



DUDLEY ACADEMIESTRUST

COVID-19: Outbreak Management Plan (Primary)

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Introduction

This Outbreak Management Plan is based on the [Contingency Framework for Managing Local Outbreaks](#) of Coronavirus (COVID-19), published by the Department for Education (DfE).

The purpose of this plan is due to the government making it a national priority that education and childcare settings continue to operate as normal during the COVID-19 pandemic. The DfE's COVID-19 Contingency Framework states that schools should have an outbreak management plan, which describes how they would operate if there were an outbreak in school.

This plan outlines how the school would operate if any of the additional measures, due to a Variant of Concern (VoC), were recommended for our setting or area and includes how the school will ensure every pupil receives the quantity and quality of education and care to which they are normally entitled.

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), local Health Protection Team (HPT) or the Regional Partnership Team (RPT).

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:

- A higher than previously experienced and/or rapidly increasing number of staff or pupil absences due to COVID-19 infection
- Evidence of severe disease due to COVID-19, for example if a pupil, or staff member is admitted to hospital due to COVID-19
- A cluster of cases where there are concerns about the health needs of [vulnerable pupils or staff](#) within the affected group

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

- Increasing the number of activities that take place outside, if possible
- One-off extended enhanced cleaning focusing on touch points and any shared equipment will be put in place

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

Guidance

The school continues to seek guidance from:

- [Actions for early years and childcare providers during the COVID-19 outbreak](#)
- [Actions for schools during the COVID-19 outbreak](#)
- [Protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 pandemic](#)
- [Contingency framework: education and childcare settings](#)

The areas that will be considered in the event of an outbreak are:

- The use of face coverings
- Asymptomatic Testing
- Shielding Guidance
- School Events
- Remote Learning
- Other school areas where appropriate.

Testing

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

Face Coverings

If recommended, 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 in communal areas
- Wear a face covering in classrooms and teaching spaces unless a face covering would impact on the ability to take part in exercise or strenuous activity

Cleaning

Following the identification of the person with COVID-19 symptoms, COVID-19 response cleaners will clean and disinfect:

- All surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with body fluids; and
- All potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells.

In the event of a Variant of Concern or local outbreak, cleaning will be enhanced further:

- Deep clean of whole school and specific areas
- Additional cleaning support
- Additional training of cleaners

Infection Prevention and Control Precautions

Infection prevention and control precautions continue to be implemented including:

- Good hand hygiene before entering and after leaving the school, as well as regularly throughout the day.
- Ensuring that everyone (pupils and staff) catch coughs and sneezes in tissues. If a tissue is not available, then the crook of the elbow should be used rather than hands.
- Dispose of tissues promptly in a waste bin and then perform hand hygiene.

Other Measures

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

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents/carers coming into the school
- Live performances

Education Workforce

The school will continue to support pupils and staff through individual risk assessments and support who are:

- Clinically Vulnerable (CV)
- Clinically Extremely Vulnerable (CEV)
- Pregnant/Expectant mothers
- BAME

We will continue to implement the system of controls set out in the COVID-19 operational guidance for educational settings. The school's COVID-19 risk assessment explains to stakeholders the measures that have been put in place to reduce risks to pupils and staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment.

- In the event of a Variant of Concern, parents/carers advised to limit their access to the school as much as possible.
- Parents/carers or visitors permitted on the school site by invitation only and must have an arranged appointment.
- Visitors will be collected from reception as soon as possible to avoid unnecessary waiting.
- All visitors (unless exempt) expected to wear a face covering and informed of this when a meeting is booked. This can be removed in the venue for the meeting if social distancing is possible.
- Where possible conversations with parents/carers staff will be either over the phone or via the school's email address.
- Parents/carers are not permitted to attend school fixtures such as football matches etc.

Attendance Restrictions

Attendance restrictions will only be recommended as a last resort. Where measures include attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised.

The government will try to give as much notice as possible of any changes to the way settings should operate.

As with other periods of restricted attendance, academies within Dudley Academies Trust will provide high quality remote education for all pupils or those not attending.

Local teams for individual settings or clusters of closely linked settings may advise restrictions on attendance.

If attendance restrictions are required across an area, the school will determine the workforce required onsite and if it is appropriate for some staff to work remotely.

Where pupils have EHCPs and cannot attend the school, a risk assessment will be undertaken to assess if they are safer at home or in the school.

If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10 and 11, and other pupils who were due to take external exams this academic year should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.

Eligibility to Remain in School

In the first instance, the school will stay open for:

- Vulnerable pupils
- Children of critical workers
- Other groups, as advised by the Department for Education (DfE)

If further 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 plan and policy on the school's website.

The school will continue to provide meal options for all pupils who are in school. Meals will be available free of charge to all pupils who meet the benefits-related free school meals eligibility criteria.

The school will continue to provide free school meals support in the form of meal vouchers for pupils who are eligible for benefits related free school meals and who are not attending school because they:

- Are self-isolating
- Have had symptoms or a positive test result themselves
- Are a close contact of someone who has COVID-19

Further information is available in the guidance on [‘Providing school meals during the COVID-19 outbreak’](#). The school will continue to support pupils who are eligible for, and usually receive, free meals even if pupils are studying remotely due to COVID-19.

Wraparound Care

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

If attendance restrictions are needed, vulnerable learners should be allowed to attend. For all other pupils, parents/carers should only be allowed to access these providers for face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education and training.

Restrictions on attendance may need to vary depending on whether provision will be operating during school term-time and/or school holidays, when schools are otherwise closed to ensure sufficient childcare provision remains available to those that need it most. Therefore, the advice outlined above could be subject to change.

Further advice will be provided should this be the case. In the meantime, providers should continue to refer to guidance on [‘Protective measures for holiday, after school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak’](#).

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

Vulnerable Pupils

Where vulnerable pupils are absent, the school will:

- Follow up with the parent/carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
- Encourage the pupil to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the pupil’s attendance would be appropriate
- Focus the discussions on the welfare of the pupil and ensuring that they can access appropriate education and support while they are at home
- Have in place procedures to maintain contact, ensure they can access remote education support, as required, and regularly check if they are doing so.

If we must temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable pupils with Dudley Academies Trust.

Safeguarding

We will review our Child Protection and Safeguarding 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 and the Trust's Senior Inclusion Manager and Safeguarding Lead will give remote support.

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 can access remote education provision (wellbeing calls will be made regularly (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home)

DAT COVID-19 Risk Assessment for Full Opening of Schools

Dudley Academies Trust continues to update its Trust-wide COVID-19 risk assessment in line with national guidance. The risk assessment is updated in consultation with school leaders and uploaded regularly to school websites.

The Trust-wide COVID-19 risk assessment will be updated in the event of:

- Changes to National Guidance
- Updates on COVID-19 Roadmap
- Local outbreaks
- School Related Outbreaks
- Variants of Concern