



# COVID-19 Outbreak Management Plan

Updated January 2022

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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](#), 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), the UK Health Security Agency 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 or to mitigate risks of a, and respond to a highly transmissible variant.

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 advice from the UK Health Security Agency and Local Authority

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures that we already have in place.

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

Karen Law (Headteacher) will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687).

## 3. Those formerly considered to be clinically extremely vulnerable

Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these 14 groups, are advised to continue to follow the guidance contained in *Coronavirus: how to stay safe and help prevent the spread* publication.

Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.

The position of the most vulnerable within the school will be addressed through individual risk assessments.

## 4. Testing

If recommended, we will increase the use of home testing by staff and will also encourage members of the community to increase the testing of family members at home.

## 5. Other Measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email once a decision has been made.

If recommended, we will limit:

- Residential / educational visits when using public transport
- Open days for new parents
- Parents coming into school
- Live performances such as assemblies or music or gymnastics performances
- After school clubs

If recommended, we will:

- Undertake a deep clean of identified areas
- Minimise staff gatherings – including the reintroduction of online meetings, restrict numbers in communal spaces
- Minimise family mixing on site and reintroduce virtual parent consultations and webinars rather than workshops.
- Reintroduce social distancing in communal spaces between staff.
- Reintroduce the wearing of face masks for all families and visitors on the school premises.
- Reintroduce bubbles, to reduce mixing between groups.
- Reintroduce staggered break and lunch times

## 6. Attendance Restrictions

Attendance restrictions will only be recommended as a last resort. If recommended or are informed that we need to, we will implement the measures in this section.

### 6.1 Staff shortages

COVID-19 continues to impact schools and colleges in England. It is inevitable that there will be staff absences which may be for longer periods of time. The shortages are impacting on all areas of the workforce, including supply agencies which the school uses to replace staff.

If a teacher is absent due to COVID, members of the Senior Leadership Team will cover wherever possible. This will help to ensure consistency for the children.

*If the absences are such that we are not able to continue with face-to-face teaching, then year groups may have to close in the short term and remote learning implemented. Parents will be informed by text and email that this is the case and will be kept updated regularly.*

If a TA is absent, we will have a rota of internal staff who can cover. We will prioritise support for pupils with an EHCP, however, wider and more general support from a TA in classes will be affected at times.

If there is high absence in the kitchen team, we will prioritise Reception, Years 1 and 2 and ALL children entitled to a free school meal for a hot lunch and KS2 children will be asked to bring in a packed lunch.

In the rare event of the high absence in the kitchen and we are not able to cover with supply staff, we will prioritise children who are entitled to FSM for a hot lunch and ALL other children will be asked to bring a packed lunch.

If we have high absences in the cleaning team, specific duties will be prioritised such as adult and child toilets, surfaces and door handles and stair rails etc.

If we have high level of absence within the admin team, we will prioritise the front desk work ie answering the phone and buzzer, monitoring attendance, responding to emergencies and queries.

## 7. Whole school closure

In the event that the whole school has to close, 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, which can be found at the following link to our school website: <http://www.williampatten.hackney.sch.uk/covid-19/remote-learning/>

The school will continue to provide school lunch for pupils eligible for benefits-related free school meals while they are not attending school. Parents will be able to order and collect a packed lunch from school each day

Laptops/Chromebooks will be provided to children that need such support to access remote education. Additional resources and support will be given to PPG, EAL and SEN children.

### 7.1 Eligibility to Remain in School

In the event that the whole school has to close, we will stay open for:

- Vulnerable pupils
- Children of critical workers as outlined in the updated guidance [Critical worker definition January 2022](#)

## 8. Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

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 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

We intend to have at least one trained DSL or deputy DSL on site at all times:

Designated Safeguarding Lead:

Sian Davies (DHT)

Deputy Designated Safeguarding Lead:

Karen Law (HT), Craig Porteous (DHT), Maria Sullivan (AHT) & Caitlin Shaw (SENDSCO).

**Policy Agreed: January 2022**

**Policy Review Date: July 2022**