

# COVID-19: outbreak management plan

Shenley Brook End School



Date: September 2021

Review Date: September 2022

## Contents

1. Introduction .....	2
2. Seeking public health advice .....	2
3. Testing .....	3
4. Face coverings .....	3
5. Shielding .....	3
6. Other measures .....	3
7. Attendance restrictions .....	4

---

## 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), published 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), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
  - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
  - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a 'variant of concern' (VoC)
- To prevent unsustainable pressure on the NHS

## 2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. Mrs Jackie Hearty (Assistant Headteacher) will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or emailing [C19settingsandschools@milton-keynes.gov.uk](mailto:C19settingsandschools@milton-keynes.gov.uk) or [public.health@bedford.gov.uk](mailto:public.health@bedford.gov.uk) We will also notify Milton Keynes public health team of any student or staff who have a positive LFD or PCR test.

### 3. Testing

If recommended, we will increase the use of home testing by pupils and staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the director of public health (DsPH) to discuss any further support we need to do this.

If we reintroduce on-site asymptomatic testing:

- › Parents will be notified via parent mail
- › ATS will be offered to students under 16 years old who have parental consent
- › Over 16-year-olds can self-consent and will be offered ATS
- › Students who have tested positive within the previous 90 days will not be offered ATS
- › ATS will be supervised and take place in tutor classrooms
- › A small minority of students may require additional support outside of the classroom setting, this will take place in matrons office or in SfL.

### 4. Face coverings

If recommended, pupils, staff and visitors who are not exempt from wearing a face covering:

- › Will be asked to keep on or put on a face covering when arriving at school, in communal areas and whilst moving around indoors
- › All staff and students who are exempt will wear lanyards

And/or:

- › Will be asked to wear a face covering whilst in school – this includes in the classroom.

### 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. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via parent mail once a decision has been made.

If recommended, we will limit or cancel:

- › Residential educational visits
- › Open days
- › Transition or taster days
- › Extracurricular activities including sports fixtures
- › Visitors (including parents) coming into school
- › Live performances
- › Changing facilities for PE
- › Face to face meetings (these will be online)

If recommended, we will reintroduce:

- › Bubbles, to reduce mixing between groups
- › Staggered start to the beginning and end of the school day
- › Staggered break and lunchtimes
- › Restrict movement around school
- › Students facing the front seating plans

## 7. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

### 7.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- › Vulnerable pupils
- › Children of critical workers

### 7.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning information available on our school website.

The school will continue to provide vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines through Edenred (Milton-Keynes Council).

### 7.3 Wraparound care

We will discontinue or limit access to extra-curricular activities.

Students will have a designated place to wait in school for other siblings if required.

The library will not be available.

### 7.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective. Our school safeguarding addendum will be implemented where access to school is restricted. This can be accessed on our website [Link](#)

We will aim to have a trained DSL or deputy DSL on site wherever possible.

If our DSL (or a deputy) cannot be on site, Mrs Jackie Hearty can be contacted remotely by emailing [jhearty@sbeschool.org.uk](mailto:jhearty@sbeschool.org.uk) or be contacted via teams or telephone. All safeguarding concerns must be reported on CPOMS, any child protection issues must be reported in person either by telephone or on teams within 20 minutes of disclosure.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

In the unlikely event of a DSL not being available within 20 minutes, staff will raise any immediate child protection concerns directly by phoning the MASH team on 01908 253169/70 (Hours of working - Monday to Thurs 9-5pm and Fri 9-4.30pm) or if out of office hours via the Emergency Social Work Team 01908 265545. All communication and outcomes will be recorded on CPOMS.

If a member of staff is concerned a student is in immediate danger, they will contact the police on 999.

The DSL and/or deputies will continue to attend Safeguarding (TAF/FSM) or Child Protection meetings remotely. Mrs Jackie Hearty will be the main contact for any Children and Social Care queries [jhearty@sbeschool.org.uk](mailto:jhearty@sbeschool.org.uk).

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where appropriate, social workers and the local authority (MASH), to work out the reason for absence. All communication and outcomes will be recorded on CPOMS.
- Encourage attendance
- Ensure vulnerable students can access appropriate education and support while at home
- Form tutors, Progress Leaders, Year leaders, and subject teachers will maintain regular contact to check on student welfare and access to remote education