

Outbreak Management Plan

August 2021 v2

Updated December 2021 v3



Summary

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

The [Contingency Framework](#) describes the principles of managing local outbreaks of Covid-19 (including responding to variants of concern) in education and childcare settings, covering:

- The types of measures that settings should be prepared for
- Who can recommend these measures and where
- When measures should be lifted
- How decisions are made

Local Authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) can recommend measures described in the Framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

In most cases a ‘cluster’ will be no more than 3 or 4 settings linked in the same outbreak.

All education and childcare settings should have an outbreak management plan outlining how they would operate if any of the measures described within the Framework were recommended for their setting or area.

This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

This document aims to detail The Mast Academy Trust’s approach to operating under any of the measures of the framework.

This Outbreak Management Plan for Birdseye First School details our operational intentions in relation to the contingency framework and should be read in conjunction with the following information:

- [Actions for early years and childcare providers during the COVID-19 outbreak](#)
- [Actions for schools during the COVID-19 outbreak](#)
- [Get Help with Remote Education](#)
- [Guidance for Schools and Colleges on Maintaining Educational Provision](#)
- [Providing apprenticeships during the COVID-19 outbreak](#)
- [Protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 pandemic](#)
- [Summer schools programme guidance](#)
- [Kirklees Outbreak Control Plan](#)

The following documents should be updated in conjunction with the implementation of any part of this plan:

- School’s Covid Risk Assessment
- School’s ATS Risk Assessment
- Individual Staff Risk Assessments

When settings should consider extra action

For settings testing pupils, students and staff in asymptomatic test sites (ATS) after the summer holidays, this section only applies after the initial two ATS tests are complete. Cases identified in the test-on-return period should not trigger extra measures or escalation to the DfE helpline.

Settings should think about taking extra action if the number of positive cases substantially increases. The thresholds, detailed below, can be used as an indication for when to seek public health advice if you are concerned.

Please use whichever threshold is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for Covid-19 within a 10 day period.

Close Mixing could include:

- A form group or subject class
- A friendship group mixing at breaktimes
- A sports team
- A group in an after-school activity

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with Covid-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern (VoC). Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

Actions to consider once a threshold is reached

Action to Consider	Response
Can activities take place outdoors eg exercise, assemblies, classes	Move to remote assemblies via Teams with pupils staying in class rooms Temporary suspension of any indoor after school clubs All PE lessons outdoors
Ways to improve ventilation indoors, where this would not significantly impact thermal comfort	Thorough ventilation of full building before and after school each day and during breaks Windows and doors used to purge classroom air at the end of each lesson Temporary changes to uniform policy to allow pupils to wear warmer clothes/coats in classrooms if needed. Ventilation monitors in place in all classrooms and monitored by staff throughout the day.
One-off enhanced cleaning focussing on	Deep clean of building undertaken 'Fogging' to be carried out as and where required

touch points and shared equipment	
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Testing

Plans should be in place to reintroduce Asymptomatic Testing Sites (ATS) should it be advised in our area.

Reintroducing ATS would need to be agreed with schools and colleges and DsPH are encouraged to consult and work with schools to identify any support required. Consideration should be given as to how ATS could be implemented in a way that does not negatively impact on the education provided to pupils and students.

Guidance:

- [DfE Resource Drive](#)
- [Reinstating Asymptomatic Test Sites: Notes for DsPH](#)

Actions To Take

Preparation

Action to Take	Answer
Identify area ATS would be located	NA
Identify staff who would operate ATS taking account of roles required:	NA
- Team Leader/Co-ordinator	NA
- Registration	NA
- Test Assistant / Processor	NA
- Results Recorder	NA
- Cleaner	NA
Ensure relevant staff have taken part in the relevant training	NA
Stock check of on-site testing equipment	NA
Risk assessment for ATS is up to date and relevant	NA
Process map is in place for dealing with positive tests	NA

Upon Notification of need to Reinstate ATS

Action to Take	By Who	By When
Contact Trust Site Manager, to reinstate ATS equipment	NA	
Contact Trust Operations Officer if support required	NA	
Ensure testing equipment is brought to ATS	NA	
Brief Staff who will manage the ATS	NA	
Re-issue consent forms	NA	
Create Schedules for testing	NA	

Face Coverings

There is a possibility that schools are advised that face coverings should temporarily be worn more widely in settings in their area. This may include face coverings in communal areas (for pupils) and/or classrooms (for both pupils and staff).

