

### 7.1 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

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

- Vulnerable pupils
- Children of critical workers

### 7.2 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 students would receive in school, as outlined in our remote learning plan, <http://charlton.uk.com/media/29880/charlton-school-remote-learning-offer-jan-2021.pdf>.

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related to free school meals while they are not attending school because of COVID-19 isolation guidelines.

Initially lunch parcels will be offered for collection from the school reception whilst a process for providing vouchers is finalised, either through the Learning Community Trust or a National Scheme.

Students and families will be contacted regularly to discuss welfare, health and wellbeing during periods of non-attendance, and they will be asked to share any changes to the student's welfare, health or wellbeing as they start to attend the academy once more to allow the academy to maintain accurate records and respond appropriately to individual needs.

We will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children in line with the safeguarding partners detailed in the safeguarding and child protection policy.

Details of the communication level for all children as 'At Risk' and 'Vulnerable' will be maintained on a spreadsheet to offer a quick overview

Student Group	Definition	School Contact Action
<i>At Risk</i>	LAC CP Plan/CSE/CCE/Social Workers/S47 Investigation Mental Health linked with Suicide EHCP  <i>'Otherwise Vulnerable': Children that the school or local authority consider as vulnerable that could benefit from continued contact</i>	Daily contact by Pastoral Manger/HoY unless allocated a key school contact (e.g. SEND student allocated a specific TA)  <u><b>Contact should be made by 11am</b></u>
<i>Vulnerable</i>	Persistent Absentees* Families working with external agencies (e.g. police involvement) EWO/AST involvement	Weekly contact by Pastoral Manager/HoY unless allocated a key school contact (e.g. SEND student allocated a specific TA)
<i>Universal</i>	All remaining students	
<p><b>Form Tutor Contact</b>                      Form tutors are expected to contact students in their tutor group <i>once every two weeks</i>                      Where a student is not able to be contacted then a Remote Learning Concern should be logged through BROMCOM                      Concerns logged should be followed up by Pastoral Manager/HoY unless allocated a key school contact (e.g. SEND student allocated a specific TA)</p>		

### 7.3 Wraparound care

We will limit access to before and after-school activities and wraparound care to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

### 7.4 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 [liam.evans@charlton.uk.com](mailto:liam.evans@charlton.uk.com)

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

## Appendix 1

<p>Outbreak Management Principle</p>	<p>How the setting would implement this requirement quickly; consider:</p> <p>Resources, staffing, processes, layouts, timings, communications, training</p>	<p>Constraints to be addressed in advance.</p> <p>Indicate when constraints have been managed - date/colour code to differentiate.</p>
<p>Error! Reference source not found.</p>	<p>All adults and students have access to LFT testing devices which they can use either at home or at school. All staff and pupils to test twice weekly (this will be reviewed by the Government at the end of Sept)</p> <p>If an adult/pupil 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.</p> <p>Staff to book online via <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p> <p>Onsite ATS would be re-established in the main hall if large groups were required to test. Facilities have been established in the medical room to test small numbers of staff or students. Charlton staff make up the testing team.</p> <p>A year group can be tested in a morning or afternoon session.</p>	<p>LFT devices run out – contact other schools for surplus stock</p> <p>Staff have to leave school and isolate to get tested – organise cover staff for the class.</p> <p>Insufficient staff to operate the onsite ATS – seek cover through agencies or further volunteers from existing staff</p>
<p>Error! Reference source not found.</p>	<p>Text and email parents to inform them of the requirement to wear masks on school site – ready for next day.</p> <p>Signage to indicate pupils must wear masks – next day.</p> <p>Email all staff to inform them they must wear masks in all communal spaces – next day</p> <p>LCT have stocks of face masks for staff to use although it is advised that staff wear their own masks – next day</p>	<p>Additional masks to be handed out for those who have forgotten their mask.</p> <p>Pupils/staff who are exempt for medical reasons can still access site.</p>
<p>Error! Reference source not found.</p>	<p>The following day after outbreak identified (in conjunction with HPH) bubbles would be reintroduced.</p> <p>Inform staff and parents of reintroduction of bubbles.</p> <p>Arrangements for breaks and lunches to revert to the 2020 plan, providing individual slots for each year group.</p> <p>Assemblies cancelled and non-essential clubs/events where pupils mix revert to bubbles if possible or cancelled.</p> <p>Staggered school entry times and points.</p>	<p>Lunch staff unprepared to adapt back to bubbles – ensure catering team are aware of new arrangements.</p>
<p><b>Additional Cleaning</b> Error! Reference source not found.</p>	<p>We will continue to maintain additional cleaning throughout the school day</p> <p>Deep clean of classrooms where COVID infection has/may have been.</p> <p>Staff to clean additionally before and lessons following outbreak</p>	<p>Lack of cleaning fluid – contact LCT to arrange sharing between schools and purchase of more.</p> <p>Staff anxieties – deliver PPE equipment to every classroom to aid in cleaning process.</p>

