

HAZELDENE SCHOOL



COVID-19: Outbreak Management Plan

Approved by:	J Balmbra	Date: 15-09-2021
Last reviewed on:	06-10-2021	
Next review due by:	01-11-2021	

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
 - 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 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 Headteacher or School Business Manager will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or Amy White (PHE Bedford) 01234 276694 or 07748 760178.

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/letters sent home with pupils once a decision has been made.

In order to protect against further transmission and to avoid any return to large-scale remote learning or closures of sections the school we will introduce the following protective measures for a two-week period:

1. If the outbreak is localised to one class/group, that class will be kept separate from the rest of the school wherever possible to limit contact. This may entail a separate entry and exit from school, separate break time and lunch arrangements.
2. The staff members identified as close contacts at the start of the outbreak will also limit their contact with other classes and will, where possible, stay with the class separated.
3. All parents/carers in school will be notified of increased cases, with parents/carers of other children in the affected class/group given updates and strongly encouraged to secure regular PCR tests for their families.

If an outbreak is larger than one class/group, a variation on the above will be implemented, dependent on circumstances.

4. No assemblies and limited large gatherings for INDOOR events
5. All meetings with external partners including parents should be remote wherever possible
6. All staff meetings, training, team meetings, governing body meetings etc. to be conducted remotely. Staff to be mindful of social distancing wherever possible
7. All staff to test twice weekly (or daily where there has been known contact with a confirmed case) (lateral flow)
8. Regular reminders to be given on hand hygiene and soaps / sanitisers restocked
9. Continued attention to ventilation indoors with all possible doors and windows left open

These measures will be reviewed on Wednesday 20th October, at which point we can either loosen the restrictions or introduce others depending upon transmission rates at that point.p

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:

- 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 pupils
- Children of critical workers

5.2 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 plan.

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. This will be achieved through meals vouchers.

5.3 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.

5.4 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.

If our DSL (or deputy) can't be on site, they can be contacted remotely by emailing office@hazeldeneschool.co.uk.

If our DSL (or deputy) is unavailable, we will share a DSL with Castle Newnham. Their DSL can be contact by calling 01234 300800 or emailing jbalmbra@castlenewnham.school.

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