

Outbreak Management Plan

August 2021 v2



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 Scissett Middle 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 indicated 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	All activities that can take place outside will be moved outdoors weather permitting. Where this is not possible then assemblies etc can be delivered remotely so pupils stay in smaller groups
Ways to improve ventilation indoors, where this would not significantly impact thermal comfort	All windows and external doors to be opened. Pupil/staff to be allowed to wear extra clothing if necessary

One-off enhanced cleaning focussing on touch points and shared equipment	Enhanced cleaning is in place for the start of the year. Fogger to be used where there is a positive case.

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	Gym
Identify staff who would operate ATS taking account of roles required:	
- Team Leader/Co-ordinator	Claire Turnbull
- Registration	Claire Turnbull/Sally Booth
- Test Assistant / Processor	Jason Terry James Davidson Dr Jane Turner-Brown
- Results Recorder	Claire Turnbull
- Cleaner	Adam Kitchen
Ensure relevant staff have taken part in the relevant training	All above trained
Stock check of on-site testing equipment	Checked
Risk assessment for ATS is up to date and relevant	Up to date and checked
Process map is in place for dealing with positive tests	Pupils tested before return to school, parents informed via text and follow up phone call

Upon Notification of need to Reinstate ATS

Action to Take	By Who	By When
Contact Trust Site Manager, to reinstate ATS equipment	AL	July 21
Contact Trust Operations Officer if support required	AL/CTu	
Ensure testing equipment is brought to ATS	AL/CTu	1/9/21
Brief Staff who will manage the ATS	AL/CTu	July 21
Re-issue consent forms	SBo/CTu	18/8/21
Create Schedules for testing	SBo/CTU	18/8/21

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	AL	6/9/21
Prepare communication to staff	AL	6/9/21
Determine mechanism of communication	AL/SBo	6/9/21
Ensure supplies of masks in school	AL/FT	6/9/21
Compile list of know exemptions	HoY	10/9/21

Upon Notification of need to reinstate use of masks

Action to Take	By Who	By When
Issue communication to parents	AL	Notification day
Issue communication to staff	AL/SBo	Notification day
Notify pupils of expectations	HoY/Classteachers	Notification day
Issue list of exemptions to relevant staff	HoY	Notification 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	AL	July 21
Ascertain impact of shielding on timetable	AL/CTu	Sept 21
Ascertain potential cover costs	CTu/DC	Sept 21
Establish work that can be conducted from home for those expected to Shield	AL/CTu	Sept 21
Prepare wellbeing resources and support for shielding colleagues	AL/CTu	Sept 21

Upon Notification of need to reinstate Shielding

Action to Take	By Who	By When
Implement cover plans as planned in 'before' stage	AL/CTu	Sept 21
Manage wellbeing of Shielding colleagues	AL/CTu	Sept 21

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	Organiser	Before booking
Check activity covered by insurance should financial loss be incurred	Organiser	Before booking
Establish communication channels should the event be cancelled	Organiser	Before booking
Assess the current 'Covid landscape' for the area / region to risk assess whether it is likely an event could take place	Organiser	Before booking
Establish what mitigation factors could be put in place to enable an event to take place eg masks, social distancing	Organiser	Before booking
Check current government guidance before arranging events	Organiser	Before booking

Upon Notification of need to limit extra curricular activities

Action to Take	By Who	By When
Contact External Suppliers to cancel bookings	SBo/Organiser	ASAP
Liaise with Insurance Company where necessary	DC/Organiser	ASAP
Communicate cancellation to stakeholders	SBo/Organiser	ASAP

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	SBO/AL	
Establish arrangements for accommodating the above pupils as well as identified year groups (Reception, Year 1, Year2) in school:		
- Timetable	CTu	
- Staffing (consideration to DSL, First Aid)	AL/CTu	
- Meals	SBo/DC/RP	
- IT Requirements	JM/RJ	
Ensure Remote Learning plans are in place, in line with government guidance, and all staff are able to transition quickly		
Establish requirements for remote learning:		
- Home learning packs / stationery	NR/NH	
- IT requirements	JM	
- Establish arrangements for providing FSM pupils with meals or vouchers if accessing remote learning	RP/DC	
Draft communication for parents regarding arrangements (onsite / remote learning)	AL	
Identify DSLs available both on site and remote	AL/CTu	

Upon Notification of need to restrict attendance

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

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	AC/MP	6/9/21
Ensure minimum levels of hand soap are maintained	AC/MP	6/9/21
Ensure minimum levels of hand sanitiser are maintained	AC/MP	6/9/21
Ensure 'fogger' is in good working order and supplies are stocked	AC/MP	6/9/21
Determine additional cleaning capacity required should infection rates require an increase in cleaning hours	AL/AC	
Draft communication for parents regarding arrangements (onsite / remote learning)	AL	
Ensure process in place for emergency cleaning / fogging following confirmed case	AC/AL/MP	6/9/21
Ensure PHE posters available for display eg guidance / Catch it, bin it, kill it	FT	6/9/21

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/MP	
Order additional cleaning supplies if required	AC/MP/DC	
Order additional sanitisation products eg hand sanitiser if required	AC/MP/DC	
Liaise with headteacher regarding an alterations to site layout	AC/MP	
Display relevant PHE posters	Classteachers	8/9/21

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	AL/CTu	
Further impact assessed: <ul style="list-style-type: none"> - Assemblies - Lunch times - Break Times 	SLT	
Review staffing requirements	AL/CTu	
Curriculum impact assessed – curriculum offer	NR/NH	
Determine additional cleaning that may be necessary eg shared toilets	AC/MP	

Upon Notification of need to reintroduce 'bubbles'

Action to Take	By Who	By When
Communicate with staff regarding arrangements	AL/Ctu	
Communicate with pupils and parents regarding arrangements	AL	
Liaise with Site Management Team via Trust Site Manager regarding school organisation eg movement of furniture	AL/AC/MP	
Liaise with Catering re lunch arrangements	AL/DC	
Implement new break rotas and segregation arrangements	AL/CTu	
Inform Trust Site Manager of any additional cleaning requirements	AL	