



**MAYFIELD SCHOOL**

# **COVID OUTBREAK MANAGEMENT PLAN**

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<sup>1</sup> The Governing Body is free to delegate the approval of this Plan to a Committee of the Governing Body, an individual Governor or the Head teacher

<sup>2</sup> The Governing Body are free to determine the review frequency of this Plan

## Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	August 2021

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## 1 Introduction

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the Covid-19 pandemic.

We already have plans, procedures and control measures in place to manage individual positive cases of Covid-19 and for dealing with an individual (staff, pupil or visitor) who displays symptoms of Covid-19 whilst attending the school. The actions we would put in place are outlined in the school's Covid-19 Operational Risk Assessment and all staff are aware of the procedures which would be taken in the event of an isolated case.

We will continue to implement our current robust control measures which include regular testing of those required to do so; ensuring good hygiene for everyone; maintaining appropriate cleaning regimes; keeping occupied spaces well ventilated and following local public health advice on testing and managing confirmed cases.

Additional measures affecting education and childcare may be necessary in some circumstances e.g.

- to help manage a Covid-19 outbreak within the school;
- if there is extremely high prevalence of Covid-19 in the community and other measures have failed to reduce transmission;
- as part of a package of measures responding to a Variant of Concern (VoC).

This Outbreak Management Plan outlines how Mayfield School (hereinafter referred to as the School) would operate if any of the additional measures due to a Variant of Concern were recommended for our school or area. This plan includes how we will ensure, as far as possible, that every child on the school roll receives the quantity and quality of education and care to which they are normally entitled.

Local authorities, Directors of Public Health (DsPH) and Public Health England health protection teams (HPTs) are responsible for managing localised outbreaks to help break chains of transmission. They play an important role in providing support and advice to education and childcare settings.

## 2 National and local guidance

We will continue to seek and refer to guidance from:

- The Government:
  - [Schools coronavirus \(COVID-19\) operational guidance](#);
  - [Actions for early years and childcare providers during the COVID-19 pandemic](#);
  - [SEND and specialist settings: additional COVID-19 operational guidance](#);
  - [Covid-19: Actions for Out of School settings](#); and
  - [Providing apprenticeships during the Covid-19 outbreak](#)
- [COVID-19 Contingency framework: education and childcare settings](#)
- Public Health England (PHE)
- local Public Health Department

## 3 Prioritising Education

The overarching objective is to maximise the number of children and young people in face-to-face education or childcare and minimise any disruption in a way that best manages the Covid-19 risk. The impacts of having missed face-to-face education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

In line with the [Contingency framework](#), decision-makers should endeavour to keep any measures in education and childcare to the minimum number of settings or groups possible, and for the shortest amount of time possible.

Decision-makers should keep all measures under regular review and lift them as soon as the evidence supports doing so. Measures affecting education and childcare settings across an area should not be considered in isolation, but as part of a broader package of measures.

Attendance restrictions should only ever be considered 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.

## **4 Prioritising Certain Year Groups**

The DfE has stated that 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.

As part of their outbreak management responsibilities, local authorities, DsPH and HPT's may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described below. In most cases, a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak.

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

As with other periods of restricted attendance, our school will provide high quality remote education for all pupils learning at home. We will also consider:

### **4.1 Special schools**

If attendance restrictions are needed, the DfE's attendance expectations in special schools will remain in line with the equivalent age groups in mainstream schools.

We will determine the workforce required on site and if it is appropriate for some staff to work remotely. In making decisions about the workforce we will have regard to the guidance on [clinically extremely vulnerable people](#).

## **5 Considering extra action**

Once we have completed the initial on-site LFD testing for secondary aged pupils at the beginning of September any further outbreaks which may occur will potentially trigger extra action.

Our risk assessment and the DfE [Schools coronavirus \(COVID-19\) operational guidance](#) sets out measures that we have in place to manage the transmission of Covid-19 on a day to day basis.

However, should the number of positive cases substantially increase and:

- we are advised to do so by DsPH as part of their responsibilities in outbreak management;
- we are in an area which has been offered an enhanced response package; or
- we are in an enduring transmission area where the school and DsPH decide it is appropriate;

we will consider taking extra action to manage the transmission of Covid-19, be it in the school itself or in the wider community.

