

COVID-19: outbreak management plan

Queen Elizabeth II Jubilee School



Approved by:

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Headteacher

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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) and the SEND and specialist settings: additional COVID-19 operational guidance <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

We have completed a risk assessment in response to the COVID-19 pandemic and in line with current government advice for the start of the 2021/22 academic year. This risk assessment is a dynamic document and sets out:

- Current control measures in place
- Additional measures (stepping up) that school may introduce in response to local circumstances if judged necessary in the performance of our responsibility for H&S in the school

This additional contingency plan is in line with government advice. 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. Or if deemed necessary by local circumstances and risk assessment – which will include discussions with the local authority and local Public Health Teams

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
 - There are 2 positive cases among 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 and ensure these are being implemented effectively and establish if any further stepping up can be achieved.

We will also seek public health advice from a director of public health or health protection team. The Headteacher will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) and completing the bi-borough reporting tool and the latest LCRC reporting guidance CHSCovid19Coordination@rbkc.gov.uk or covid.10@rbkc.gov.uk If required, a member of the Senior Leadership Team can deputise for the HT.

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.

ATS is likely only be introduced for staff (as per previous risk assessments):

If we reintroduce on-site asymptomatic testing for staff in line with the previous delivery of onsite testing:

- Using the hall or teacher work space for testing
- Offering testing throughout the school day (including before/after school hours if feasible)
- All staff will be offered on-site testing

4. Face coverings

If our current measures (where all staff are wearing face coverings and all visitors have been requested to wear face coverings) have been stepped down then 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 arriving at school and 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 individuals 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 emails, parentmail and text messages once a decision has been made. With additional support via phone calls to parents/carers.

Pupils will be informed, where possible, by class teams.

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Any other visitors coming into school – especially while pupils are in attendance
- Parents coming into school
- Live performances

If recommended, we will reintroduce:

- › Bubbles, to reduce mixing between groups
- › Review the room arrangements for staff working out of class
- › Review the classroom and playtime arrangements to reduce mixing

7. 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 school

If restrictions are recommended, we will stay open for:

- › Vulnerable pupils – identified by the schools risk assessment process and in consultation with LA, social care and NHS colleagues
- › 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 policy available on the school web site.

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. The use of school meals or vouchers will be decided on a case-by-case basis to support pupils/families individual requirements.

7.4 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 and work with colleagues across the Federation to support this.

If our DSL (or deputy) can't be on site, they can be contacted remotely by telephone – which will be shared at the time or by email or the CPOMS system or by contacting the reception at QEII or College Park School.

If the DSL or a QEII based deputy can't be contacted a DSL at College Park school can be contacted via the College Park reception.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When identified 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

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