Actions To Take

Preparation

Action to Take	By Who	By When
Prepare communication to parents	DW	10.9.21
Prepare communication to staff Staff to wear face coverings in communal areas	DW DW	10.9.21 10.12.21
Determine mechanism of communication	DW	10.9.21
Ensure supplies of masks in school	DW	Completed
Compile list of known exemptions	DW	10.9.21

Upon Notification of need to reinstate use of masks

Action to Take	By Who	By When
Issue communication to parents	SL/TM	Same Day
Issue communication to staff	DW	Same Day
Notify pupils of expectations	NA	
Issue list of exemptions to relevant staff	DW	Same Day

Shielding

In the event of a major outbreak, or VoC that poses a significant risk to individuals on the Shielded Patient List (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.

Actions To Take

Preparation

Action to Take	By Who	By When
Collate list of staff who have previously shielded	DW	Completed
Ascertain impact of shielding on timetable	DW	10.9.21
Ascertain potential cover costs	DW	10.9.21
Establish work that can be conducted from home for those expected to Shield	DW	10.9.21
Prepare wellbeing resources and support for shielding colleagues	DW	10.9.21

Upon Notification of need to reinstate Shielding

Action to Take	By Who	By When
Implement cover plans as planned in 'before' stage	DW	Same Day

Manage wellbeing of Shielding colleagues	DW	Same Day
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Extra Curricular Activities

Local Authorities, Directors of Public Health and PHE Health Protection Teams may recommend that limitations and precautions are observed with regard to events such as residential educational visits, open days, transition or taster days, parental attendance in settings, performances in settings. This advice may be given to one setting, a cluster of settings or across an entire area.

Actions to Take

Before arranging extra curricular activities

Action to Take	By Who	By When
Is the activity necessary / instrumental to the wellbeing, educational outcomes or progression of pupils?	Yes / No	
Check cancellation policies of external providers eg coach companies	DW	At time of Booking
Check activity covered by insurance should financial loss be incurred	DW	At time of booking
Establish communication channels should the event be cancelled	DW	10.9.21
Assess the current 'Covid landscape' for the area / region to risk assess whether it is likely an event could take place	Trip Leader	As part of trip proposal
Establish what mitigation factors could be put in place to enable an event to take place eg masks, social distancing	Trip Leader	As part of trip proposal
Check current government guidance before arranging events	Trip Leader	As part of trip proposal

Upon Notification of need to limit extra-curricular activities

Action to Take	By Who	By When
Contact External Suppliers to cancel bookings	DW	As Required
Liaise with Insurance Company where necessary	DW	
Communicate cancellation to stakeholders	DW	

Attendance Restrictions

This section outlines the types of attendance restrictions that may be recommended, depending on the scientific and public health advice. If attendance restrictions are advised across an area, the government will publish detailed operational guidance for settings.

High-quality remote education should be provided for all pupils or students not attending.

In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.

Decision making principles

As part of their outbreak management responsibilities, local authorities, DsPH and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.

Where local authorities, DsPH or HPTs judge that wider containment action is needed and wish to limit attendance across an area, they should work with their Regional Partnership Team (RPT) to escalate a proposal to the central Local Action Committee command structure.

In most cases a “cluster” will be no more than 3 or 4 settings linked in the same outbreak, but RPTs should exercise judgement based on the local context.

The cohorts described below should be used to guide decisions about restricting attendance, as well as prioritising groups to return to face-to-face education and childcare.

Early years and primary settings should be prioritised to continue to operate as normal. The DfE may advise that other groups should be prioritised.

Early years settings

If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.

Primary schools

If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend.

If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.

Middle schools

Middle schools (with some primary and secondary year groups) may need to adopt a combined approach depending on the restrictions in primary and secondary schools in the local area.

Secondary schools

If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10, 11, 12 and 13, 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.

Hospital education

If attendance restrictions are needed, hospital schools should continue to provide fulltime education where it is safe and feasible to do so, and in line with hospital infection prevention and control measures.

Mainstream schools should continue to support their pupils in hospital, including through remote education support, to minimise the impact of their hospital stay on their education.

Out-of-school settings and wraparound childcare

If attendance restrictions are needed, vulnerable children and young people should be allowed to attend. For all other children, parents and 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) pandemic.