### **5.1 Trigger thresholds**

We will consider taking extra action should either of the following thresholds be reached and where we have sought public health advice:

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

Where required, we will also seek additional public health advice if we are concerned about transmission in our school, either by phoning the DfE helpline (0800 046 8687, option 1) or by contacting Cumbria Public Health teams (0800 783 1968 [Mon-Fri, 0900-1700]) or Public health team enquiries: [educationIPC@cumbria.gov.uk](mailto:educationIPC@cumbria.gov.uk) (Mon-Fri, 0900-1700).

## 5.2 Child Protection and DSL's

Should attendance restrictions be required or advised we will:

- continue to follow local multi-agency safeguarding arrangements which remain the responsibility of the 3 safeguarding partners (local authority, clinical commissioning group; police);
- continue to have regard to the statutory safeguarding guidance that applies to our school:
  - [Keeping Children Safe in Education](#)
  - [Working together to safeguard children](#)
  - [EYFS statutory framework](#)
  - [Keeping children safe in out-of-school settings: code of practice](#)
- review our Child Protection Policy and procedures and staff Code of Conduct to make sure they reflect the local restrictions and remain effective;
- 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 via phone or online video (where they are working from home):

DSL [sam.kidd@mayfield.cumbria.sch.uk](mailto:sam.kidd@mayfield.cumbria.sch.uk)

Deputy DSL [stephen.chambers@mayfield.cumbria.sch.uk](mailto:stephen.chambers@mayfield.cumbria.sch.uk)

or

[carolyn.westnedge@mayfield.cumbria.sch.uk](mailto:carolyn.westnedge@mayfield.cumbria.sch.uk)

In the exceptional circumstance where there is no DSL or deputy on site or available remotely, we will make arrangements to share a DSL (who will be available to be contacted via phone or online video) with a neighbouring school or setting. In such an event, a named senior leader will take responsibility for co-ordinating safeguarding on site and all school staff and other appropriate adults will be notified of this temporary exceptional arrangement.

Where vulnerable children are absent, we will:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns;
- encourage the child or young person 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 child's attendance would be appropriate;
- focus the discussions on the welfare of the child ensuring that the child or young person 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 have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the local authority.

## 5.3 Increased use of testing

If advised to do so by the DsPH, we will increase and encourage the use of home testing by staff in the school including early years and wraparound care. Sufficient supplies of test kits will be held in school should the need for additional testing be advised.

For secondary aged pupils if it is advised that we reintroduce an asymptomatic testing site for pupils (ATS) at our school, we will consult with the DsPH to discuss any further support we need to do this. We may also be advised to increase the use of home testing by pupils. Sufficient supplies of test kits will be held in

school should the need for additional testing be advised. In considering how ATS could be implemented we will do so in a way that does not negatively impact the education we provide to our pupils.

Evidence of negative test results may be requested for access to events such as taster days, school proms and other educational events.

#### **5.4 Reintroduction of the use of face coverings**

If advised to do so by the DsPH, staff and visitors who are not exempt from wearing a face covering:

- will be asked to temporarily wear a face covering when moving around indoors in places where social distancing is difficult to maintain, such as in communal areas. Initially this temporary measure will be for a minimum of two weeks and will be regularly reviewed thereafter.

Children of primary school age will not be advised to wear face coverings.

Unless they are exempt secondary aged:

- pupils may be asked to temporarily wear a face covering when moving around indoors in places where social distancing is difficult to maintain; and/or
- pupils may be asked to temporarily wear a face covering in classrooms or during activities, unless social distancing can be maintained, or a face covering would impact on the ability to take part in exercise or strenuous activity. Pupils may remove face coverings when participating in PE lessons.

Initially, this will be for a minimum of two weeks and will be regularly reviewed thereafter. If advised by DsPH to reintroduce temporarily the wearing of face coverings, we will update our risk assessment accordingly and ensure that we have sufficient supplies of the appropriate PPE and disposal facilities for use by those who are asked to wear a face covering. Parents and where appropriate, pupils will be informed of the reintroduction of face coverings.

Currently, pupils aged 11 and over are advised and encouraged to wear face coverings on dedicated home to school and everyone is recommended and encouraged to wear face coverings on public transport.

In all cases any educational and wellbeing drawbacks in the recommended use of face coverings will be balanced with the benefits in managing transmission.

#### **5.5 Reintroduction of Bubbles/groups**

In the event of a local outbreak or a VoC that poses an increased risk of the transmission of Covid-19, we may have to reintroduce 'bubbles' in school for a temporary period to reduce mixing between groups. Any decision to reintroduce 'bubbles' would not be taken lightly and would take account of the detrimental impact they can have on the delivery of education. We will consult with the DsPH in making any decision on reintroducing 'bubbles' and inform parents as quickly as possible should this step be necessary.

#### **5.6 Shielding**

Shielding can only be reintroduced by national government and is currently paused.

In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL), and where ministers have agreed to reintroduce shielding, in addition to the reintroduction of other measures to address the residual risk to people on the SPL, we will ensure that we have identified those staff and pupils who may be at increased risk and/or who were previously identified as being in the 'clinically extremely vulnerable' category.

Risk assessments will be updated to include shielding and those deemed to be at increased risk will be consulted about additional protective measures in school or advised and supported to work/study from home if required. Further information and advice for people at higher risk from Covid-19 including older people, people with health conditions and pregnant women can be found in the NHS advice [People at higher risk from coronavirus \(Covid-19\)](#).

## 5.7 Remote education

High quality remote learning in our school will be provided for all pupils if:

- they have tested positive for Covid-19 but are well enough to learn from home; or
- attendance at the school has been temporarily restricted.

On-site provision will in all cases be retained for vulnerable children and the children of critical workers. Where we have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children with the local authority.

Where needed, the remote education provided will be equivalent in length to the core teaching pupils would receive in school and will include recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently.

Further information on the provision of remote education can be found in [get help with remote education](#).

## 5.8 School Meals

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

We will continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they have had symptoms, or a positive test result themselves.

We will continue to support pupils who are eligible for, and usually receive, free meals even if pupils are studying remotely due to Covid-19 restrictions. Further information is available in the guidance on [providing school meals during the COVID-19 pandemic](#).

## 5.9 School risk assessment and management

In addition to continuing with our broad control measures of ensuring good hygiene for everyone, maintaining appropriate cleaning regimes, keeping occupied spaces well ventilated and following local public health advice on testing and managing confirmed cases, all of which are currently included in our site-specific Covid-19 school operational risk assessment we will ensure that the risk assessment is continually reviewed in line with national and local guidance. Our risk assessment is updated in consultation with governors, staff, and trades unions.

Our Covid-19 school operational risk assessment will be updated in the event of:

- changes to national guidance;
- updates on the Covid-19 roadmap;
- public health advice following local outbreaks;
- school or community specific related outbreaks;
- new variants of concern being identified.

## 5.10 School workforce

We will continue to support staff, where required, through individual risk assessments and support who are:

- clinically vulnerable (CV);
- clinically extremely vulnerable (CEV);
- pregnant/expectant mothers;
- BAME.

## 5.11 Educational visits

Risk assessments for trips and visits currently include procedures for dealing with Covid-19 and any future pandemic.

All visits will be reviewed and potentially postponed in the event of local DsPH advice, a new or increased risk of a VoC or where an area being visited is restricted because it has been offered an enhanced response package or is an enduring transmission area.

We will take account of Government advice when planning international visits and whether it would be advisable to postpone depending on the advice at the time.

### **5.12 Open/transitional/taster days**

In the event of a VoC or a local DsPH decision to restrict access to our school or cluster of schools, open/transitional or taster days will be managed through review and revision of our risk assessment in line with any agreed system of controls current at the time.

Open/transitional or taster days will be reviewed and potentially postponed/cancelled. In the event of a cancellation or postponement, the Senior Leadership team will consider whether such events can take place remotely.

Where the days do go ahead, consideration may be given to the following:

- parents/carers may be asked to produce a negative Covid-19 test result before entry to the school building;
- separate entry and exit points to the school will be identified;
- numbers attending will be minimised;
- visitors may be asked to wear face coverings and regularly wash/sanitise hands.

