

COVID-19 Outbreak Management & Contingency Plan From September 2021

Approved by: Management Committee **Date:** September 2021

Last reviewed on:

Next formal review due by: October 2021

Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance from step 4](#), 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), director of public health (DoPH), Public Health England (PHE) health protection team (HPT) 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 Educational Diversity
- If COVID-19 infection rates in the community are very high and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)

Restrictions to attendance. The government has advised that all schools should continue to operate as normal and that all pupils should attend school unless required to self-isolate. The contingency framework is designed to act as a containment measure where:

- There is an extremely high prevalence of coronavirus.
- Other measures have already been implemented.
- There is a need to minimise the impact from a new coronavirus variant.

1) **Restrictive attendance measures**, of the kind set out in the contingency framework, must not be implemented by schools without the explicit agreement of the DfE.

Restricting attendance in any form will only be used as a last resort, initiated following a ministerial decision. Where restrictions to attendance are implemented following government advice, they will be kept to a minimum, allowing for the maximum number of pupils to attend education; however, in all circumstances, priority will be given to vulnerable pupils and the children of critical workers to attend full time.

As part of their outbreak management responsibilities, LAs, Directors of Public Health, and HPTs (Health Protection Team) may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.

Where LAs judge that wider containment action is needed and wish to limit attendance within an area, they will work with their Regional Partnership Team to escalate a proposal to the central Local Action Committee command structure.

Unless advised otherwise, Educational Diversity will allow all pupils to attend. If the contingency framework is implemented, Educational Diversity will only allow the following pupils to attend on-site provision, pending the Management Committee confirmation:

- Vulnerable pupils
- Children of critical workers

High-quality remote education (home learning) will be provided for all pupils not in attendance within 2 working days from a child's absence, in line with Educational Diversity's Blended Offer.

Educational Diversity will lift restrictions as soon as it is advised by the Government that it is appropriate to do so, notwithstanding outcomes following staff consultation.

2. Infection Prevention and Control

Educational Diversity's Infection Control Policy will continue to be adhered to – this policy meets the requirements set out in the DfE's system of controls.

Any member of the Educational Diversity community who displays symptoms of coronavirus will be required to self-isolate and instructed to get a confirmatory polymerase chain reaction (PCR) test. Tests can be booked online or ordered by telephone via NHS 119. Critical workers, including school staff, have priority access to testing.

All schools are currently being provided with rapid-result lateral flow device (LFD) testing kits, which include PPE, to identify asymptomatic cases of coronavirus.

If a variant of coronavirus classed as a variant of concern (VoC) is identified within Educational Diversity's geographical area, Educational Diversity will partake in targeted testing by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases. Educational Diversity will also adhere to advice from Directors of Public Health in relation to the temporary reintroduction of other measures.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. If required, the pupil will be supervised while they await collection. If supervising staff is/are unable to socially distance, e.g. due to the pupil's age or needs, they will wear PPE.

After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be instructed to get their child tested with a confirmatory PCR test as soon as possible. The pupil will be required to self-isolate for at least 10 days – remote education via Educational Diversity's Blended Offer will be arranged for them immediately, wherever possible, and definitely 2 working days of being notified.

If a staff member develops symptoms while on site, they will be directed to go home immediately to self-isolate and to get a PCR test. Cover arrangements will be put in place.

Any staff members or pupils who have been in close contact with a symptomatic individual at Educational Diversity will not need to self-isolate unless they develop symptoms themselves. Fully vaccinated adults, and pupils under the age of 18, who have been identified as close contacts of a positive case via the NHS Test and Trace service, will not need to self-isolate.

Unless advised by a healthcare professional, individuals also do not need to self-isolate if:

- They live in the same household as someone who has tested positive for coronavirus, unless they develop symptoms themselves.
- They have taken part in or are currently part of an approved COVID-19 vaccine trial.
- They are not able to get vaccinated for medical reasons.