Actions

Preparation

Action to Take	By Who	By When
Identify those children that would be classed as vulnerable or those of key workers	DW	10.9.21
Establish arrangements for accommodating the above pupils as well as identified year groups (Reception, Year 1, Year2) in school:	DW	10.9.21
- Timetable	DW	10.9.21
- Staffing (consideration to DSL, First Aid)	DW	10.9.21
- Meals	DW	10.9.21
- IT Requirements	DW	10.9.21
Ensure Remote Learning plans are in place, in line with government guidance, and all staff are able to transition quickly	DW	10.9.21
Establish requirements for remote learning:	DW	10.9.21
- Home learning packs / stationery	DW	10.9.21
- Teachers to make up home learning packs for those needing it within 24 hours of this being required	DH MS RP KH	Ongoing from Jan 21
- IT requirements	DW	10.9.21
- All children given a log in to Office 365 for Virtual lessons through TEAMS	LR	15.12.21
- All children to have an active see-saw account and remote lessons/work to be set on here within 24 hours of required.	DH MS RP KH	Ongoing from Jan 21
- Establish arrangements for providing FSM pupils with meals or vouchers if accessing remote learning	SL	10.9.21
Draft communication for parents regarding arrangements (onsite / remote learning)	DW	10.9.21
Identify DSLs available both on site and remote	DW	10.9.21

Upon Notification of need to restrict attendance

Action to Take	By Who	By When
Confirm which pupils will be onsite	DW	On Day
Communicate with parents about arrangements for their child	DW	On Day
Liaise with IT Department regarding requirements	DW	On Day
Collate resources required for home learning eg IT, stationery	Teachers	On Day
Distribute resources required for home learning	DW	On Day
Liaise with Catering Team regarding requirements	SL/TM	On Day
Order FSM vouchers if required	DC	On Day
Update School's Covid Risk Assessment	DW	On Day
Update safeguarding arrangements eg DSL contact information	DW	On Day

Site Management

Should any of the above restrictions be reintroduced or the school be notified that they will be affected by Kirklees implementing their Outbreak Control Plan then the site team should be notified and arrangements should be put into place to ensure that the environment of the school is kept safe in a way that is proportionate to the risk it faces.

Actions To Take

Before

Action to Take	By Who	By When
Ensure minimum levels of cleaning products are maintained	AK	10.9.21
Ensure minimum levels of hand soap are maintained	AK	10.9.21
Ensure minimum levels of hand sanitiser are maintained	AK	10.9.21
Ensure 'fogger' is in good working order and supplies are stocked	AK	10.9.21
Determine additional cleaning capacity required should infection rates require an increase in cleaning hours	AK	10.9.21
Draft communication for parents regarding arrangements (onsite / remote learning)	DW	10.9.21
Ensure process in place for emergency cleaning / fogging following confirmed case	AK	10.9.21
Ensure PHE posters available for display eg guidance / Catch it, bin it, kill it	DW	10.9.21

Upon Notification of implementation of restrictions or significant impact from increase in Covid cases

Action to Take	By Who	By When
Liaise with headteacher regarding cleaning requirements	AC	On Day
Order additional cleaning supplies if required	AK	On Day
Order additional sanitisation products eg hand sanitiser if required	AK	On Day
Liaise with headteacher regarding alterations to site layout	AC	On Day
Display relevant PHE posters	DW	On Day

Social Distancing / Bubble Management

It is no longer recommended that it is necessary to keep children in consistent groups ('Bubbles'). This means that bubbles will not be needed in schools from the Autumn Term. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid missing at lunch.

It may be necessary in some areas to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.

Actions To Take

Before

Action to Take	By Who	By When
Determine ways in which 'bubbles' could operate eg year group / class / form group Children to be organised in 3 class bubbles – during curriculum lessons in an afternoon, year groups to have clear seating areas with spacing between bubbles.	DW	10.9.21
Further impact assessed: <ul style="list-style-type: none"> - Assemblies - Lunch times - Break Times Assemblies to be delivered virtually to class bubbles. Lunch times to be staggered so no more than 2 bubbles in the hall and bubble zones for playing in outside.	DW	10.9.21
Review staffing requirements	DW	10.9.21
Curriculum impact assessed – curriculum offer	DW	10.9.21
Determine additional cleaning that may be necessary eg shared toilets	DW	10.9.21

Upon Notification of need to reintroduce 'bubbles'

Action to Take	By Who	By When
Communicate with staff regarding arrangements	DW	On Day
Communicate with pupils and parents regarding arrangements	DW	On Day
Liaise with Site Management Team via Trust Site Manager regarding school organisation eg movement of furniture	DW	On Day
Liaise with Catering re lunch arrangements	SL/TM	On Day
Implement new break rotas and segregation arrangements	DW	On Day
Inform Trust Site Manager of any additional cleaning requirements	DW	On Day