



The William Henry Smith School

COVID OUTBREAK MANAGEMENT PLAN

Introduction

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. There is emphasis on the serious impacts of having missed education during the pandemic for young people. The Government's guiding principle is that 'In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.' The overarching objective is to maximise the number of children and young people in face-to face education and minimise any disruption, in a way that best manages the COVID-19 risk.

The DfE'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. Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

In these cases, the Guidance also states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings. If there is a need to address more widespread issues across an area, "ministers will take decisions on an area-by-area basis". This plan should be read alongside the latest guidance for education settings operating during COVID (this is not an exhaustive list and these documents change frequently so the reader should check they have the most up to date guidance).

- 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>
- Schools Covid-19 operational guidance
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
- actions for schools during the COVID-19 outbreak
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- Statutory obligations and expectations for remote learning
<https://get-help-with-remote-education.education.gov.uk/statutory-obligations.html>
- 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>
- Additional Guidance for SEND and specialist settings
<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-ot>



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[her-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4](#)

- Summer schools programme guidance

<https://www.gov.uk/government/publications/summer-schools-programme/summer-schools-guidance>

The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, will be used as an indication for when to seek public health advice:-

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

Scenario 1 – Single Confirmed COVID Case

If there is one case identified in school the following steps will be taken in line with the latest guidance:

- Students will be advised to maintain the regime of hand cleaning and the 'catch it, bin it, kill it' protocol.
- The School will, as always, be regularly cleaned especially high contact areas.
- Occupied spaces will be kept well-ventilated whilst balancing this with a comfortable temperature for teachers and students.
- Students are advised not to come into school if they have had a positive test result or if there are other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)
- If a case is confirmed via on-site asymptomatic testing, the School will enter the result on the NHS Test and Trace website and log the result in their own records. They will then telephone parents / carers and discreetly advise the student of the result.
- The confirmed case will remain isolated until they can return home to isolate
- Close contacts will now be identified via NHS Test and Trace. Schools will no longer be expected to undertake contact tracing.
- If the case is confirmed via a home test, the result will be recorded on the NHS Test and Trace site.
- The individual will isolate immediately and should order a confirmatory PCR test as soon as possible
- The child / family will be contacted by NHS with the test result. If it is positive, the individual must continue to self-isolate.
- The child / family should inform the School of the positive PCR result.



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- NHS T&T contact tracers will then contact those who test positive – or their parent or legal guardian if they are under 18 years – to identify close contacts. NHS T&T will ask a series of questions to help identify any close contacts.
- From 16th August, close contacts who are fully vaccinated or those under 18 will not need to self-isolate.
- Instead, the School will ask anyone identified as a close contact to book a PCR test.
- Individuals identified as close contacts will not need to self-isolate while they are awaiting the results of their test.
- If the PCR result is positive, the individual must isolate, and NHS Test and Trace will work with them to identify their own close contacts.
- High quality remote learning will be implemented for those with a positive PCR test but who do not feel unwell. This may be online lessons or blended learning. Students will also be encouraged to participate in extra-curricular activities.
- Students will also be supported with regular contact from key workers, care staff and therapists and liaison with parents/ carers.
- The School's Covid Risk Assessment will be evaluated in light of any learning from the new case.

Scenario 2 – Outbreak Within Setting

The definition of an outbreak: Two or more test-confirmed cases of COVID-19 amongst individuals associated with a specific setting with illness onset dates within 14 days, and one of the following:

- identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one meter face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases.
- when there is no sustained local community transmission - absence of an alternative source of infection outside the setting for the initially identified cases.

An outbreak is deemed to last 28 days from the last positive diagnosis.