Adults who receive their second dose of the vaccine close to 16 August 2021 will need to continue to follow the same rules as unvaccinated adults until two weeks after their second dose. Unvaccinated adults and adults who have only had one dose of the vaccine will need to continue to follow the rules on self-isolation if they have been identified as a close contact of a positive case.

Those aged 18 will continue to follow the same rules as under-18s until six months after their 18th birthday, when they will begin to follow the self-isolation rules for adults. Government guidance previously said 18 years and four months.

If an individual tests positive, Educational Diversity's School Business Manager will contact the DfE Helpline on 0800 046 8687 and select Option 1, where a team of NHS advisers will decide what

action is needed based on the latest public health advice. Educational Diversity will follow the expert advice, which could include working with the local HPT if the situation is escalated by the advisers.

It is important to consider taking extra actions if the number of positive coronavirus cases in Educational Diversity substantially increases, as this could indicate that coronavirus transmission is happening in school. The following thresholds will be used as an indication of when to seek public health advice, whichever is reached first:

- 5 children or staff, likely to have mixed closely, test positive for coronavirus within a 10-day period
- 10% of children or staff, likely to have mixed closely, test positive for coronavirus within a 10-day period

When a threshold is reached, leaders will review and reinforce the testing, hygiene and ventilation measures already in place. Educational Diversity will also consider:

- ✓ Whether any activities can take place outdoors, e.g. exercise, assemblies, or classes.
- ✓ Ways to improve ventilation indoors that will not significantly impact thermal comfort.
- ✓ One-off enhanced cleaning, focussing on touch points and any shared equipment.

The director of public health may provide Educational Diversity with advice that reflects the local situation. In areas where rates of positive cases are high, this could mean that thresholds for extra actions exceed the threshold set out above.

Senior Leaders will seek additional public health advice if there is concern regarding transmission in Educational Diversity, either by phoning the DfE helpline on 0800 046 8687 or in line with other local arrangements. Leaders will also refer to the government's [contingency framework](#) for further information.

The individual's close contacts at Educational Diversity – where they do not fulfil the criteria outlined in this section of the contingency plan – will be contacted by NHS Test and Trace, and advised to take a PCR test. If more individuals test positive, Educational Diversity will follow advice from the local HPT, which may include requiring more people to self-isolate.

Staff who do not need to isolate and young people under the age of 18 years and six months who have been identified as a close contact should continue to attend school as normal.

As the result of an outbreak during step 4 of the coronavirus recovery roadmap, a temporary requirement could be implemented for staff to resume wearing face coverings in all areas other than crowded spaces where they are likely to come into contact with others they would not normally meet. Educational Diversity may also be required to reintroduce the use of bubbles in order to resume social distancing and limit the transmission of coronavirus.

Educational Diversity will adhere to any conditions set out by the local HPT.

3. Transport

Pupils and staff attending Educational Diversity will be encouraged to walk or cycle wherever possible and to avoid public transport. The government has removed the legal requirement to wear face coverings but expects and recommends that they be worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet – this includes public and dedicated transport to schools. If pupils and staff need to use public or dedicated transport, they may be asked to wear a face covering while travelling, unless exempt in line with government guidance, e.g. due to a disability.

Transport services to and from Educational Diversity will continue to operate as normal during times of local restriction where pupils are still attending. In the event that such services are not able to operate as normal, the Headteacher will consider alternative options and communicate these to all parents and pupils in advance.

4. Teaching and Learning

If restrictions to on-site education are required, Educational Diversity will offer access to high-quality remote education for all pupils who are required to remain at home, within 2 days of being notified. All remote learning will be delivered in line with Educational Diversity's Blended Offer.

Where advised during a local outbreak, further restrictions may be enforced with regards to certain contact and indoor sports activities to help reduce the risk of transmitting coronavirus.

Educational Diversity will follow the advice provided by the local HPT.

