



COVID-19: outbreak management plan

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| Approved by: | Full Governing Board | Date: 6 th October 2021 |
| Last reviewed on: | September 2021 | |
| Next review due by: | April 2022 and then annually thereafter for as long as the policy is required. | |

I. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
 - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
 - 10% of pupils or staff who are likely to have mixed closely test positive 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)
- To prevent unsustainable pressure on the NHS

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from the local public health team who will escalate to Director of Public Health where necessary or health protection team.

Gemma Harvey will be responsible for seeking this advice and will do so by telephoning the DfE helpline (0800 046 8687) or contacting the LA Public Health Team via the COVID – 19 STORM phone line on 0114 2735334 (available Monday-Friday 8 a.m. – 4.45 p.m.) or PublicHealthC&YP@sheffield.gov.uk (monitored 5 days a week).

All settings should seek public health advice if a pupil, or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or contact the Sheffield LA public health team.

Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

Where it is judged that sustained transmission is occurring, or there are other risks such as a variant of concern (VOC) or increased severity of illness, the LA/ Health Protection Team may decide to convene an outbreak control meeting (OCT). Gemma Harvey will be responsible for communicating with the LA public health team and ensuring all actions prior to and following the OCT are completed. In the Head teacher's absence, this would fall to the Deputy Head Teachers.

These include;

- The case spreadsheet is complete and up to date and forwarded to PublicHealthC&YP@sheffield.gov.uk prior to the meeting
- Implementing any further control measures following the OCT

3. 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 about additional protective measures in school or arrangements for home working or learning.

4. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email/school website once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- New starter visits
- Transition or taster days
- Parents coming into school
- Live performances
- Events and gatherings

If recommended, we will (re)introduce:

- Testing, including the use of an asymptomatic test site (ATS)
- Bubbles, to reduce mixing between groups
- Face coverings in communal areas for staff, visitors and parents (unless exempt)

- One way systems
- Staggered play times
- Halting intervention groups where class bubbles are mixed
- Other proportionate measures as necessary, seeking to maintain face to face education if it is safe to do so. For example, reducing crowding through temporarily suspending assemblies or other events that bring larger groups together.

5. Attendance restrictions

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

5.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

5.2 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 pupils would receive in school, as outlined in our remote learning policy. This will be delivered remotely using technologies. In the rare circumstances where this is not possible we will deliver packs to pupils at home.

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. We will in the first instance ask parents to collect from school. If this is not possible, they will be delivered to the pupil at home.

5.3 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 contacting the school office, who will make arrangements to establish contact with the DSL team.

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

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision