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**OUTBREAK MANAGEMENT PLAN**

**Date:January 2022**

**CHECKS AND BALANCES: RESPONDING TO COVID-19**

**Staying COVID Secure – Our Commitment**

* We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
* We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
* We will share this Risk Assessment and its findings with employees and consult on its contents.
* We will continue to comply with all relevant Health and Safety Legislation.
* We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
* We have regard to advice and guidance issued by Public Health England.

**COVID-19: Outbreak management plan**

Please note: this document is an appendix to the school’s main risk assessment; it should be undertaken in conjunction with the school guidance updated by the Department for Education on 19th July 2021 as follows: [Actions for schools during the coronavirus outbreak](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak). It outlines how schools would operate if any of the approaches for easing and tightening of measures, including possible attendance restrictions, become necessary in their local 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, whether onsite or remotely. ACTIONS SHOULD ONLY BE INSTIGATED IF ADVISED DIRECTLY BY DfE, PH or the LA. **Contingency restrictions**

When setting should consider extra action:

For most settings it will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned. For most education and childcare settings, whichever of these thresholds 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

, pupils, students and staff at any one time:

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| Assessment conducted by: | Michelle Skidmore | Job title: | | Head of School | Covered by this assessment | Staff, pupils, contractors, visitors, volunteers |
| Date of assessment: | 17th December 2021 | Review interval: | | Monthly | Date of next review: | 31st January 2022 |
| Related documents | | | | | | |
| **School/Trust/Local Authority documents/ :** | | | **Government guidance:**  <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>  <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings>This framework is separate to the processes in place for managing outbreaks and operational challenges. Any restrictions on education are always a last resort and should only be initiated following a ministerial decision. Any measures will be kept under review and should be lifted as soon as the public health and scientific advice says it is appropriate to do so. | | | |

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| Record of Review | |
| **Review Date** | **Overview of review** |

**Risk matrix**

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| Risk rating  High (H), Medium (M), Low (L) | | **Likelihood of occurrence** | | | |
| **Probable** | | **Possible** | **Remote** |
| **Likely impact** | **Major:** Causes major physical injury, harm or ill-health. |  | H | H | M |
| **Severe:** Causes physical injury or illness requiring first aid. |  | H | M | L |
| **Minor:** Causes physical or emotional discomfort. | M | | L | L |

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| Areas for concern | | Risk rating prior to action (H/M/L) | | Control measures | Please mark Y/N/NA for each bullet point | | Further actions/comments needed only if N is put by a bullet point | Residual risk rating (H/M/L) |
| **1. Minimizing Transmission** | | | | | | | | |
| **1.1 General** | | | | | | | | |
| **Direct or Indirect transmission of COVID - 19 virus** | M | | * The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a two weekly basis | | Y |  | |  |
| **1.2 Directed to restrict attendance** | | | | | | | | |
| **Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission** | L | | * No educational setting should move to implement restrictive measures of the kind set out in the contingency framework without the explicit approval of DfE. * Follow guidance surrounding the Omicron Variant * If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions. * The academy will be directed to this course of action from the DFE and then specific measures will be actioned in line with the guidance provided. * In the event of restrictions that require the setting to close in the first instance we will remain open for:- * Vulnerable pupils * Children of critical workers * Any pupils who we feel may require additional onsite support due to need. This will be in direct discussions between the Executive Principal/Vice Principal and the family in question. | | Y  All control measures will be NA until directed to action by DfE/PH/LA |  | |  |
| * **1.3 Asymptomatic testing of staff** | | | | | | | | |
| **Extremely high prevalence of COVID-19 / variant of concern (VoC)** | L | | * When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will ramp up targeted testing in that geographical area to help suppress and control any possible new cases and better understand the new variants. * All close contacts are advised to take daily LfTs The results of these need to be reported on a Sunday and Wednesday, unless show a positive result. This should be reported immediately and a PCR booked. * An increased use of home testing by staff may also be advised. * LFT testing will also be required by visitors who may be required to attend the site, this will only be in direct permission of the Executive Principal/Vice Principal * Other visitors will not be allowed onsite. | | Y  All control measures will be NA until directed to action by DfE/PH/LA |  | |  |
| **1.4 Face Coverings** | | | | | | | | |
| **Extremely high prevalence of COVID-19 / variant of concern (VoC)** | L | | * Where social distancing cannot be maintained in indoor locations, face coverings will be worn by staff and visitors, unless they are exempt. * Face coverings will be required to be worn in all communal areas by staff in the event of an outbreak. * Face visors or shields will not be worn as an alternative to a face covering. They will only be worn where they have been identified as appropriate following risk assessment and will be thoroughly cleaned between uses. * Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings but can, if they choose, wear transparent face coverings. * Parents will be requested to wear face coverings at drop off and pick up time | | Y  All control measures will be NA until directed to action by DfE/PH/LA |  | |  |
| **1.5 Out-of-school settings and wraparound childcare** | | | | | | | | |
| **Extremely high prevalence of COVID-19 / variant of concern (VoC)** | M | | * The before and after school provision children over the age of 5 will not continue to open in the event of a closure of the academy. * In the event of a partial opening we will continue to have children in year group bubbles within the before and after school provision. * If attendance restrictions are needed, vulnerable children 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 or training. | | Y  All control measures will be NA until directed to action by DfE/PH/LA |  | |  |
| **1.6 Educational visits** | | | | | | | | |
| **Extremely high**  **prevalence of COVID-19/**  **variant of concern (VoC)** | L | | * Any attendance restrictions should be reflected in the visits risk   assessment and the Executive Principal/Head of School will consider carefully if the  educational visit is still appropriate and safe.  Currently the academy is following the advice of The Trust and have postponed all educational visits   * Only children who are attending the setting will be allowed to go on an educational visit. * The academy will consult the health and safety guidance on educational visits when considering visits * Ensure RA’s for the visit site are gained in advance of the visit and its contents carefully reviewed to their level of safety * Ensure checks are made in relation to the prevalence within that particular area prior to the visit. | | Y |  | |  |
| **1.7 Clinically extremely vulnerable pupils** | | | | | | | | |
| **Extremely high prevalence of COVID-19 / variant of concern (VoC)** | L | | * Shielding was paused on 1 April, and those who are clinically extremely vulnerable (CEV) are no longer advised to shield. * 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 and the academy will take all of these into consideration in order to support these pupils. * Executive Principal/Head of School to review CEV list and contact families directly in order to ascertain current situation. * Continue to support pupils who are CEV and their families remotely and produce additional RA’s if required. | | Y  All control measures will be NA until directed to action by DfE/PH/LA |  | |  |
| **1.8 Education workforce** | | | | | | | | |
|  | M | | * The academy leadership team will continue to implement the system of controls set out in the guidance provided. * Staff will be communicated through the lines provided within this plan, the measures that are being put in place to reduce risks to the staff team, including how these protective measures have been reviewed as part of an updated workplace risk assessment. * The Executive Principal/Head of School will consider if the COVID-19 education contingency framework offers more opportunities for staff to work at home, given reduced numbers of pupils onsite and the use of remote education for pupils scheduled to be at home. * The Executive Principal/Head of School will continue to have regard to staff work-life balance and wellbeing during this period and will include considering how best to balance the demands of on- site teaching and support for remote education, which should be done within the terms and conditions of teachers’ and staff employment. * Ongoing RA measures will remain in place and reported to staff when reviewed and or updated. * Staff will continue to be updated of key information if necessary following the LA briefing on a Thursday and update from PHE. * Staff will be updated when necessary of the DFE guidance requires to be reported | | Y |  | |  |
| **1.9 Remote Education** | | | | | | | | |
| **Extremely high**  **prevalence of COVID-19/ variant of concern (VoC)** | L | | * High quality remote education will be provided for all pupils not attending. The academy will aim to deliver the same quality and quantity of education remotely, that they would receive if onsite. * Refer to Remote Learning policy available on academy website * Google classroom to be the platform used.an all pupils to be reissued with their access log ins at start of academic year in September. * Live lessons will be used and the curriculum to be followed in line with the academy long and medium term plans * Remote Learning Policy to be reviewed in preparation for the start of the academic year * Those pupils who require access to a device to enable remote learning to be completed, will be reissued with one in line with the loan policy previously implemented. * Daily lunch packs will be provided for those pupils who are in receipt of PP/FSM who are unable to attend onsite provision. These can be pre-ordered for the week or for specific days and then collected from 11.45am from the academy main reception. | |  |  | |  |
| **1.10 Other measures** | | | | | | | | |
| **Extremely high**  **prevalence of COVID-19/**  **variant of concern (Vo** | L | | In the event of an outbreak and this plan being actioned limits will be placed upon:-   * - residential educational visits * - open days * - transition and taster days * - parental attendance in settings * - performances in settings * Local authorities, DSPH and PHE Health Protection Teams may recommend these precautions in one setting, a cluster of settings, or across an entire area | |  |  | |  |
| **1.11 Safeguarding and designated safeguarding leads** | | | | | | | | |
| **Extremely high**  **prevalence of COVID-19/**  **variant of concern (VoC)** | H | | * If restrictions are implemented in the academy we would expect that all local safeguarding partners to be vigilant and responsive to all safeguarding threats and ensure vulnerable children and young persons are safe, particularly as more children and young people will be learning remotely. * The academy will review the safeguarding/child protection policy so that it reflects the local restrictions and remains effective. In some cases, a COVID19 annex or addendum that summarises any key local restriction related changes might be more effective than re-writing and reissuing the whole policy. * All staff will be provided with the revised copy and sign to say they have read and understood the contents. * Revised policies will be uploaded onto the academy website. * A member of the academy safeguarding team will be onsite each day to support the pupils onsite and to act as a point of contact for the staff team. * Vulnerable pupils and their families will be monitored and supported through well-being calls with the frequency regulated dependent on level of need. These will be completed by MB in the main part or NB/MS if MB unavailable. * Tracking of this through prior systems implemented by the Walsall LA, will resume. | |  |  | |  |
| **1.11 Vulnerable children** | | | | | | | | |
| **Extremely high**  **prevalence of COVID-19 /**  **variant of concern (VoC)** |  | | * Vulnerable families will be contacted by the Executive Principal, Head of School or Safeguarding lead and an offer of a place onsite will be made. * The academy safeguarding lead will encourage the child/family to attend onsite 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   * The academy safeguarding lead will focus the discussions on the welfare of the child and ensuring that the child is able to access appropriate education and support while they are at home * The academy will have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children with the local authority * Attendance and well-being calls to continue in line with academy policy. SGO to continue to support vulnerable pupils and their families and the appropriate measures put in place to ensure the pupils receive the support they require. * Where vulnerable children are absent, the academy 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 | |  |  | |  |
| **2. Additional site-specific issues and risks** | | | | | | | | |
| **Communications**  For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated by our academy with support from LA local outbreak control team/PHE or DFE in close liaison with the setting outbreak management coordination team. | | | | | | | | |