### **5.13 Parental attendance**

In the event of a VoC or local advice from the DsPH, parents/carers may be advised to limit their access to the school site and building as much as possible. It may be necessary to introduce a system where parents/carers and other visitors are permitted in school by invitation only and with a pre-arranged appointment. Additional control measures such as the wearing of a face covering and social distancing during meetings may also be introduced.

Wherever possible, we will reintroduce virtual meetings with parents/carers to reduce the risk of further transmission of any VoC.

### **5.14 Performances and other events**

If the school is planning an indoor or outdoor face-to-face performance in front of a live audience, we will continue to follow the guidance on [Events and attractions](#) which includes advice on performing arts. Additional measures may be required, and it may be necessary to cancel or postpone such events at short notice. Attendees will be advised of this as soon as possible should the situation arise.

Outdoor events are generally lower risk and may still take place with additional control measures in place and with the potential for reduced audience numbers.

## Covid-19 Outbreak Management Plan – Sept. 2021

### Sample advice for parents and staff

<p><b>When should my child self-isolate or miss school?</b></p> <div style="text-align: center; margin-top: 20px;">  </div>	 <p><b>NO</b></p>	<ul style="list-style-type: none"> <li>All children <b>MUST</b> attend school unless they are ill.</li> <li>From 16<sup>th</sup> August 2021, children under 18 (or double-vaccinated adults) do not need to self-isolate or miss school if a member of their household or a contact, has Covid.</li> <li>Instead, they will need to book a PCR test but can continue coming to school so long as they have no symptoms, and the test result is negative.</li> </ul>
	 <p><b>YES</b></p>	<ul style="list-style-type: none"> <li>If your child develops Covid symptoms at home, they should <u>stay at home</u> and should book a PCR test), <u>NOT</u> a Lateral Flow test.</li> <li>If your child develops Covid symptoms at school, they will be sent home and you should book them a PCR test.</li> <li>If your child tests positive for Covid, they will need to self-isolate. The rest of the household does not need to self-isolate if they are under 18 or fully vaccinated – but instead should book a PCR test.</li> </ul>

Community Covid Risk	Description	Actions
 <p><b>Low Community Transmission. No School Cases</b></p>	<ul style="list-style-type: none"> <li>There have been no cases of Covid within school for 10 school days.</li> <li>Cases of Covid locally are low and/ or stable.</li> <li>Hospitalisation/ Deaths due to Covid nationally are low.</li> </ul>	<p>No Covid measures are necessary beyond:</p> <ul style="list-style-type: none"> <li>Reminding children of good hand-hygiene.</li> <li>Ensuring good ventilation encouraged where practical.</li> <li>Ensuring Children / Staff to stay at home if they have Covid Symptoms (and to book a PCR test).</li> <li>Staff will continue to test themselves using Lateral flow tests until the end of September.</li> </ul>
 <p><b>Rapidly Rising Community Transmission</b></p>	<ul style="list-style-type: none"> <li>No current Covid cases have been recorded at school, but...</li> <li>Cases of Covid are rising rapidly in the community causing disruption to other local schools.</li> <li>Local Public Health team/Public Health England issue warnings of expected local/ national infection wave.</li> </ul>	<ul style="list-style-type: none"> <li>Ventilation of classrooms increased &amp; hand-washing supervised.</li> <li>Large indoor public performance audience numbers reduced or event postponed.</li> <li>Staff-room capacity is reduced.</li> <li>Whole-school assemblies are replaced with Key Stage assemblies.</li> <li>Clinically Vulnerable staff meet with Line-Managers to review their individual risk assessment &amp; discuss additional protection (e.g. use of face coverings, reduction in movement between classes/ groups).</li> </ul>

