



ACADEMY

Daylesford Academy (Formally Summerfield Education Centre - COVID-19: Contingency (Outbreak Management) Plan

Outbreak Plan Management Version: 2

Date completed: 1 September 2021

Reviewed & updated: 1 September 2022

Review date: 1 September 2023

Plan Owner: Tina Whitehouse – Head Teacher

1. Scope of Plan

This plan covers the Daylesford Academy site. Outbreak prevention is partly within scope of this plan, however, it is mostly covered by our COVID-19 Risk Assessment.

2. Related Resources:

- Daylesford Academy Covid 19 Risk Assessment
- SMBC procedure for managing Covid 19 cases (Website)
- Testing flowchart (Website)
- Covid 19 Checklist (Website)

National guidance for each setting published on GOV.UK (links below):

[Schools](#) [FE colleges and providers](#) [Contingency Framework](#)

3. Introduction

This plan outlines how we will manage cases of COVID-19, as well as how we would operate if we are required to reintroduce measures/mitigations in our setting or area to prevent transmission of COVID-19 in the context of an outbreak. This includes how we would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled. Outbreak prevention is partly within scope of this plan but it is mostly covered by our COVID-19 Risk Assessment.

Outbreaks can differ significantly with regard to scale and significance. Whilst the measures used to manage outbreaks will be the same, the number of measures and extent of measures taken, alongside the degree to which they become necessary requirements will vary.

4. Triggers for outbreak management plan

This plan is enacted when any of the thresholds below are met:

- **5 children, pupils, students or staff, who are likely to have mixed closely, tested positive for COVID-19 within a 10-day period (2 in a special school or setting with fewer than 20 people (including children/young people and staff)**
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**
OR
WHICHEVER IS REACHED FIRST
OR
- ***A confirmed Covid-19 case hospitalised or died***

In the case of a local outbreak we will work with the Solihull Council Public Health and/or regional Health Protection Teams (HPTs). Below sets out all the possible measures/mitigations that will be considered in the case of a local outbreak. The actual measures implemented will be determined jointly and based on the specific situation. They will also balance carefully the impact on the delivery of education with the need to minimise transmission. Any measures will only ever be considered for the shortest time possible, to allow the outbreak to be managed and minimise transmission of COVID-19.

5. Governing Body Arrangements

The Governing Body of Daylesford Academy will meet its responsibilities under the Health and Safety at Work Act and other health and safety legislation (Including Covid 19 prevention procedures) to provide safe and healthy working conditions for employees.

Where necessary the Governing Body will seek specialist advice to determine the risks to health and safety in the establishment and the precautions required to deal with them.

The Governing Body will provide sufficient information and training in health and safety matters (Including Covid 19 prevention procedures) to all employees in respect to the risk to their health and safety. The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety (Including Covid 19 prevention procedures) in all the Academics' activities.

5.1 Key Contact Details

Agency/Individual(s)	Contact details
Local Authority	Solihull Council Public Health - contacttracing@solihull.gov.uk Covid-19 Response Line: 0121 704 6892 <i>Outbreak management actions will not need to be taken out-of-hours with decisions taken and advice given in school/office hours only</i>
Public Health England (PHE) Health Protection Teams (NB PHE will become part of UK Health Security Agency (UKHSA) in October 2021).	wm.2019cov@phe.gov.uk Tel: 0344 225 3560 Option 0 Option 2
Response Lead/decision maker	Tina Whitehouse – Head Teacher – 0121 779 8090
Governing Body representative supporting the response	Stephen Steinhaus – Executive Principal – SOLIHULL ALTERNATIVE PROVISION MULTI ACADEMY TRUST (SAPMAT) - 0121 709 5420

Outbreak response team (internal and for attending external Incident Management Team meetings)	Tina Whitehouse – Head Teacher – 0121 779 8090 Stephen Steinhaus – Executive Principal – SOLIHULL ALTERNATIVE PROVISION MULTI ACADEMY TRUST (SAPMAT) - 0121 709 5420
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5.2 Key Stakeholders

Key stakeholders include those that attend the facility/setting (routinely or occasionally), those who will need to know what is happening and those that have a role in outbreak management in your setting.

