

COVID-19: Outbreak Management Plan



September 2021

1. 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
- 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 health protection team. The Associate Headteacher will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687).

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 to parent email addresses 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 (re)introduce:

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

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 children
- Children of critical workers

5.2 Education and support for pupils at home

All other children 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 children would receive in school, as outlined in our Home Learning Guidance (see website)

The school will continue to provide food for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. This will be through the Free Shop and/ or Food Vouchers and/ or hampers. School will contact those families who are eligible.

5.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and during the holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

5.4 Safeguarding

We will review our Safeguarding & 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.

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 children can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision

C19 Tiered Approach

Tier One: Rising levels of cases noticed, but numbers sit below threshold for report to DFE helpline		
Proposed Tier	Involved agencies	Actions and possible measures
Tier 1	School Hackney Education	<ul style="list-style-type: none"> • Inform Hackney Education of confirmed cases using online form • Seek advice from Hackney Education HEd-covidsupport@hackney.gov.uk and City & Hackney Public Health testandtrace@hackney.gov.uk • Reporting to the Self Isolation Service Hub Call the Self Isolation Service Hub (020-3743-6715) as soon as you are aware of any staff member testing positive NHS Test and Trace in the workplace • Review and reinforce testing, hygiene and ventilation measures in place: <ul style="list-style-type: none"> - Enhanced cleaning measures: to include banisters, doors, tables in affected areas of school - Improved ventilation: all doors kept open and all windows open
Tier Two: Cases cross Contingency Framework threshold		
Tier 2	School Hackney Education City & Hackney Public Health London Coronavirus Response Cell	<ul style="list-style-type: none"> • Inform Hackney Education of confirmed cases using online form • Seek advice from Hackney Education HEd-covidsupport@hackney.gov.uk and City & Hackney Public Health testandtrace@hackney.gov.uk • Reporting to the Self Isolation Service Hub Call the Self Isolation Service Hub (020-3743-6715) as soon as you are aware of any staff member testing positive NHS Test and Trace in the workplace • Contact DFE helpline (0800-046-8687) and LCRC LCRC@phe.gov.uk • Review and reinforce testing, hygiene and ventilation measures in place: (In addition to Tier 1) <ul style="list-style-type: none"> - Strengthened communications: encourage testing in children - Increased testing: affected staff testing using LFDs daily; staff who are close

		<p>contacts carry out PCR in addition to LFDs</p> <ul style="list-style-type: none"> - Siblings of positive cases isolate at home for full 10-day period - Re-introduction of bubbles inside of the school building in affected area - The wearing of masks by staff in communal areas are encouraged in affected area - Re-introduction of online assemblies in affected area - Re-introduction of separate eating in the lunch hall for affected area - Staff meetings on Teams for affected areas - Limit educational visits for affected area - Live performances cancelled for affected area - Parents in affected area not to enter school building - Children in affected area line up outside at the start of the day and are collected by teachers and taken to classroom separately
<p>Tier Three: Cases continue to rise and other measures have not broken chains of in-setting transmission</p>		
Tier 3	<p>School</p> <p>Hackney Education</p> <p>City & Hackney Public Health</p> <p>London Coronavirus Response Cell</p>	<ul style="list-style-type: none"> • In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, City & Hackney Public Health may advise short-term attendance restrictions <ul style="list-style-type: none"> - Some class bubbles of children may begin online learning on Microsoft Teams in affected area for short period - Some on-site provision provided for vulnerable children and children of critical workers in affected area for short period - Food for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. This will be through the Free Shop and/ or Food Vouchers and/ or hampers. - All staff in school wear masks in communal areas - Parents do not enter school building - Wraparound care halted for whole school - Visitors to school cancelled - All Educational visits cancelled

		<ul style="list-style-type: none"> - Re-introduction of bubbles inside of the school building for all children - All staff meetings take place on Microsoft Teams
Tier Four: Cases cross Contingency Framework threshold		
Tier 4	School Hackney Education City & Hackney Public Health London Coronavirus Response Cell	<ul style="list-style-type: none"> • Whole school closure <ul style="list-style-type: none"> - All children begin online learning on Microsoft Teams - On-site provision provided for vulnerable children and children of critical workers • Shielding resumes (National Government Guidance)