

# COVID-19 Outbreak Management Plan



<b>Approved by:</b>	Marie Fellows	<b>Date:</b> 6 <sup>th</sup> September 2021
<b>Last reviewed on:</b>	Termly reviews	
<b>Next review due by:</b>	1 <sup>st</sup> January 2022	

## 1. Introduction

This Outbreak Management Plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, provided by the Department for Education (DfE) and adapted from the template provided by The Key Support Services Ltd and will be used alongside the latest Government Guidance. The DfE's COVID Contingency Framework states that settings should have an outbreak management plan, which describes how they would operate if there was an outbreak in school and when it may be necessary to implement additional measures to help manage a COVID-19 outbreak within the setting.

The purpose of this plan is to prepare for moving forwards with the government agenda. It is a national priority for education and childcare settings to continue to operate as normal during the Covid-19 pandemic.

The measures contained in this plan state the actions we will consider to be implemented in response to the following situations arising and with support and recommendations provided by the local authority (LA), Director of Public Health (DPH), Public Health England (PHE), health protection team or the national government.

It is the role of the Head teacher to oversee the coordination of this plan.

### Thresholds

- For most education and childcare settings, 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; or
  - 10% of children, pupils, students or staff who are likely to have mixed closely\* test positive for COVID-19 within a 10-day period
- Evidence of severe illness e.g. students or staff members admitted to hospital or a death as a result of a COVID-19 infection
- In response to a new Variant of Concern (VoC)
- Extremely high prevalence of Covid-19 in the local community / area

### Mixing

\*It is recognised that identifying a group that is likely to have mixed closely will be different for each setting, but a group will rarely mean a whole setting or year group. We will identify groups using the following:

For early years, this could include:

- a nursery class
- a friendship group who often play together
- staff and children taking part in the same activity session together

For schools, this could include:

- a class group or intervention class
- a friendship group mixing at breaktimes
- a sport's team
- a group in an after-school activity

## 1:1 Actions to consider:

When the thresholds outlined above are reached, we will review and reinforce the testing, hygiene and ventilation measures we already have in place. Further detail on these can be found in the guidance for each sector located at [cleaning of non-healthcare settings](#)

Dudley Council Public Health will work closely with our setting and provide us with advice and support on a case-by-case basis, taking into account the local situation. For example, if local rates are extremely high; a response is required to a 'variant of concern' (VOC) or other measures have failed to reduce transmission, then the thresholds for extra action may be higher than set out above.

Where action is necessary to help reduce transmission within our setting, these are the measures which may need to be temporarily introduced include:

- Additional/increased testing. The reintroduction of on-site testing may be advised by our local director of public health for individual settings or small clusters, or in settings across areas where an "enhanced response package" has been deemed appropriate
- Face coverings for staff (who are not exempt) when arriving at setting and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas
- Reintroducing students/children into bubbles and/or consistent groups
- Short term attendance restrictions, such as sending home a class or year group – this would only be advised in extreme cases, and as a last resort where all other risk mitigations have not broken chains of transmission within the setting
- Shielding for vulnerable individuals (shielding can only be introduced by national government)
- If an outbreak occurs, we will work with Dudley health protection team to help identify individuals who may have been in contact with known infectious individuals

## 2. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield to risk assess the need for any additional protective measures in school or arrangements for home working or learning.

## 3. Other measures

**If recommended**, we will limit:

- Residential and educational visits
- Open days
- Transition or taster days
- Parents coming into setting
- Live performances
- Singing practices
- Numbers of parents on playground through staggered starts and finishes to school day
- Visitors into school

## 4. Attendance restrictions

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

### 4.1 Eligibility to remain in setting

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 only for:

- Vulnerable pupils
- Children of critical workers

### 4.2 Education and support for pupils at home

For pupils required to stay at home, we will provide remote education that meets the same quality and quantity of education that pupils would receive in the setting, as outlined in our remote learning policy. Live and pre-recorded lessons will be available through our Google classroom. Where children can not access the internet or have use of device at home, the school has ample chrome-books which can be distributed as required to families who need them. We also have a number of internet 'Dongles' for loan. In the rare cases where families can not adequately use the online platforms, paper copies of work and stationery will be made available, for collection from school.

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.

Food parcels will be prepared by our school kitchen and delivered to families by school staff. In the case of a national lockdown for a longer period of time, we will be using the voucher system which will be emailed to all eligible families. The school will also identify other vulnerable families, who are not eligible for free school meals, and supply food parcels in a discreet manner to support them through any period of isolation or lockdown.

In the case of any lockdown, or period of isolation, we will contact all vulnerable (ie safeguarding concerns, EHCP, CLA) children twice a week. We aim to speak to all children once a fortnight through wellbeing phone calls. Class teachers will interact daily with the class through the Google classroom. Where children are not engaging, teachers will contact the families by phone immediately. Were we can not contact families, SLT will make home visits. If, following these visits contact has still not been made, we will refer to the MASH team.

### 4.3 Wraparound care

We will limit access to before and after-school activities including 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.

#### 4.4 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.

We currently have one DSL and 3 other deputy DSLs. The assistant head teacher (Miss S Nicklin) is our DSL; our head teacher (Mrs M Fellows) is DSL trained; our deputy head teacher (Mr M Allen) is DSL trained and one of our senior leaders (Mrs J Blomfield) is DSL trained.

**There will always be a trained DSL on site**

##### DSL contact details

Miss S Nicklin (DSL)	01384 389888 snicklin@brook.dudley.sch.uk
Mrs M Fellows (Deputy DSL)	01384 389888 mfellows@brook.dudley.sch.uk
Mr M Allen (Deputy DSL)	01384 389888 mallen@brook.dudley.sch.uk
Mrs J Blomfield (Deputy DSL)	01384 389888 jblomfield@brook.dudley.sch.uk

In the unlikely event that our DSL (or deputy) is unavailable, we will share a DSL with Withymoor Primary. Their DSL (Rebecca Tong) can be contacted by phoning 01384 818530

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