Stakeholders	Role(s) in Outbreak Management
Staff (including employees and volunteers)	Tina Whitehouse – Head Teacher – Response Lead Joy Duffy – Deputy Head Teacher – Deputy Response Lead Nicola Capok – Inclusion & Behaviour Lead – Organisation of ‘Bubbles’ and Remote Timetable Co-ordinator Julia Fox — Case Reporting and Parent/Carer Liaison Julia Fox – Office Administrator/Reception – Lateral Testing
Pupils	Pupils to follow Covid 19 protocol updated September 2021
Parents/carers	Parents/Carers to follow Covid 19 protocol updated September 2021
Visitors	Visitors to follow Covid 19 protocol updated September 2021
Contractors and delivery personnel	Contractors etc to follow Visitors protocol updated September 2021

6. Communications

Communications activities will be coordinated by the setting with support from Solihull Council and regional Health Protection Teams in close liaison with the setting outbreak management coordination team.

Key Stakeholder	What they need to know	Communication media
Staff (including employees and volunteers)	<ul style="list-style-type: none"> • There is an outbreak of Covid 19 in the school • If there is a need to self-isolate for those not vaccinated over the age of 18 and 6 months • Any altered arrangements of the school day • The arrangements for any remote education 	<ul style="list-style-type: none"> • Staff Briefing • Email • What's App Group • Twitter
Pupils	<ul style="list-style-type: none"> • There is an outbreak of Covid 19 in the school • School day arrangements for those attending school • The arrangements for any remote education 	<ul style="list-style-type: none"> • Class Briefings • Individual Timetables
Parents/carers	<ul style="list-style-type: none"> • There is an outbreak of Covid 19 in the school • School day arrangements for those attending school • The arrangements for any remote education 	<ul style="list-style-type: none"> • Letter • Website • Teachers to Parents • Twitter

Visitors	<ul style="list-style-type: none"> • The school is closed to visitors due to a Covid 19 outbreak 	<ul style="list-style-type: none"> • Signage • Website
Contractors and delivery personnel	<ul style="list-style-type: none"> • The school has an outbreak of Covid 19 and any deliveries must be left outside of reception for collection by school staff • Contractors - The school has an outbreak of Covid 19. Emergency work to be carried out only in liaison with the Head Teacher. 	<ul style="list-style-type: none"> • Signage • Website
Local Outbreak Teams (Council and regional Health Protection Teams)	<ul style="list-style-type: none"> • The school has an outbreak of Covid 19 • How many pupils & staff are infected • Number of contacts identified • Number of pupils & staff considered vulnerable • School outbreak control measures 	<ul style="list-style-type: none"> • Telephone • Completed Form
GPs/allied health practitioners providing services to people within the setting	<ul style="list-style-type: none"> • The school has an outbreak of Covid 19 • How many pupils & staff are infected • Number of contacts identified • Number of pupils & staff considered vulnerable • School outbreak control measures 	<ul style="list-style-type: none"> • Telephone

7. Preventing in-school transmission of COVID-19

7.1 Risk assessment and infection prevention

Our refreshed risk assessments include how vaccination and good hand and respiratory hygiene will be promoted among staff, and pupils and parents, how cleaning and good ventilation will be maintained.

Vaccination is the single, most effective means we have for protecting people from Covid-19 and reducing transmission risk in educational settings. We will continue to encourage vaccination uptake for eligible students and staff whenever possible.

Information on COVID-19 vaccination can be found at <https://www.birminghamandsolihullcovidvaccine.nhs.uk/>

Children and staff who are unwell will be advised that they should not attend school/setting. Any child or staff member with one or more of the COVID-19 symptoms (new continuous cough, high temperature, loss/change in taste/smell), irrespective of how mild, will be asked to isolate with their household and book a PCR test: <https://www.gov.uk/get-coronavirus-test>

We are aware of the range of less common symptoms of COVID-19: headache, sore throat, fatigue, muscle aches, blocked/runny nose, diarrhoea and vomiting, and will take this into consideration in an outbreak scenario, and when we are seeing a larger number of COVID-19 cases.

We will ensure that we remain informed about the latest travel and quarantine advice:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#travel>

Coronavirus (COVID-19): Health and safety risk assessment

Using the latest Government guidance, this risk assessment checklist has been produced to help schools reopen for a wider opening from the 1st June 2020. The checklist is subject to change with any updates that are released by the Government. **This is a live and active document which must be shared with all staff and reviewed on a regular basis** to ensure it meets the changing environment to control the spread of the virus.

The checklist outlines the control measures that are required by the Government to be put in place to reduce the risk of transmission of the virus and continue to shield the extremely vulnerable. Some examples have been given of how this can be achieved, however schools will need to adapt and make it site specific. Alternative provision and special school settings should follow the same principles and guidance as mainstream schools, but consider any additional risks that might be present.

Where other separate health and safety procedures and written documents have already been produced (e.g. risk assessments currently in place and school policies), these can simply be referenced and updated in the checklist. There is no need or requirement for procedures to be recorded again in this document.

The checklist needs to be completed by the Headteacher / Senior Leadership Team and sections can be delegated to other staff where appropriate.

Note: This checklist has been produced by SMBC for all schools where SMBC is the employer. Other types of schools, such as voluntary aided & foundation schools, academies and free schools, are welcome to use this document however schools are free to use their own risk assessment format and should check with their employer what arrangements are in place.

1) Building management prior to wider opening

Risk controls to be put in place	How will this be achieved	Assigned to:	Date completed:
All building maintenance and Health and Safety compliance checks e.g. hot and cold water systems, gas safety, fire safety, kitchen equipment, security (including access control and intruder alarm systems)	<ul style="list-style-type: none"> The Head Teacher will carry out a site inspection using a site checklist. Water hygiene arrangements are with SMBC Property Services 	TW	Reviewed September 2022

Risk controls to be put in place	How will this be achieved	Assigned to:	Date completed:
and ventilation to be completed prior to the opening to pupils and staff.			
Secondary Schools - Science departments - chemical store.	<ul style="list-style-type: none"> Science Department will follow 'CLEAPSS guidance for science departments (GL345) & DT (GL347) returning to school after an extended period of closure' (latest version). 	TW/JD	Reviewed September 2022 – Science not taught to October 2022

2) Government principles to a phased approach to open to a wider settings

To assist in completing this section and to ensure other risk controls have been met, it is advised to complete sections 3-8 first.

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Government advice to be followed for pupils and staff identified as vulnerable or living with someone who is vulnerable and workers in a higher risk group.	<ul style="list-style-type: none"> All clinically extremely vulnerable (CEV) pupils and young people are to attend school unless they have been advised to stay at home by their clinician or other specialist. All clinically extremely vulnerable staff and workers in higher-risk groups are to attend the workplace and have been advised as a minimum to follow the same guidance as everyone else unless they have been advised to stay at home by their clinician or other specialist. All clinically extremely vulnerable staff have been informed of the measures being taken to ensure they are working safely Staff have been informed of the importance of having a vaccination and its benefits. <p>PLEASE NOTE: If there are 10% of the pupils and/or staff who test positive for COVID 19 the school Contingency Plan will be activated</p>	<p>TW/JD</p> <p>TW</p> <p>TW</p> <p>TW</p>	<p>6/9/2021</p> <p>6/9/2021</p> <p>6/9/2021</p> <p>6/9/2021</p>

3) Minimise contact with individuals who are unwell

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Staff, pupils and parents/child carers to be informed about the following:-</p> <ul style="list-style-type: none"> - Covid19 symptoms and what to look for e.g. high temperature, new persistent cough. - Testing eligibility and how to access tests. - Face masks/coverings Face coverings 	<ul style="list-style-type: none"> • Letter, teacher to parents, school website, staff briefing via email. • Asymptomatic testing is no longer available • Pupils, staff and visitors are no longer required to wear a face covering either in classrooms or in communal areas • Face coverings are advised as per detailed in the following link https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19 		<p>September 2022</p> <p>September 2022</p> <p>September 2022</p> <p>September 2022</p>

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
<p>Vaccinations - Vaccination is the single, most effective means we have for protecting people from Covid-19 and reducing transmission risk in educational settings. We will continue to encourage vaccination uptake for eligible students and staff whenever possible.</p> <ul style="list-style-type: none"> • The legal requirement to self-isolate has been removed, though staff and pupils are advised to try to stay home if they have symptoms of a respiratory infection and a high temperature, or if they feel unwell (returning to school when they feel well enough, and no longer have a high temperature) • Asymptomatic testing is no longer expected in schools, and schools can't order free lateral flow tests anymore • Those with a positive test result will be advised to try to stay at home and avoid contact with other people: <ul style="list-style-type: none"> ○ Staff for 5 days ○ Pupils for 3 days 	<ul style="list-style-type: none"> • Staff informed on the importance of vaccinations and are encouraged to participate in the vaccination programme - email See guidance from: https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19 • Staff have been informed via email • Parents/carers informed via letter and website <p>PLEASE NOTE: If there are 10% of the pupils and/or staff who test positive for COVID 19 the school Contingency Plan will be activated.</p>		<p>September 2022</p> <p>September 2022</p>

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Children, young people, parents, carers, visitors, suppliers to be informed not to enter the school if displaying any symptoms of Coronavirus.	<ul style="list-style-type: none"> • Emails, signage, letter. 	TW/JD	September 2022
Develop a process to send staff, pupils and others home if they develop Coronavirus symptoms including what action they need to take.	<ul style="list-style-type: none"> • Refer to UKHSA Guidance • Refer to UKHSA Guidance 	TW/JD	September 2022
Provide a room or space where social distance can be maintained for pupils experiencing Coronavirus symptoms where they can wait until being collected. If possible provide a separate bathroom and ensure it is cleaned and disinfected after use.	<ul style="list-style-type: none"> • Suitable room identified. • Cleaner or other trained staff to clean area after use following the <u>COVID-19: cleaning of non-healthcare settings guidance</u>. • PPE to be used by staff if a 2 metre distance cannot be maintained. 	TW/JD	September 2022
Adequate Personal Protective Equipment (PPE) is in place for the care of children/pupils where their care already involves the use of PPE due to intimate care needs. Also, if a child, young person or other learner becomes unwell with symptoms of Coronavirus while in school and needs direct personal care until they can return home. Also consider eye protection if risk of splashing to the eyes, for example from coughing, spitting, or vomiting.	<ul style="list-style-type: none"> • NOT APPLICABLE • Ensure appropriate PPE stock is available as per DFE implementing protective measures in education and childcare settings e.g. fluid-resistant surgical face mask, if a distance of 2 metres cannot be maintained, disposable gloves, a disposable apron, eye protection. As per SMBC PPE guidance. 	TW/JD	September 2022
Review first aid needs assessment and update to ensure sufficient equipment and PPE supplies are available for first aiders and staff caring for a child with symptoms of Coronavirus.	<ul style="list-style-type: none"> • First aid needs assessment taken place and updated where required including increasing PPE in first aid boxes. 	-TW/JD	September 2022
Work with the LA and families to ensure that decisions about the attendance of pupils with special educational needs and disability (SEND) have been informed by existing risk assessments for children and young people which will need to be kept up to date.	<ul style="list-style-type: none"> • All pupil profiles are up to date and are risk assessed from Red to green. 	JD/NC	September 2022
Update plans to ensure there is a procedure in place following any outbreak of Coronavirus at the school.	<ul style="list-style-type: none"> • Followed public health advice 	TW/JD	September 2022

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
	<ul style="list-style-type: none"> Reviewed school's health and safety policy arrangements 'Supporting pupils with medical conditions' policy or medication policy. Additional Coronavirus section has been added. 		
Confirm procedures are in place to ensure a competent person is always available to complete building and compliance tests (e.g. fire alarm testing, emergency lightly weekly flushing) if normal site staff develop symptoms and/or have to self-isolate.	<ul style="list-style-type: none"> SMBC Property Services competent person completes the regular building and compliance checks. Daily checks carried out by Summerfield Staff. 	GW – Flushing TW – Fire alarm Testing	Reviewed September 2022

