

# COVID-19: outbreak management plan

Hill Holt Wood



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## 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), published 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:

- 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 including;

- 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
- one-off enhanced cleaning focusing on touch points and any shared equipment

We will also seek public health advice from a director of public health or health protection team.

Hollie Drake/Ben Wilson will be responsible for seeking this advice, and will do so by telephoning the DfE helpline, selecting option 1 (0800 046 8687)

## 3. Testing

As an independent learning provider we have not had access to rapid flow testing on the school site, however if recommended, we will encourage more home testing by pupils and staff.

Sarah Oates (Head of Education), alongside the Education admin team will contact all parents through the MySchool app to encourage additional testing as soon as an outbreak is confirmed by PHE. Links will be sent to parents to order LFD kits for home testing.

[Ordering test kits for schools and FE providers - \(www.gov.uk\)](#)

[Getting a free PCR test to check if you have coronavirus \(COVID-19\) \(www.gov.uk\)](#)

## 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

Sarah Oates (Head of Education) and the Education team will produce a 'face covering' statement that will be issued within 24 hours of the outbreak on the MySchool app to advise parents of the new recommendations.

Staff will be contacted through internal communication (Teams Group and Email) about the changes in requirements. Teaching staff will be able to use transparent face coverings to not impede learning due to lack of facial expression if necessary. Activities will still be encouraged to take place outside.

Pathways leads will notify groups ASAP about the new requirements and face masks will be issued to learners if not available.

Additional posters will be placed around the site as reminders. These will be printed and put up around the site's main areas, including in learner classrooms, shared spaces and visitor entrances. QR code on poster to further guidance on how to fit/wear them will be provided.

In the event of face coverings being enforced this will be a temporary measure for a likely period of 2 weeks.

## 5. Shielding

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

Sarah Oates and the Education team will identify which learners are classed as extremely clinically vulnerable and speak to these individuals required to shield about additional protective measures in school or arrangements for home working or learning.

## 6. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email/letters which will be sent home and also notifications will go out on the MySchool App once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between groups

Bubble reintroduction procedure:

- Reintroduce Group A/ Group B attendance on site - Reduce all learner days (except those most vulnerable) on site from 3 days to 3/2 days for alternate weeks, ensuring bubbles don't overlap. Home study will be provided for the 1 day every 2 weeks learners are expected to work from home.
- This bubble system will ensure Group A/B do not mix on provided transport.
- Head of Training and Health and Safety Officers will discuss with PHE whether this approach would be suitable to reinstate.
- If this was reintroduced parents/learners would be notified on the MySchool App and letters will be sent home to parents about the reduction in days with additional guidance on home learners.

## 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

If 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 pupils would receive in school, as outlined in our remote learning policy <https://www.hillholtwood.co.uk/education-and-courses>

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

Vouchers will be posted to the learners home address covering the full isolation period.

### 7.3 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:

DSL - [steve.donagain@hillholtwood.co.uk](mailto:steve.donagain@hillholtwood.co.uk)

Deputy DSL - [adele.clarkson@hillholtwood.co.uk](mailto:adele.clarkson@hillholtwood.co.uk)

Deputy DSL - [sarah.oates@hillholtwood.co.uk](mailto:sarah.oates@hillholtwood.co.uk)

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 appropriate, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Ensure 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

## **7.4. Transport**

- › Transport services will continue to be provided as normal where learners are attending School but recommendation for learners to make their own way in will be encouraged.