COVID-19 Outbreak Management Plan

Hillcrest School and Sixth Form Centre Outbreak Management Plan
(Birmingham City Council's Template)

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Introduction

As per Step 4 of government's plan, all measures have been lifted from 19 July 2021 for the full return of all pupils : **https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidanceschools operational guidance**, published by the Department for Education (DfE).

Schools and settings will only need to implement some, or all, of the measures in this plan in response to recommendations provided by the 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 / setting. Actions will need to be considered when either of the following thresholds are met:

For most settings:

- 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

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

We recommend all school leaders and staff members to regularly review the latest information produced by Public Health: **https://www.birmingham.gov.uk/COVID-19_schools_faqs.**

The latest checklist and flowchart can be found here for guidance on dealing with suspected or confirmed cases within staff or pupil cohorts, and their contacts: **https://www.birmingham.gov.uk/downloads/download/3527/public_health_flowchart_for_schools**

The completion of this plan should not be undertaken in isolation by one individual and should involve staff who understand the risk of an outbreak. Once completed, the plan should be shared with the school's workforce. If possible, schools should consider publishing it on their website to provide transparency of approach to parents, carers and pupils.

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1	Original	31.08.21
2	Updated December 2021	By school

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Setting Name:	Hillcrest School and Sixth Form Centre		
Date Completed:	1st September 2021 Updated December 2021	Review Date:	January 2022
Plan Owner:	Ms Julie Ann Davies Mrs Sharron Johnson		

Measures	Comments
1. Testing	
In the event of an outbreak, schools and settings will need to adhere to national guidance on the introduction of home testing and onsite asymptomatic testing • If recommended, increase the use of home testing by pupils and staff. • If it is advised, reintroduce an asymptomatic testing site (ATS) at the school. • Work with the director of public health (DPH) on any further support needed regarding testing • If on-site asymptomatic testing is reintroduced, plans will be reviewed dependant on the current situation including: - When testing will take place? - Where testing will take place? - Who will receive on-site testing? - What additional control measures are needed to accommodate on-site testing?	Home testing information and guidance regularly reviewed and communicated to staff, parents/guardians and students. Designated test centre ready and set up in school. Test centre staffing and resources. Follow national guidance and the DfE School's, Colleges Testing handbook Maintain a supply of testing kits and equipment. Voluntary LFD covid testing twice weekly at home for staff and students to continue.

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	In the event of an outbreak or contact with a positive case staff who are fully vaccinated are advised to take additional LFD tests (on a daily basis) and book a PCR test if they are a significant close contact.
	Staff who are not vaccinated will need to follow advice from Track and Trace.
	Any staff or students who are identified as a close contact of a suspected or confirmed case of the Omicron variant of Covid-19, irrespective of vaccination status and age, will be contacted by Test and Trace (to self-isolate immediately and book a PCR test)
2. Face Coverings	
If recommended, pupils, staff and visitors who are not exempt from wearing a face covering: • Should 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: • Should 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 • In some circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19.	Communicated to staff, parents/guardians and students. Guidance on wearing face coverings including safe removal and disposal as required. Sufficient stock of PPE and face coverings maintained. Use of face covering by staff or students in communal areas will be re-introduced if thresholds above are met or if government guidance advises.

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• Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. • No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.	Parents/Visitors to school will be asked to wear a mask unless medically exempt.
3. Shielding	
In the event of an outbreak, Schools and settings will need to adhere to national guidance on the reintroduction of shielding. • Follow national or local guidance on the reintroduction of shielding which would apply to those on the **shielded patient list (SPL).** • Introduce additional protective measures in school for individuals required to shield • Consider home working for members of staff requiring to shield • Consider remote learning offer for pupils unable to attend school due to shielding	Staff to inform school if they are on the shielding patient list Parent/guardian liaison with school regarding pupils unable to attend due to shielding Individual risk assessments
4. Other Measures	

Parents, carers, pupils and staff should be informed promptly about the introduction of control measures.
 	
Pay due consideration to limiting:
 	
     o All visits, i.e. residential educational visits etc.
 	
     o Open days
 	
     o Transition or taster days
 	
     o Parents coming into school
 	
     o Live performances
 	
• If recommended, be prepared to reintroduce Bubbles to reduce mixing between groups
 	
• Robust cleaning regimes and cleaning of touch points around school (including deep cleans)
	Educational visits Co-ordinator
	
	Health and safety guidance on educational visits
	
	Individual school trip risk assessments completed
	
	Individual risk assessments undertaken for open days, events and visits to school
	