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| Key stakeholder | Information Provided | Method of Communication | Contact information |
| Staff (includes employees and volunteers) | * Level of risk, number and location of cases linked to an outbreak –the individual/s identity is confidential within our academy * The importance of hand hygiene, respiratory hygiene and physical distancing measures * Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the academy * Membership of the internal outbreak response team * Arrangements for managing any self-isolation requirements * Expectations about not attending work if symptomatic * Changes to staffing/rota’s and arrangements * Arrangements to support staff health and wellbeing | * Meetings * Telephone * Text messages * Staff emails * Signage | SIMS  T2P |
| LAC and Trust | * Level of risk, number and location of cases linked to an outbreak * Arrangements that have been actioned following advice and guidance from PHE LOC Team | * Telephone * Email | Executive Principal/Head of School |
| Pupils | * Direction from LOC Team/PHE/DfE for managing any self-isolation requirements * The importance of hand hygiene, respiratory hygiene and physical distancing measures | * Verbally to those affected * Signage | SIMS |
| Parents and careers | * Direction from LOC Team/PHE/DfE for managing any self- isolation requirements * The importance of hand hygiene, respiratory hygiene and physical distancing measures * Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for siblings or accessing the academy | * Telephone * Text messages * Class Dojo * Signage | SIMS  T2P  Class Dojo |
| Visitors | * Direction from LOC Team/PHE/DfE for managing any self- isolation requirements * The importance of hand hygiene, respiratory hygiene and physical distancing measures * Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the academy | * Verbally to those affected * Telephone * Signage * Emails | Main Office or Executive Principal/Head of School Lead teacher |
| Contractors and delivery personnel | * Direction from LOC Team/PHE/DfE for managing any self- isolation requirements * The importance of hand hygiene, respiratory hygiene and physical distancing measures * Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the academy | * Verbally to those affected * Telephone * Signage * Emails | Main Office or Executive Principal/Head of School/SBM |
| Local Outbreak Teams | * Outbreak management risks specific to the academy. * Risk assessment completed in relation to confirmed case * Names and contact details of potential contacts of the confirmed case. | * Email * Telephone * Meetings | Main Office Executive Principal/Head of School |
| Outside agencies | * Direction from LOC Team/PHE/DfE for managing any self- isolation requirements * The importance of hand hygiene, respiratory hygiene and physical distancing measures * Changes to policies and procedures; outbreak control measures being implemented, including changed arrangements for accessing the academy in accordance with the following document * <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf> | * Verbally to those affected * Telephone * Signage * Emails | Main Office Executive Principal/Head of School |

**School Leadership Use Only**

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|  | **Approved by (Head Teacher/ Chair of Governors)** |  | **Date of Approval** | 17/12/2021 |
|  | **Date Available to Unions** |  | **Date of Review** |  |
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