



Outbreak Management Plan

I. Introduction

This Outbreak Management Plan outlines how the Richard Pate School would operate in the event of a local outbreak of COVID-19, where measures affecting school have been recommended, and how it would ensure that every child receives the quantity and quality of education and care to which they are normally entitled.

I.1 Roles and Responsibilities

I.1.1 Local Authorities, Directors of Public Health and Public Health England Health Protection Teams are responsible for managing localised outbreaks, and may, in some circumstances, recommend measures for individual schools, or small clusters of educational settings. (Where there is a need to address more widespread issues across an area, ministers will take decisions).

I.1.2 Schools are required to have an Outbreak Management Plan outlining how they would operate in response to measures being recommended.

I.2 Principles

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, and is clear that any measures recommended should be kept to a minimum, involve the minimum number of settings and for the shortest amount of time.

This Outbreak Management Plan would only be implemented following consultation with, and advice from, the Local Authority/Director of Public Health.

I.2.1 Circumstances in which measures affecting education and childcare may be necessary are, 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)

I.2.2 Measures may include:

- Asymptomatic testing
- Face Coverings
- Shielding
- Other (i.e. restricting visits, open days, performances, and visitors)
- Attendance Restrictions

Measures affecting education settings would only be recommended as part of a broader package of measures, and attendance restrictions would only ever be considered as a last resort.

1.2.3 Prioritisation of Education and Attendance of Year Groups

The DfE has stated that early years and primary settings should be “prioritised to continue to operate as normal”. In the extreme case that attendance restrictions are recommended, all vulnerable children and children of critical workers should still be allowed to attend.

1.3 When and How to Seek Public Health Advice

Action: The School (Headmaster or Bursar) will seek public health advice if they are concerned about transmission in school, by phoning the DfE helpline (0800 046 8687, option 1) in the first instance. This will always include the following situations:

- If the number of positive cases among pupils and staff substantially increases, i.e. if one of the following thresholds is reached:
 - 5 pupils or staff, who are likely to have mixed closely, test positive within a 10 day period; **or**
 - 10% of pupils or staff, who are likely to have mixed closely, test positive within a 10 day period.
- If a pupil or staff member is admitted to hospital with Covid-19.

Action: in order to be able to identify if one of the above thresholds has been reached, the School (Office) will keep accurate records of pupils and staff who have tested positive for Covid-19.

Action: In order to be able to identify groups that are likely to have mixed closely, accurate records will routinely be kept of: class daily attendance; after school care daily attendance; clubs and activities attendance.

1.4 Relevant Guidance

In developing this Outbreak Management Plan, the following government guidance has been consulted:

- HM Gov ‘*Schools COVID-19 Operational Guidance*’ (August 2021)
- HM Gov ‘*Contingency Framework: Education and Childcare Settings*’ August 2021)
- The Richard Pate School Covid-19 Risk Assessments

2. Prevention

Outbreaks of infections of COVID-19 can occur in schools, due to close contact between children and staff, and touching of shared surfaces. However, the impact can be greatly reduced by following robust prevention practices and acting promptly to possible cases among pupils and staff.

Action: The School (Senior Leadership Team) will implement and monitor the following day to day preventive measures:

- Ensure that pupils and staff do not come to school if they have symptoms.
- Ensure that any pupil or member of staff who develops symptoms during the school day, however mild, are sent home promptly.
- Promote and enable good hand and respiratory hygiene.
- Optimise ventilation in teaching spaces.
- Adopt good infection control practices, including enhanced cleaning and supply of cleaning materials to all teaching areas.
- Request all visitors to school wear a face covering and hand-sanitize on arrival.
- Ensure that the School’s Covid-19 control measures and expected behaviours are clearly communicated:
 - To staff and parents/carers in writing before the start of term (Headmaster);
 - To pupils in class/assembly at the beginning of term (Teachers).

- Via posters displayed around the School (Bursar).
- Via the weekly 'Monday Memo' to all staff.