	Ensure good room ventilation, windows open where possible
	
	Sanitising of hands on entry and exit of building

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Cleaning – (In addition to existing robust cleaning regimes) Following the identification of the person with COVID-19 symptoms, clean and disinfect: • All surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells	In the event of an outbreak, activities involving parents coming into school building will be held virtually or postponed Class bubbles will be reintroduced if necessary. Symptomatic children to be isolated in medical room area and parents requested to come for immediate pick up. Cleaning of areas touched to continue.
5. Attendance Restrictions	
Attendance restrictions will only be recommended as a last resort. If recommended, implement the measures in this section:	
5.1 Eligibility to remain in school If restrictions are recommended, school will stay open for: • Vulnerable pupils • Children of critical workers • Year 10 and 11 pupils • Year 12 and 13 pupils • Any other pupils due to take external exams this academic year If further restrictions are recommended, school will stay open for: • Vulnerable pupils • Children of critical workers	Vulnerable children/children of critical workers to be allowed to attend in all circumstances

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5.2 Education and support for pupils at home • All pupils required to stay at home will receive remote education. • remote education will meet the same quality and quantity of education that pupils would receive in school • 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. • Parents will be contacted to arrange collection of FSM lunch parcels (to cover the number of days of pupil's self-isolation)	Remote Learning Policy Liaison with catering contractor for FSM parcels that adhere to Food Standards
5.3 Wraparound care/after school activities • Access to before and after-school activities during term time and the summer holidays will be offered to those that need it most. • Eligibility to attend will be communicated once the restrictions are confirmed.	
5.4 Safeguarding • Review child protection policy to make sure it reflects the local restrictions and remains effective. • Aim to have a trained DSL or deputy DSL on site wherever possible. • 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:	Child Protection and Safeguarding Policy

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❯ 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	

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Links to related published guidance notes to be referred to alongside the Outbreak Management Plan	As per Risk Assessment
Links to DfE Guidance As new guidance is produced weekly, please refer to **www.gov.uk** for updates Note from DFE: Schools are not required to use these guides, and may choose to follow alternative approaches to preparing for wider opening, or to use some sections of this guidance alongside other approaches	**Full opening (updated 6 July 2021 and applies until Step 4):** https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools **Early Years and Childcare:** https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures **Special Schools:** https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings **Out of School settings:** 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/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak **Testing in primary and nursery schools:** https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools **Safe working in education and childcare:** https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care **Compilation of all guidance notes for schools:** https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings **Advice for parents:** https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak

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	Advice for parents attending Out of School settings: https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak **Ofsted guidance and update:** https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update **Providing meals to pupils:** https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools **School reports:** https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers **Safeguarding and remote learning:** https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19 **EYFS disapplication:** https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications **Keeping children safe in education for schools and staff:** https://www.gov.uk/government/publications/keeping-children-safe-in-education--2 **Shielding and guidance for CEV**: 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 **Curriculum and teaching guidance:** https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19 **Remote learning support for schools and staff:** https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19 **Remote learning support for parents:** https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19

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	Transport to schools: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020 **General travel guidance:** https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers **Recording attendance:** https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year **Enhanced area of response:** https://www.gov.uk/government/news/further-support-for-birmingham-blackpool-cheshire-east-cheshire-west-and-chester-liverpool-city-region-and-warrington-to-tackle-delta-b16172-v **BCC:** https://www.birmingham.gov.uk/news/article/890/covid-19_birmingham_listed_as_enhanced_response_area

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Governance and other resources	Link to Public Health flowchart in case of coronavirus symptoms within pupils or staff: https://www.birmingham.gov.uk/downloads/download/3527/public_health_flowchart_for_schools Safeguarding policy addendum: https://www.birmingham.gov.uk/downloads/file/16735/covid-19_safeguarding_policy_addendum **Useful contacts in BCC:** • If subscribing schools have questions / queries about governance, contact School and Governor Support (S&GS) at governors@birmingham.gov.uk • Nursery Schools and Nursery Classes should contact the Early Years' Service for EYFS queries via email: EYDuty@birmingham.gov.uk • Education Safeguarding questions please contact the Education Safeguarding Team via email: EducationSafeguarding@birmingham.gov.uk **Other resources:** ACAS guidance on mental health: https://www.acas.org.uk/acas-launches-new-guidance-on-mental-health-during-coronavirus HSE guidance on working during coronavirus and related links: https://www.hse.gov.uk/coronavirus/working-safely/index.htm NAHT guidance on health and safety duties and schools: https://www.naht.org.uk/advice-and-support/management/health-and-safety-duties-and-schools/ RCPH COVID-19 - 'shielding' guidance for children and young people: https://www.rcpch.ac.uk/resources/covid-19-guidance-clinically-extremely-vulnerable-children-young-people#children-who-should-be-advised-to-shield