

COVID-19: Outbreak Management Plan

Buckler's Mead Academy

December 2021



Approved by:

M. Lawrence

Date: [17/12/2021]

Last reviewed on:

17/12/21

Next review due by:

January 2021

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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.

We will also seek public health advice from a director of public health or the health protection team. M. Lawrence (Head teacher), Katie Royle or Paul Balkwill (Deputy Headteacher) will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or via Local Somerset Arrangements:

SCCPHincidentroom@somerset.gov.uk which is monitored from **09:00-17:00**,

The team is available for *urgent* public health advice out of hours and over the weekend.

We will report the case via the new **Incident Notification form**:

<https://forms.office.com/pages/responsepage.aspx?id=BvYktXr3okqNov5wNDsMzrlhARpSquiBnmBgybuyM-xUQVYzUUplMkZDRFg2RVJZTIFZODhKVDNJTS4u>

We will contact SCCPHincidentroom@somerset.gov.uk if **any** of the following criteria apply:

- [More than 5 cases within 10 days in a group that social mixes](#)
- [An escalating situation where control measures are not stopping spread](#)
- [Any hospitalisations associated with the incident](#)

Jane Bell or Sue Parry (Student Services) may also be required to liaise with HPT or DPH.

3. Testing

If recommended, we will increase the use of home testing by pupils and staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the director of public health (DsPH) to discuss any further support we need to do this.

If we reintroduce on-site asymptomatic testing we will liaise with LED leisure over the use of the sub- hall as a base for this. If we are unable to use this the main hall will be used.

We will test twice weekly on Mondays and Thursdays.

We will test all students whose parents have consented to testing. Staff will be expected to continue to test twice weekly from home.

In January 2022 we will test all eligible students on their return following the Winter break. This will take place in the main hall on January 5th 2022.

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 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

5. 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 individual staff and students 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 e mails, letters home and through our social media platforms once a decision has been made.

If recommended, we will limit:

Residential educational visits

Open days

Transition or taster days

Parents coming into school

Live performances

If recommended, we will reintroduce:

Bubbles, to reduce mixing between groups

7. Bubbles

While we recognise the government guidance does not expect 'bubbles' to remain. We believe there are a number of advantages to maintaining bubbles during unstructured time and will continue with the following restrictions in place to reduce footfall and maintain social distancing on site:

Holding zones (Muster points) for each year group at the start and end of the day.

Learning zones for each year group at break and lunch.

Staggered break and lunch times

External doors are used in all classrooms where they are available for all entry and exits.

Teachers will release students from classrooms on Floor 1 and Floor 2 1 minute before the bell to avoid crossing of students on the stairs.

Students are expected, wherever possible, to wear face masks when moving within corridors and when indoors. (Facemasks can be removed when in classrooms)

Classroom doors and windows should be open to allow circulation of air.

8. 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 the Academy

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 Plan.

[Remote education information for parents, carers and students](#)

The Academy will continue to provide vouchers 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 by the office for support with vouchers. If you are a parent or carer and think you maybe eligible for Free School Meals, use the following link:

[Free school meals](#)

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. All SLT, Year Coordinators, the Pastoral Team and other appropriate individuals are L3 trained.

If our DSL (or deputies) can't be on site, they can be contacted remotely by phone and through the reporting procedure on Class Charts.

If our DSL (or deputies) are unavailable, a trained member of the SLT will take on the role on-school site.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for coordinating 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