4) Cleaning hands more often than usual

Risk controls to be put in place	How will this be achieved	Assigned to:	Date completed:
Ensure the following have been communicated to pupils, staff, visitors etc. :- - The importance of good hand hygiene. - Hands are cleaned on arrival at the setting, before and after eating, and after sneezing or coughing.	<ul style="list-style-type: none"> Posters and repetition during teaching time, staff weekly briefing, reminders to staff, signage in reception. Hand sanitisers at reception 	TW/JD	9/9/2020
Ensure sufficient procurement of soap, hand sanitising gel, moisturising supplies are in place before wider opening	<ul style="list-style-type: none"> Acquired proportionate supplies of soap, anti-bacterial gel 	TW/JD	9/9/2020

Risk controls to be put in place	How will this be achieved	Assigned to:	Date completed:
Make sure help is available to children and young people who have trouble cleaning their hands independently.	All pupils are capable of washing their own hands – pupils are escorted to the toilets	TW/JD	9/9/2020
Communicate to staff and parents the importance of washing clothes following a day in an educational or childcare setting.	<ul style="list-style-type: none"> Teachers to parents, Letter, staff briefing. 	TW/JD	20/5/2020

5) Ensure good respiratory hygiene

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Ensure the following have been to communicated to pupils, staff, visitors:- - Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it and kill it').	<ul style="list-style-type: none"> Posters, and repetition during teaching time Weekly staff briefing, daily reminders to staff. Procured tissues for classrooms, offices, staffroom etc. 	TW/JD	9/9/2020

- Promote and encourage not to touch mouth, eyes and nose.			
Put in place a procedure for bins for tissues so they are emptied throughout the day.	<ul style="list-style-type: none"> Cleaners and staff to empty bins and information is provided of how to do this safely – use bin liners which can be tied when bins are emptied. 	TW/JD	9/9/2020
Where possible rooms to be kept well ventilated using natural ventilation (opening windows) or ventilation units.	<ul style="list-style-type: none"> Staff briefed. 	TW/JD	9/9/2020
Identify doors which can be propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.	<ul style="list-style-type: none"> Staff briefed, emails. 	TW/JD	9/9/2020

6) Cleaning frequently touched surfaces often using standard product

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches and bannisters are cleaned more regularly.	<ul style="list-style-type: none"> Cleaning timetable put in place and check list Reminder to staff to keep cleaning products out of reach of children via email-All staff have been provided with a lockable cupboard. Make relevant staff aware of COVID-19: cleaning of non-healthcare settings guidance via staff induction for new staff and email for other staff Staff given information and instruction via email Review cleaning activities risk assessment and check list 	GC TW TW TW TW	9/9/2020 22/5/2020 22/5/2020 & 9/9/2020 22/5/2020 22/5/2020
Sufficient procurement of cleaning supplies and COSHH risk assessments have been completed for any new products.	<ul style="list-style-type: none"> Stock take completed of cleaning supplies including the frequency of when they need to be replenished – Commencing 1/6/2020 Head Teacher to confirm material safety data sheets in place for all products and COSHH risk assessment completed for products classed as hazardous. 	TW/Cleaners TW	9/9/2020 9/9/2020
Identify and remove any soft furnishings and soft toys that are hard to clean, e.g. those with intricate parts.	<ul style="list-style-type: none"> Identified suitable storage areas in school. 	TW/JD	20/5/2020

Pupils not to use PE equipment unless appropriately cleaned between groups of children and young people.	<ul style="list-style-type: none"> PE Equipment to be sanitized between usage. 	TW/JD/TJ/KM	7/9/2020
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7) Minimising contact and mixing by altering, as much as possible