Educational Diversity will use a range of remote teaching methods to cater for all different learning styles. Teachers will ensure lessons are suitable to the class group's age and ability, inclusive for all pupils, and will be adapted, where necessary, to account for the needs of disadvantaged pupils and pupils with SEND.

When teaching pupils who are working remotely, teachers will:

- Set activities so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos.
- Assess progress by using questions and other suitable tasks and use assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge.
- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Provide opportunities for interactivity, e.g. questioning and reflective discussion.
- Provide scaffolded practice and opportunities to apply new knowledge.
- Enable pupils to receive timely and frequent feedforward on how to progress, using digitally-facilitated or whole-class feedback where appropriate.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.
- Continue to make use of formative assessments throughout the academic year, e.g. tests.

In exceptional circumstances, Educational Diversity may reduce its curriculum offer to enable pupils to cope with the workload – the Headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

Educational Diversity will continue to utilise the support available through the DfE's ['Get help with technology during coronavirus \(COVID-19\)'](#) scheme. Under the scheme, Educational Diversity will, if allocated, order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- ✓ All pupils
- ✓ Clinically extremely vulnerable pupils across all year groups who are not attending school in line with government and/or clinical advice
- ✓ Pupils in all year groups whilst attending school on a hospital site

- ✓ Pupils in any year group who have been advised to shield because they, or somebody they live with, are clinically extremely vulnerable

Before distributing devices, the school will ensure:

- ✓ The devices are set up to access remote education (home learning)
- ✓ Appropriate safeguarding controls and support are in place to help pupils and families use devices safely
- ✓ Arrangements follow the procedures outlined in Educational Diversity's Device Loan Policy

Once devices are ready for collection, Educational Diversity will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

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. Returning to Educational Diversity

The Headteacher will work with the LA to ensure pupils return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed. The Headteacher will inform staff, pupils and parents, prior to the return to school, whether any further restrictions, such as the use of bubbles and face coverings, have been resumed.

After a period of self-isolation, or the relaxation of restrictions, the Headteacher will inform parents when their child will return to school. The Headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

7. Safeguarding

Ensuring safeguarding arrangements remain effective during periods of restricted attendance is a key priority for all at Educational Diversity. Our Child Protection and Safeguarding Policy has been updated to include provisions for keeping pupils safe during the coronavirus pandemic, both at home and in school – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school. We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or Deputy DSL is always available.
- Unsuitable individuals are not permitted to work, or come into contact, with pupils whilst on site.
- Pupils who remain at home are protected when online. Known breaches are acted upon immediately.

A trained DSL or Deputy will remain on-site where possible. Where not possible, e.g. they need to self-isolate, the Headteacher will ensure that the DSL or Deputy are available to contact at all times. The Headteacher will take responsibility for coordinating safeguarding on-site during this time.

8. Food Provision

We will continue to provide meal options for all pupils who are attending school. We will provide supermarket vouchers or food parcels to eligible pupils who are not attending school, where they:

- ✓ Are self-isolating.
- ✓ Have had symptoms or have tested positive.
- ✓ Are not attending due to the implementation of local restrictions advised by the government.

9. Communication

Educational Diversity will communicate its plan for addressing any imposed restrictions with families, including in relation to:

- ✓ Opening arrangements
- ✓ Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers
- ✓ Any reviews of the school's protective measures as part of our risk assessments
- ✓ The arrangements for remote working.

All relevant stakeholders will be kept up-to-date with the circumstances of any imposed restrictions and how these affect the school as the situation develops.

If any member of Educational Diversity's community wishes to discuss any concerns relating to Educational Diversity's provision during this period, they should contact the following as appropriate:

- Staff – their line manager
- Pupils – their class teacher or member of pastoral staff
- Parents – the Headteacher (admin@eddiversity.blackpool.sch.uk)

10. Monitoring and Review

This Plan will be reviewed continually, by the Headteacher, in line with guidance from Government and Public Health England (PHE). Changes to the Plan will be communicated to all relevant stakeholders, as soon as possible.