<p>Error! Reference source not found.</p> <p><b>Notification of all cases of Covid 19</b></p>	<p>Within 20mins of notification of a COVID-19 case admin staff/SLT to report it online via <a href="https://www.telford.gov.uk/info/20692/coronavirus_covid-19/4040/i_want_to_report_suspected_or_confirmed_cases">https://www.telford.gov.uk/info/20692/coronavirus_covid-19/4040/i_want_to_report_suspected_or_confirmed_cases</a></p> <p>The Health Protection Hub can be contacted via <a href="mailto:HealthProtectionHub@telford.gov.uk">HealthProtectionHub@telford.gov.uk</a> (this email is monitored over the weekends) or by 'phone 81800 (the 'phone line is covered 8am to 5pm Mon-Fri)</p>	<p>Cannot contact HPH – inform LCT and LA to support school.</p>
<p><b>Clinically Extremely Vulnerable</b></p>	<p>Review risk assessments for CEV staff and identify any additional precautions that could be taken – next day</p> <p>Follow government guidance around shielding.</p>	<p>Lack of advice from Government – staff member to contact their own doctor for advice and inform school in writing.</p>
<p>Error! Reference source not found.</p>	<p>By the next day, cancel all non-essential education trips/visits/visitors whereby the bubble cannot be maintained and suitable distance from others maintained.</p>	<p>Insurance – parents/school not being reimbursed for cancellation. Ensure cancellation policy is in place before booking.</p>
<p>Error! Reference source not found.</p>	<p>Provide fortnight notice to any change. Consider splitting sessions by primary school to reduce number of parents on site at any one time.</p> <p>Alternatively revert to online presentations and virtual tour.</p>	<p>Parents not getting notice of change of arrangements.</p>
<p>Error! Reference source not found.</p>	<p>Immediately inform parents all meetings to be telephone or virtual from immediate effect.</p> <p>Emergency safeguarding meetings to take place in well ventilated rooms, with face coverings.</p>	<p>Parents unable to make virtual meetings, no access to telephones. Invite in as last resort.</p>
<p>Error! Reference source not found.</p> <p><b>and sport</b></p>	<p>Immediately remove public and assembly performances, revert to previous DfE guidance around singing and performing.</p> <p>Sport clubs revert to bubble arrangements and cancel fixtures with other schools as advised by NGBs of these sports.</p>	<p>Reduction in sports offer – a rota will be developed to ensure full coverage and fair access to sports.</p>
<p>Error! Reference source not found.</p>	<p>As a last resort provide as much notice as possible, minimum of 24 hours. Follow guidance above in terms of order of priority.</p> <p>Identify and encourage all vulnerable students to continue to attend. Implement safeguarding calls and checks immediately for all other students as stated above.</p> <p>Request key worker evidence and provide onsite provision for these students.</p>	<p>Parents not receiving notification – utilize all forms of communication – email, text and social media.</p>
<p><b>Maintaining quantity and quality of education and care</b></p>	<p>All safe and well checks to be conducted as stated above.</p> <p>Remote learning to follow our offer <a href="http://charlton.uk.com/media/29880/charlton-school-remote-learning-offer-jan-2021.pdf">http://charlton.uk.com/media/29880/charlton-school-remote-learning-offer-jan-2021.pdf</a>.</p> <p>Investigation of access to ICT and utilize DfE devices to ensure online access to students.</p>	<p>Staff unwell and unable to deliver sessions remotely – ensure work is set via doddle.</p> <p>Insufficient devices to share – utilize school</p>

		based stock as a last resort to enable all students access to ICT.
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