Risk controls to be put in place	How will this be achieved: (Assigned to:	Date completed:
Maximise space around the school by removing any unnecessary items.	<ul style="list-style-type: none"> Suitable storage arrangements acquired 	TW/JD	9/9/2020
Timetable to be refreshed and decisions made on which lessons or activities can be delivered. Also consider which lessons or classroom activities can take place outdoors.	<ul style="list-style-type: none"> All lessons are being delivered as per the stated curriculum on the school website 	TW/JD	8/9/2021
Review emergency evacuation plans and Personal Emergency Evacuation Plan (PEEP).	<ul style="list-style-type: none"> Review school's EASEE and PEEPs taking into account any changes to building layout, one way systems etc. Fire Evacuation Plan completed 	JD	Feb 2021
Consider how children and young people arrive at school e.g. school crossing patrols, and reduce any unnecessary travel.	<ul style="list-style-type: none"> The school does transport pupils who are reluctant to come into school. Face Covering on Transport adhered to if there are a large number together on the mini-bus. Parents/Carers alerted that they will need to supervise their child's travel to and from school to include the wearing of face coverings via letter and website 	TW/JD	8/9/2021
Create a process with travel providers to ensure they are working within the Government guidelines to work safely.	<ul style="list-style-type: none"> N/A 		
Communicate to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). Also, ask that only one parent/child carer collects pupil/s.	<ul style="list-style-type: none"> Letter and website information to parents/carers 	TW	20/5/2020

Risk controls to be put in place	How will this be achieved: (Assigned to:	Date completed:
Reduce the use of shared resources between pupils and staff.	N/A	TW/JD	8/9/2021
Review procedures for pupils in state of crisis.	<ul style="list-style-type: none"> • Review positive handling/team teach techniques • Positive handling/PRIME only to be used as last resort – refer to SLT • Use Restorative Practice Guidance. 	TW/JD	8/9/2021
Review manual handling duties where more than one person needs to move an item.	<ul style="list-style-type: none"> • Review manual handling activities risk assessment. • Review staff training (manual handling training available on ATF web portal). – No Site Manager at current time 	GW	9/9/2020

8) Communication of plans and training

Risk controls to be put in place	How will this be achieved:	Assigned to:	Date completed:
Consider any additional support or training needs for staff and pupils including re-induction to the childcare setting.	<ul style="list-style-type: none"> • Learning Mentor Support and Counsellor available for pupils who are struggling with the return (Counsellor via phone/video conference) • Staff have access to SISS support via phone/video for any anxiety around returning to work and are aware of the employee assist programme. 	NC	20/5/20
Ensure any updates to procedures have been communicated early with contractors and suppliers who may need to prepare to support plans for opening. Examples include cleaning, catering, food supplies and hygiene suppliers.	<ul style="list-style-type: none"> • Ordering of cleaning supplies etc. completed • Ordering of screens for office and music room completed 	TW/JD	20/5/20

PLEASE NOTE: If there are 10% of the pupils and/or staff who test positive for COVID 19 the school Contingency Plan will be activated.

Signed: <i>T. E. Whitehouse</i>	Date: 6/9/2022 - Updated
Headteacher / SLT Member: T E Whitehouse	
Review date:	

Further Information

- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4>
- <https://www.solihull.gov.uk/COVID-19/Coronavirus>

- <https://www.e-bug.eu/page.php?name=Information-about-the-Coronavirus>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- <https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges>
- <https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm>

For further health and safety advice and assistance, please contact the SMBC Health and Safety Support Team email healthandsafetysupport@solihull.gov.uk telephone 0121 7

8. Stepping Up Scenarios

The table below outlines how we will respond to Covid-19 cases and outbreaks in our setting, outlining how we will put in place measures related to responding to cases, reintroduction of consistent groups ‘bubbles’, reintroduction of face coverings, other restrictions, attendance restrictions, staffing capacity and free school meals. Reporting cases is outlined below this table.

Scenario/Issue	Impact	Action	Person/s Responsible	Supplies/resources required	Other considerations
<p>One or more pupils have Covid 19 symptoms and need to self- isolate until test result is obtained AND/OR Test positive for Covid 19 and need to self-isolate for 10 days.</p>	<p>Disruption to pupil’s education</p>	<p>Contact parents/carers to arrange remote learning via TEAMS Re- introduction of Face Masks/Face Shields Re-introduction of ‘bubbles’ Access to the building limited to Visitors</p>	<p>Inclusion & Behaviour Lead Teaching & Learning Lead</p>	<p>Pupil lap-tops Internet access Face Masks/Face Shields Free School Meals for those isolating</p>	<p>Staff allocation</p>
<p>One or more of the teaching staff have Covid 19 symptoms and need to self-isolate until test result is obtained AND/OR Any Teaching Staff who are not vaccinated and live in the same household or have</p>	<p>Disruption to face to face teaching Disruption to pupil’s education</p>	<p>Teachers will take part in remote-learning using micro-soft TEAMS. Pupils will receive the lessons in school supported by another member of staff.</p>	<p>Inclusion & Behaviour Lead Teaching & Learning Lead</p>	<p>Internet access for Teaching staff Pupil lap tops Face Masks/Face Shields</p>	<p>Staff allocation</p>

