

COVID-19: Outbreak Management Plan (North Leamington School)

Outbreak Plan Management Version: v.4

Date completed: 02/03/22

Review Date: April-22

Plan Owner: Mike Lowdell

Scope of Plan

Some educational organisations may have multiple sites included within the scope of this plan. Outbreak prevention is partly within scope of this plan but should be mostly covered by the [COVID-19 Transmission Prevention and Management Risk Assessment](#)

Related Resources

[Schools COVID-19 operational guidance](#)

Introduction

This plan outlines how we would operate if we are required to reintroduce measures/mitigations in our setting or area to prevent transmission of COVID-19 in the context of an outbreak. This includes how we would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled. Outbreak prevention is partly within scope of this plan but should be mostly covered by the COVID-19 Risk Assessment.

Outbreaks can differ significantly with regard to scale and significance. 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 outbreak management plan

As identified by Local Public Health team.

Governance Arrangements

Outline the governance arrangements for your setting responding to COVID-19 outbreaks. This should align with other governance and/or emergency management structures/arrangements/ business continuity in place for your setting, where possible.

Key Contact Details

Agency/Individual(s)	Contact details
Local Authority	education-corona@warwickshire.gov.uk (Mon – Fri) dphadmin@warwickshire.gov.uk (Sat – Sun)
UK Health & Security Agency (UKHSA)	wm.2019cov@phe.gov.uk Tel: 0344 225 3560 Option 0 Option 2
Response Lead/decision maker	Mike Lowdell
Outbreak response team (internal and for attending external Incident Management Team meetings)	Senior Leadership Team

Key Stakeholders

Key stakeholders include those that attend the facility/setting (routinely or occasionally), those who will need to know what is happening and those that have a role in outbreak management in your setting.

Stakeholders	Role(s) in Outbreak Management
Staff (including employees and volunteers)	Amy Woodward
Pupils	Helen Jones/Michelle Foy
Parents/carers	Kate Abbey
Visitors	Kate Abbey
Contractors and delivery personnel	Mike Hubbard/Finance
Where to receive local outbreak advice	UKHSA/local public health team

Communications

Communications activities will be coordinated by the setting with support from LA local outbreak control team and regional Health Protection Teams in close liaison with the setting outbreak management coordination team.

Preventing school transmission

Our risk assessments include how vaccination and good hand hygiene will be promoted among staff, and pupils and parents, how cleaning and good ventilation will be maintained, and how the school will operate from a distancing perspective.

Information about drop-in clinics across Coventry and Warwickshire and all vaccinations sites that you can book into can found in the links below:

<https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-drop-in-clinics/>

<https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-sites/>

Children and staff who are unwell will be advised that they should not attend school/setting. Any child or staff member with one or more of the COVID-19 symptoms (new continuous cough, high temperature, loss/change in taste/smell), irrespective of how mild, will be asked to isolate in accordance with national guidance

We are aware of the range of less common symptoms of COVID-19: headache, sore throat, fatigue, muscle aches, blocked/runny nose, diarrhoea and vomiting, and will take this into consideration in an outbreak scenario, and when we are seeing a larger number of COVID-19 cases.

We will ensure that we remain informed about the latest travel and quarantine advice:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#travel>

Contact tracing / isolating

NHS Test & Trace are responsible for contact tracing

[Observe national guidance for self-isolation](#)

Other restrictions

We may need to limit activities that require bringing parents and carers onto site (other than for drop off and pick up) e.g. open days, performances, open evenings. We may also reintroduce staggered start and finish times (if not already in operation) to minimise the number of people on the school site at the start and finish of the day.

We will also review any activities bringing pupils together in addition to the normal school day, or that required transportation for larger numbers of pupils (e.g. school trips / holidays - including residential educational visits). This could also include any activities bringing together pupils from a number of schools (e.g. transition/taster days).

Clinically Extremely Vulnerable

Shielding is currently suspended. In the event of a major outbreak or variant of concern 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 of a reintroduction of shielding we would need to review staffing capacity to ensure we could continue to operate staffing in a safe manner. Any attendance reductions as a result of this would be in line with the principles below.

Current guidance on clinically extremely vulnerable individuals can be found in the link below:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#school-college-and-other-educational-settings>

Attendance Restrictions

As a last resort, we may need to introduce attendance restrictions. We will provide high-quality remote education for all pupils not able to attend.

Where attendance restrictions are necessary there will be an order of priority applied in terms of which pupils would continue to attend on-site provision. The only deviation to this will be where they are required to isolate (either as a result of testing positive or as a result of a local reintroduction of close contact isolation – see above).

First priority for onsite attendance will always be given to vulnerable children and young people and children of critical workers.

Priority will be given to pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year.

In Out-of-school settings/wraparound childcare where attendance restrictions are in place, vulnerable children and young people will continue to be allowed to attend. For all other children, face-to-face provision will be provided for a limited set of essential purposes, such as going to or seeking work, attendance at a medical appointment, or to undertake education and training.

Where attendance restrictions are needed we will 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.

If we have to temporarily stop onsite provision on UKHSA advice, we will discuss any alternative arrangements necessary for vulnerable children and young people with the local authority. Where vulnerable children and young people are absent or do not take up a place offered to them, we 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 and the Virtual School Head (where applicable) 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

Staffing Capacity

Where staffing capacity (following use of available supply teaching capacity) is impacting on our ability to open fully we will follow the principles outlined in the attendance restrictions above.

Free School Meal provision

We will continue to provide free school meals support in the form of meals or lunch parcels/vouchers for pupils who are eligible for benefits related free school meals and who are not attending school because they:

- are self-isolating
- have had symptoms or a positive test result themselves

Response action plan

Standard Practices

Hand & respiratory hygiene

Staff/Students/Visitors to regularly wash/sanitise hands and observe good respiratory hygiene practices

Classrooms and communal spaces will have windows and doors open where appropriate

Face coverings

Personal preference only

Social Distancing

Segregated entry/exit routes for students

Zoned year group play spaces and timed canteen access

Year group lessons only

Other Measures

None

Stage 1 Response

Hand & respiratory hygiene

As per standard practices

Face coverings

Staff/Visitors, who are not exempt, 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

Social Distancing

As Standard Practices plus;

We will reintroduce staff social distancing measures in shared office spaces and other communal areas

Other Measures

If recommended by PHE, we will limit:

Residential educational visits

Open days

Transition or taster days

Parents/visitors coming into school

Live performances

Indoor lettings

Stage 2 Response

Hand & respiratory hygiene

As per standard practices

Face coverings

As Stage 1 Response

Social Distancing

As Standard Practices plus;

No large year group gatherings (i.e. assemblies)

Reintroduce one way systems, where appropriate

Students remain seated in lessons

Other Measures

If recommended by PHE, we will limit:

Residential educational visits

Open days

Transition or taster days

Parents/visitors coming into school

Live performances

Indoor & external lettings

Stage 3 Response

Hand & respiratory hygiene

As per standard practices

Face coverings

Reintroduce face coverings for all, unless exempt

Social Distancing

As Stage 2 Response plus;

No external visitors (except in an emergency or for essential maintenance)

Reintroduce year group bubbles and consider attendance restrictions (as set out in section 8)

Other Measures

If recommended by PHE, we will limit:

Residential educational visits

Open days

Transition or taster days

Live performances

Indoor and external lettings