COVID-19: Outbreak Management Plan

Forest Academy Primary School

Approved by:	
Last reviewed on:	13.12.21
Next review due by:	13.01.22

Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, provided by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to rising positive COVID cases in school and/or recommendations provided by our local authority (LA), director of UK Health Security Agency (UKHSA), local Public Health Protection Team or the national government.

It may be necessary to implement these measures in the following circumstances, for example:

- If COVID-19 infection rates within the school rise quickly over a short period of time
- To help manage a COVID-19 outbreak within the school. The DFE define an outbreak as:
  - There are 5 positive cases among 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

The DfE can be contacted on 0800 046 8687, option 1

The local Croydon Public Health Protection Team can be contacted on:
Covid19@croydon.gov.uk

Croydon Council
Bernard Weatherill House
8 Mint Walk
Croydon,
CR0 1EA
In hours: 020 8726 6000

Email: Covid19@croydon.gov.uk

Seeking Public Health Advice

When one of the DfE measures of 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 by telephoning the DfE helpline (0800 046 8687) to undertake any additional measures.

Roles & Responsibility

Contact and decision making with the local authority (LA) or UK Healthy Security Agency (UKHSA) will be led by the school leadership team:
Interim Principal
Associate Headteacher
Deputy Headteacher
Assistant Headteacher
SENCo
Trust leaders and the central team are contactable for any further advice or support and should be kept up to date with any necessary measures:
Rob Carpenter – CEO/Trust Leader
Melissa Carpenter – Executive Trust Leader
Julie Lombardo – Chief Operations Officer

Testing

If recommended, we will increase the use of home testing by staff.

==If a child or staff test positive for COVID-19, or are identified as a close contact of a confirmed case, they must follow the most up-to-date guidance around isolation==

Other Measures

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

Control measures can include limits on:

> Educational visits
> Open days
> Transition or taster days
> Parents coming into school
> Live performances

We may also (re)introduce:

> Bubbles, to reduce mixing between groups
> Face coverings in communal areas and classrooms for staff and visitors (unless exempt)

When a school reaches the DfE threshold of a COVID-19 outbreak (there are 5 positive cases among 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), the school will limit any physical contact with those outside the school (this will mean the school itself will act as a "bubble" and any planned interactions with other schools / parents / visitors etc. will be postponed.

Attendance Restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

Eligibility to remain in school

If restrictions are recommended, we will stay open for:

> Vulnerable pupils
> Children of critical workers

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 policy.

The school will continue to provide lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

As a school, we will engage in food vouchers for those children who are entitled to Free School Meals. These will be emailed out to parents & carers.

Wraparound care

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

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

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.

If our DSL (or deputy) can't be on site, they can be contacted remotely by contacting the school office.

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 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

Communication

Following any implementation of measures, the school will inform:

> Central Team / Trust Leaders to update new measures and seek any advice in managing the outbreak

> Staff to help provide clarity and reassurance

> Children & the community – School Comms will be used for any immediate action (e.g. children need collecting from school) before follow through communication with letters