Scenario/Issue	Impact	Action	Person/s Responsible	Supplies/resources required	Other considerations
<p>been contacted as a close contact of a person who has Covid 19 need to self-isolate for 10 full days</p> <p>AND/OR</p> <p>One or more of the Teaching Support staff test positive for Covid 19 and need to self-isolate for 10 full days</p>		<p>Alternate days face to face/remote teaching</p> <p>Re- introduction of Face Masks/Face Shields</p> <p>Re-introduction of 'bubbles'</p> <p>Access to the building limited to Visitors</p>			
<p>One or more of the Teaching Support staff have Covid 19 symptoms and need to self-isolate until test result is obtained</p> <p>AND/OR</p> <p>Any Teaching Support Staff who are not vaccinated and live in the same household or have been contacted as a close contact of a person</p>	Disruption of pastoral support	<p>Cover will be sought in-house</p> <p>Alternate days face to face/remote teaching</p> <p>Re- introduction of Face Masks/Face Shields</p>	<p>Inclusion & Behaviour Lead</p> <p>Teaching & Learning Lead</p>	<p>Staff who are not on PPA</p> <p>Face Masks/Face Shields</p>	Staff Allocation

Scenario/Issue	Impact	Action	Person/s Responsible	Supplies/resources required	Other considerations
<p>who has Covid 19 need to self-isolate for 10 full days</p> <p>AND/OR</p> <p>One or more of the Teaching Support staff test positive for Covid 19 and need to self-isolate for 10 full days</p>		<p>Re-introduction of 'bubbles'</p> <p>Access to the building limited to Visitors</p>			
<p>One or more members of SLT have Covid 19 symptoms and need to self-isolate until a test result is obtained.</p> <p>AND/OR</p> <p>Any SLT who are not vaccinated and live in the same household or have been contacted as a close contact of a person who has Covid 19 need to self-isolate for 10 full days</p>	<p>Disruption to the whole school</p>	<p>Deputisation procedures put in place as necessary</p> <p>Local Authority may deputise if all of SLT have symptoms</p> <p>Where possible SLT will work remotely</p>	<p>Head Teacher</p> <p>Chair of Governors</p>	<p>Lap Top</p> <p>Face Masks/Face Shields</p>	<p>Local Authority Support</p>

Scenario/Issue	Impact	Action	Person/s Responsible	Supplies/resources required	Other considerations
<p>AND/OR</p> <p>One or more of the SLT test positive for Covid 19 and need to self-isolate for 10 full days</p>		<p>Re- introduction of Face Masks/Face Shields</p> <p>Re-introduction of 'bubbles'</p> <p>Access to the building limited to Visitors</p>			
<p>One or more members of the Admin/Catering Team have Covid 19 symptoms and need to self-isolate until a test result is obtained.</p> <p>AND/OR</p> <p>Those who are not vaccinated and live in the same household or have been contacted as a close contact of a person who has</p>	<p>Disruption to admin support service</p> <p>Disruption to school meal provision</p>	<p>Deputisation procedures put in place as necessary</p> <p>Re- introduction of Face Masks/Face Shields</p> <p>Re-introduction of 'bubbles'</p>	<p>Head Teacher</p> <p>Deputy Head Teacher</p>	<p>Access to computers</p> <p>Access to telephones</p> <p>Face Masks/Face Shields</p>	<p>Staff Allocation</p>

Scenario/Issue	Impact	Action	Person/s Responsible	Supplies/resources required	Other considerations
Covid 19 need to self-isolate for 10 full days AND/OR One or more of the Admin/Catering Team test positive for Covid 19 and need to self-isolate for 10 full days		Access to the building limited to Visitors			