3. Management of Symptomatic and Individual Positive Cases

Action: all staff and parents/carers have been advised as follows:

- Do not attend school if you, or any household member, has any Covid-19 symptoms:
 - Check all household members for symptoms before the start of school.
 - Self-isolate if anyone in the household has symptoms, and arrange PCR tests for everyone. Inform the Headmaster as soon as possible, and notify NHS Test & Trace.
 - Follow advice if told to self-isolate by NHS Test & Trace or the NHS Covid-19 app. (NB From 16 August, those who are fully vaccinated, or who are under 18, will not be required to isolate if identified as a close contact, but advised to take a PCR test instead).
 - Only return to school if you have tested negative and are no longer required to isolate.
- If a pupil shows symptoms during the school day, they should be moved to the isolation room (Headmaster's Office) while awaiting collection by their parent/carer. Appropriate PPE should be used if close contact is necessary. PPE will be available in the isolation room. The room should be cleaned after the pupil has left. Siblings will need to be sent home too.
- Any member of staff who develop symptoms during the school day should let the Headmaster/Bursar know immediately and return home to isolate and arrange a PCR test. Public Health advice on isolation and testing should be followed and NHS Test & Trace should be notified. (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>) The Headmaster/Bursar should be notified of any test results and isolation requirements.

Action: Any pupil required to self-isolate (but who is well) should immediately be offered remote education via Showbie. Lesson planning will continue to prepare for this eventuality to enable it to be swiftly implemented (ref Section 5.5.3).

Action: The School (Headmaster/Bursar) will, as soon as they become aware of a positive case among staff, report this to the Self-Isolation Service Hub (02037 436715)

4. Management of a Suspected Outbreak in School or the Local Community

Action: If the number of positive cases among pupils/staff meets the threshold detailed in 1.3 above, the School (Headmaster/Bursar) will immediately call the Self-Isolation Hub (02037 436715) and provide the following information:

- The 8-digit NHS Test & Trace Account ID number (i.e. CTAS number) of the person who tested positive.
- The names of colleagues and pupils identified as close contacts.

Action: In the event of a suspected outbreak locally, the School (SLT) will review and reinforce the testing, hygiene and ventilation measures already in place.

Action: The School (SLT) will promptly implement any additional measures recommended for schools by the Local Authority/Director of Public Health as part of a wider package of measures in the local community (see below).

5. How the School Will Implement Additional Measures

In the event that the Local Authority/Director of Public Health recommends any of the additional measures for The Richard Pate School, as part of a coordinated Local Outbreak Management Plan, the School will operate as follows:

5.1 Testing

Actions:

- A supply of home (LFD) test kits is held at school.
- All asymptomatic staff will be strongly encouraged to comply with any recommendations regarding increased testing.
- Details of where to record all test results will be communicated via the weekly 'Monday Memo' to all staff.
- Staff who receive a positive (or two consecutive void) result, will be asked to email the Headmaster immediately and seek a confirmatory PCR test. Staff will receive clear communication on where to find current national guidance on what to do if symptomatic, in receipt of a positive test result or if identified as a close contact of someone who has tested positive:
(<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>)

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/positive-test-result/#:~:text=on%20GOV.UK-.Continue%20to%20self%20isolate%20until%20you%20get%20the%20result%20of.get%20a%20negative%20PCR%20result>).

5.2 Re-introduction of Bubbles

Action: The School (SLT) will immediately re-introduce year group bubbles in the event of a local outbreak impacting the School, and will organise the school day to minimise contact between bubbles with minimal disruption to curriculum delivery. The importance of keeping accurate seating plans in classes, and accurate attendance records at After School Care and activities, will be reinforced to all staff.