Number of Cases:	Description:	Actions:
 <p><b>A single child tests Positive</b></p>	<ul style="list-style-type: none"> <li>• A single child tests positive for Covid in a class.</li> <li>• There are fewer than 5 cases in the year group.</li> <li>• No other year groups are affected.</li> </ul>	<ul style="list-style-type: none"> <li>• The child self-isolates for 10 days. Remote learning will be provided.</li> <li>• The parents of the child are contacted directly by NHS Track and Trace to establish likely contacts.</li> <li>• Likely contacts will be contacted by NHS Track &amp; Trace and advised to book at PCR Test. The school will contact parents to advise this if close contacts are known.</li> <li>• <b>Children do not need to miss school or self-isolate whilst they wait for the result of the PCR test unless they have Covid Symptoms.</b></li> </ul>
 <p><b>5 children or staff or 10% of the school population who have mixed closely within a year group or across the school who test positive within 10 days of each other.</b></p>	<ul style="list-style-type: none"> <li>• There have been 5 cases or 10% of children/staff with Covid who are likely to have mixed closely within 10 days which could mean that Covid is spreading within our school.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>As above for each positive case.</b></li> <li>• The school will discuss the outbreak with the Public Health team and agree strengthening protective measures including: <ul style="list-style-type: none"> <li>○ Re-introducing staff face masks for corridors &amp; communal areas.</li> <li>○ Adapting, Limiting or postponing indoor sporting events, trips, open days and performances.</li> <li>○ Reverting to video-link Assemblies in classrooms.</li> <li>○ Reducing the number of classes staff work across.</li> <li>○ Resuming twice-weekly Staff Lateral flow testing.</li> </ul> </li> </ul>
 <p><b>Covid cases continue to increase rapidly within a 10-day period.</b></p>	<ul style="list-style-type: none"> <li>• Despite the measures indicated above, Covid cases within the school continue to rise within a 10 day period with multiple classes and staff affected, suggesting that Covid is spreading widely throughout the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Management Team meeting held between the school and local Public Health team to agree further measures, <u>for a further 10 school days</u>, including: <ul style="list-style-type: none"> <li>○ Re-introducing class bubbles.</li> <li>○ Reverting to class-based school lunches.</li> <li>○ Limiting all non-essential visitors to school.</li> <li>○ Postponing all non-essential events.</li> <li>○ <b>Re-introducing remote learning for individual classes for 10 school days considered, as outlined above.</b></li> </ul> </li> </ul>

**The school will inform parents of any changes to Covid-19 measures should these be needed.**

## Outbreak Management Plan - Additional advice from CLEAPSS

### Design and Technology

In addition to the advice contained in CLEAPSS guide [GL344 - Guide to doing practical work during the COVID19 pandemic – Design & Technology](#), there may be situations where the guidance in the CLEAPSS documents below will need to be followed to help support practical work when we have activated our Outbreak Management Plan:

- [GL347 – Returning to school after an extended period of closure](#)
- [GL348 – Practical DT activities for pupils at home](#)
- [GL354 – Managing practical work in non-specialist rooms](#)
- [GL355 – Using workshops, food rooms and art studios for alternative activities](#)
- [GL360 - Advice for schools with only small numbers of pupils on site](#)
- [GL356 - Guidance for spending all day in a practical room](#)
- [GL362 – Sanitising Eye Protection](#)

Additional controls we may directed to implement include the possible reintroduction of:

- the use of face coverings;
- the use of IRM PPE kits;
- bubbles;
- social distancing;
- not sharing utensils or equipment;
- alterations to practical activities and demonstrations;
- enhanced cleaning of equipment including eye protection.

### Science

In addition to the advice contained in CLEAPSS guide [GL343 - Guide to doing practical work during the COVID-19 pandemic - Science](#), there may be situations where the guidance in the CLEAPSS documents below will need to be followed to help support practical work when we have activated our Outbreak Management Plan:

- [GL336 - Advice for schools with only key worker pupils on site](#)
- [GL338 - Practical activities for pupils attending school during extended periods of closure](#)
- [GL339 – Practical activities for pupils at home during extended periods of school closure](#)
- [GL345 - Guidance for science departments returning to school after an extended period of closure](#)
- [GL352 – Guidance for practical work in non-lab environments](#)
- [GL353 – Guidance for schools where pupils spend all day in a lab](#)
- [GL362 – Sanitising Eye Protection](#)

Additional controls we may directed to implement include the possible reintroduction of:

- the use of face coverings;
- the use of IRM PPE kits;
- bubbles;
- social distancing;
- not sharing utensils or equipment;
- alterations to or cessation of some practical activities and demonstrations;
- enhanced cleaning of equipment including eye protection.