The best way to avoid an outbreak is to ensure preventative measures are in place. Within the School the following are in place:

- A risk assessment that reflects the current Government Guidance
- Hand sanitiser and soap is freely available
- Regular hand washing will be encouraged
- Lateral Flow tests are available for staff (home testing 3-5 days apart) and secondary students (initially two tests in school and then home testing 3-5 days apart).
- Face coverings are used on transport and in school vehicles



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- All rooms are cleaned daily
- Staff are asked to ventilate rooms by opening doors and windows
- Anti-bacterial wipes are provided for wiping down areas and equipment between usage

The School may be contacted in exceptional cases to help with identifying close contacts where there is a local outbreak, as currently happens in managing other infectious diseases. If the School is contacted or if the School notes that we seem to have met the threshold for an outbreak within the setting, the school will:

- Liaise with, or contact the Local Health Protection team if we have not been contacted, and pass on the relevant information.
- In collaboration with Public Health, a decision will be made as to whether school can remain open and if so who should remain in school.
- The School will risk-assess the workforce required onsite and assess whether it is appropriate for some staff to work remotely and will prioritise clinically vulnerable employees.
- The School will be ready to limit, transfer online or cease:
 - residential educational visits
 - open days
 - transition or taster days
 - parental / carer attendance in settings
 - performances
 - visitors
- DfE and LA will be informed if the school is to close.
- There will be increased and clear communication with the school community.
- At the request of Public Health, on site testing will be reinstated.
- At the request of Public Health, 'bubbles' and restricted movement may be reinstated.
- High quality remote learning will be implemented for those with a positive PCR test but who do not feel unwell. This may be online lessons or blended learning. Students will also be encouraged to participate in extracurricular activities.
- Vulnerable students will be supported with regular mental health checks and liaison with parents/ guardians.
 - All students have been trained in the use of remote platforms
- All classrooms are equipped with cameras and smart boards, through which students can access live lessons and other school activities, during lockdown or in instances of required self-isolation.
- External visits to the school will be limited or cease until it is deemed safe to resume normal activity.



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- The School's COVID Risk Assessment will be evaluated in light of any learning from new cases.

Scenario 3 – The setting is affected by a package of Local or National measures

The COVID situation is ever changing as are the directed responses. The School will ensure that it implements any Local or National restrictions and guidance. The School will work in collaboration with all stakeholders to limit the impact on educational delivery as well as mental health and wellbeing. This will include working with the following:

- Parents/carers
- Students
- 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:

- All students have been trained in the use of Zoom and Teams.
- All staff, students and parents / carers have access to step-by-step instruction and guides to use of remote access, Zoom and Teams.
- All classrooms are equipped with cameras and smart boards, through which students can access live lessons and other school activities, during lockdown or in instances of required self-isolation.
- **Staff:** The School will risk assess the workforce required onsite and assess if it is appropriate for some staff to work remotely; clinically vulnerable employees will be prioritised.
- **LFTs:** The school ensures that it remains well stocked with LFTs and PPE in case there is a requirement to increase home or on-site testing.
- **Face Coverings:** Should face coverings be recommended, schools will amend their RA in line with the cohort of students they have. Face Coverings will be kept in stock in school in case measures change.
- **Shielding:** Should shielding be reintroduced, those on the shielded patient list will be supported to follow guidance. If this is a student, 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:** If some attendance restrictions are needed, all vulnerable children and young people should still be allowed to attend. If attendance is restricted further, vulnerable children and young people will be assessed. Covid plans will be reinstated in SID.
- **EHCPs:** Where students have EHCPs and cannot attend school a risk assessment will be undertaken to assess if they should remain in school.



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- **IT Access:**

- All students not in school will have access to a laptop/ PC or similar device.

Safeguarding:

- We will have either the DSL, or Deputy DSLs, on site during a general school closure; if this is not possible a senior leader will take on the responsibility for coordinating safeguarding.
- Wellbeing video calls, phone calls and emails will be made regularly (in line with individual risk assessments) to ensure that students are safe and well at home. Part of the wellbeing calls will be to monitor access to the remote learning so that support can be given as required.
- All students are briefed on the remote learning protocols such as wearing appropriate clothing in an appropriate setting, not taking or recording images, keeping cameras on and engaging with online lessons, and parents / carers not being on screen/earshot of video calls.
- Any virtual lesson, meeting or 1:1 where staff are alone with a student will follow protocols .
- All students are taught through, PSHE, IT and RSE, about the dangers of online activity including excessive use of IT, cyberbullying, sharing inappropriate words or images.
- All students are guided on how to maintain good mental health and wellbeing through exercise, healthy social and familial interactions, good sleep routines, healthy eating and more.