5.3 Face Coverings

Actions:

- The School will continue to hold a supply of face coverings, and make the wearing of them by staff mandatory in communal areas indoors, the Dining Hall and busy areas outdoors (e.g. at pick up) .
- Face coverings may also be recommended to be worn by colleagues working closely with a member of staff identified as Clinically Extremely Vulnerable.
- A risk assessment will be undertaken of all clinically vulnerable staff (due to medical reasons or individual characteristics) and any additional PPE requirements, or situations where a face covering will be worn, will be identified and agreed.
- Additional close-contact situations within classrooms, warranting use of a face covering, will be identified following risk assessment.

5.4 Shielding

Shielding can only be reintroduced by national government.

Actions:

- The school will keep an up-to-date list of all staff and pupils who may be required to shield (i.e. who are on the Shielded Patient List).
- Any shielding staff will be supported to work at home as far as practicable (e.g. through provision of appropriate work equipment and advice on how to set up a safe work environment).
- Any shielding pupils will receive a remote education equivalent in quantity and quality to that which they would receive face to face in school.

5.5 Other Measures

In exceptional circumstances, The Richard Pate School may be advised to curtail activities involving pupils travelling to other sites, or parents/visitors attending events on site. The following activities have been identified:

- Sporting Fixtures
- School Trips
- Swimming Lessons
- Residential educational visits
- Open Days and Taster Days
- Prospective Parent Visits
- Parents' Evenings
- Live Performances in school (e.g. concerts, plays)
- After School Clubs and Activities
- Peripatetic Music Lessons

Actions:

- The School (SLT) will ensure that planning and risk assessments relating to the above activities consider this eventuality, and that appropriate insurance is in place (e.g. for educational trips).
- The School (SLT) will respond promptly, when advised to do so, and make alternative arrangements:
 - Activities will be held via Zoom, instead of face to face, where possible: Peripatetic music lessons; Parents' Evenings; Prospective Parent tours.
 - Activities will be suspended where necessary: sporting fixtures; swimming lessons; Open Days and Taster Days; After School Clubs and Activities.
 - Activities will be made available for live viewing from home (or videoed for later viewing at home) where practicable: Live Performances.

5.6 Attendance Restrictions

Attendance restrictions will only be considered as a last resort. If implemented, they will be as targeted as possible, reviewed regularly and terminated as soon as possible.

5.6.1 Prioritisation of Pupils

In the event that partial attendance restrictions are considered necessary, vulnerable children and children of critical workers will be given priority, and receive lessons in school if at all possible.

5.6.2 Safeguarding

Action: In the event that attendance at school is restricted the School will ensure that a trained DSL (or Deputy) is available on site during the school day where possible, or is contactable via phone/Zoom.

Action: The School (SLT) will continue to have regard to applicable statutory safeguarding guidance:

- *Keeping Children Safe in Education (2021)*

- *Working Together to Safeguard Children*
- *Early Years Foundation Stage (EYFS) framework*

5.6.3 Provision of Remote Education

Action: The School (IT Manager/SLT) will continue to explore opportunities to enhance the remote education offering via its online learning platform (Showbie).

Action: The School (Teaching Staff) will immediately offer lessons online for children at home due to the implementation of restricted attendance. Lesson planning will cover this eventuality. The Remote Learning provision will include:

- A compulsory daily Zoom registration at 9am
- A full programme of lessons delivered through Showbie
- Regular checking of work and provision of feedback
- The ability to communicate with pupils and parents/carers via Showbie or email
- The same level of marking and reporting as for pupils in School

5.6.4 Education Workforce

Action: In the event of restricted attendance, The School (SLT) will immediately determine the workforce required on site, and whether it is appropriate for some staff to work remotely. (All staff working remotely will be provided with appropriate work equipment and advised on how to set up a safe workstation at home).

Action: The School (SLT) will continue to support staff and pupils, through individual Risk Assessments and support, who are:

- Clinically Vulnerable or Clinically Extremely Vulnerable
- Pregnant mothers
- BAME

5.6.5 School Meals

Action: The Richard Pate School (Catering Manager) will continue to provide lunches for all pupils who are receiving lessons in school.