

COVID-19: outbreak management plan

Sacred Heart Catholic Primary School



Approved by:

Governors

Date: September 2021

Updated December 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. We may use the outbreak management tick list provided by PHE South to support our decision making in the instance of an outbreak in school (see appendix 1)

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 will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687). We will also contact the local authority by emailing: educationcovid19@oxfordshire.gov.uk

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 parent mail once a decision has been made.

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:

- Testing, including the use of an asymptomatic test site (ATS)
- 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 policy available on the school website.

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.

Parents of eligible pupils will receive vouchers for a local supermarket, emailed directly to them.

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 via their school email address;

Mrs Gavin (DSL) ; head@sacredheart-henley.co.uk

Mrs Newman (Deputy DSL): newmant.t@sacredheart-henley.co.uk

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

Appendix 1

Outbreak measures for implementation for educational settings (as detailed in [Managing coronavirus \(COVID-19\) in education and childcare settings - GOV.UK \(www.gov.uk\)](#))

Baseline Measures	Comments
Measures all settings should have in place at all times	
Follow and promote public health guidance on testing, self-isolation and managing confirmed cases of COVID-19	
Maintain appropriate cleaning regimes with one-off additional cleaning following a symptomatic case on site, focusing on touch points and any shared equipment	
Keep occupied spaces well ventilated and consider moving activities outside when feasible especially where large groups gather, there is contact between those who would not usually mix or where singing, shouting or exercise may be taking place.	
Strong communications to encourage pupils (or parents of primary/nursery/preschool children) and staff to undertake twice weekly LFD testing and reinforce advice on symptoms and case isolation.	
Appropriate use of PPE in specific circumstances such as within 2m of a symptomatic student	
Review and reinforce hygiene measures with particular support for those where maintaining hygiene standards may be difficult (eg younger cohorts).	
Face coverings in communal areas (year 7 and above pupils, staff and visitors. DfE now strongly advises this and it is in the guidance Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)	
Outbreak Measures	Comments
For when there is evidence of transmission within a class, year group or whole school. Depending on the outbreak these measures may relate to a specific class, year group or whole school.	
Instigate daily LFD testing for household contacts or contacts identified by Test and Trace, who do not have symptoms until they receive their PCR result. This can be in response to an outbreak or in areas of high prevalence. LFDs are effective in identifying cases of Covid. Instigating daily LFD testing for household contacts allows for cases to be identified whilst awaiting the result of a PCR tests. Primary school pupils can also be requested via parents to undertake this testing and can obtain tests online or via a pharmacy but this is parental discretion.	
School/nursery/preschool to provide advisory information letter to identified group (e.g. class, year group, common activities group). (Template letter in appendix B of outbreak pack).	

<p>Letter can be used when headteacher/early years manager feels appropriate for their setting but does not need to be sent after every single confirmed case. LA may have also developed an inform and advise letter to use.</p> <p>Schools may also wish to alert staff and students who are clinically extremely vulnerable, where they may have closely mixed with a PCR confirmed case (e.g. within the class or part of friendship group).</p>	
<p>Reducing mixing of staff e.g., by holding meetings remotely, social distancing or staggered breaks in the staff room.</p> <p>Indication of transmission between staff or escalating* staff case numbers.</p> <p>Staff may be socialising outside of school and there are no restrictions on social distancing. However, moving to remote meetings and staggered breaks can help prevent transmission in the setting.</p>	
<p>Promote social distancing and reducing crowding. This may include reducing the number of children gathering (e.g. assemblies) and minimising pinch points in the school day. To help reduce transmission between groups.</p>	
<p>Reduce intergroup mixing (e.g. separate break times, staggered entry etc, seating plans in classrooms or on school transport)</p> <p>This is most likely to be effective when there is substantial mixing between classes and most likely to be proportionate when implementing does not disrupt lesson planning. If a particular year/class(es)/ group(s) affected, can they be kept separate from the rest of the school e.g. a separate break or eating area be identified?</p>	
<p>Temporary reinstating face coverings in classrooms (secondary school).</p> <p>When there is evidence of transmission within the school, could limit to a particular class/year group but the decision should be made by the school taking into account acceptability amongst pupils/staff/parents and impact on teaching.</p>	
<p>Limitation of residential education visits, open days, transition/taster days, parental attendance, live performances, sporting events or similar where there is evidence of ongoing transmission within cohort where visits/events etc are planned.</p> <p>Could limit this measure to a particular group.</p> <p>The school should review risk assessment (RA) for educational visit, discuss mitigation measures and consider if it should go ahead depending on RA. Advice for schools regarding RA for residential trips at Coronavirus and Educational Visits (oeapng.info) The school should discuss the situation with the places they are due to visit.</p>	
<p>Further Testing Options</p> <p>If cases are rising rapidly, transmission is occurring within the school, and after discussion with local authority who can provide relevant letters.</p>	
<p>Increased frequency of LFD testing (staff and secondary/college pupils only) daily for 5 days, up to 7 days, if the last day of testing falls on a non-school day to allow the last day of testing to be a school day.</p>	

If evidence of high spread within the setting. This may include increasing testing to daily for a well-defined cohort.

Re-instate supervised LFD testing on-site for a 2-week period (may need discussion with LA)

Likely to be easier in a boarding school. More challenging in a day school (consider if cases rising and uptake of home LFD testing remains low despite communications to parents)

Advise all individuals within a class, cohort, or year group get a PCR test.

Large number of class or year group (if they mix for classes) are positive. Be mindful that this is a single action and should not be repeat PCR testing the same group of children on an ongoing basis. Maybe more relevant to primary schools as they don't generally use LFDs.

This list is not exhaustive and, based on the individual circumstances and setting, DPH, LA public health teams and/or HPT may recommend other measures as appropriate and proportionate to the outbreak.

*Escalating case numbers

- Case numbers continuing to rise after positive cases have begun isolation out of the setting