8.2 Reporting cases and when trigger thresholds have been met

We will record confirmed COVID-19 cases in a case log [here \[link\]](#) and report outbreaks to Solihull Council Public Health when the threshold on page 2 is reached. A range of actions will be considered which, if community prevalence is high may include ‘watch and wait/ no immediate further action’ as well as the measures described below. **If we are contacted by Public Health following a notification of a ‘variant of concern’ (VOC) at the school/setting, advice must be followed immediately.**

8.3 Response to positive cases

The ‘Procedure for managing confirmed COVID-19 cases in educational settings in Solihull’ can be found [here \[link\]](#).
The following actions may be advised upon by Solihull Council Public Health:

8.3.1 Reintroduction of consistent groups ‘bubbles’/zoning

It may become necessary to reintroduce ‘bubbles’ or zoning for a temporary period, to reduce mixing between groups.

8.3.2 Reintroduction of face coverings

Consideration will be given to whether face coverings should temporarily be worn in communal areas or classrooms (by pupils in - secondary settings only, but by staff and visitors in all school settings (unless exempt)).

The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.

No pupil or student will be denied education on the grounds of whether they are, or are not, wearing a face covering.

Reasonable adjustments will be made for pupils with special educational needs and disabilities which would include a risk assessment on the use of face coverings in special schools if a re-introduction more widely was advised.

8.3.3 Reintroduction of testing

Pupils (Those with consent) are tested twice a week on site. Staff test twice a week at home as per Risk Assessment. Where we do not have consent to test a pupil, parents/carers will be required to administer a Lateral Flow Test twice a week.

8.3.4 Contact tracing / isolating

Close contacts who are double vaccinated (second dose more than 14 clear days prior to day of last contact with case), not able to be vaccinated for medical reasons, in an approved vaccination trial and children and young people under the age of 18 years and 6 months are no longer required to isolate where they are a close contact of a positive case but need to access a free PCR test.

In **extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission**, a Director of Public Health may advise introducing **short-term attendance restrictions in a setting**, such as sending home a class or year group (as they could any workplace experiencing a serious infectious disease outbreak). Please also see section re response to positive case.

8.3.5 Other restrictions

We may need to limit activities that require bringing parents and carers onto site (other than for drop off and pick up) e.g. open days, performances, open evenings. We may also reintroduce staggered start and finish times (if not already in operation) to minimise the number of people on the school site at the start and finish of the day.

We will also review any activities bringing pupils together in addition to the normal school day, or that required transportation for larger numbers of pupils (e.g. school trips / holidays - including residential educational visits). This could also include any activities bringing together pupils from a number of schools (e.g. transition/taster days).

9. Clinically Extremely Vulnerable (CEV) Staff and Pupils with Medical Conditions

9.1 CEV Staff

Shielding is currently paused (*as of August 2021*). In the event of a major outbreak or variant of concern 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. Shielding can only be reintroduced by national government. In the event of a reintroduction of shielding we would need to review staffing capacity to ensure we could continue to operate staffing in a safe manner.

For queries on CEV staff, we will contact our HR provider.

8.2 Children/young people with medical conditions

Clinical studies have shown that children and young people, including those originally considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List, the national database of people considered clinically extremely vulnerable.

All children and young people should continue to follow the same guidance as everyone else, which can be found at www.gov.uk/coronavirus. For a very few individual children specific clinical advice may be given and this should continue to be followed. The Department for Health and Social Care have developed an [FAQ](#) that can be accessed online.

Whilst attendance is mandatory, we will work collaboratively with families with children who have medical conditions to reassure them. Discussions will have a collaborative approach, focusing on the welfare of the child or young person and responding to the concerns of the parent, carer or young person. In the event of a large Covid-19 outbreak in the school/setting, there may be a need to have a discussion with families with a child/young person with a medical condition to remote learn at home in exceptional cases where needed or advised by the pupil's medical specialist.

Current guidance on clinically extremely vulnerable individuals can be found in the link below:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#school-college-and-other-educational-settings>

10. Attendance Restrictions

In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a Director of Public Health may advise introducing short-term attendance restrictions in a setting, such as sending home a class or year group (as they could any workplace experiencing a serious infectious disease outbreak).

We will provide high-quality remote education for all pupils not able to attend.

Where attendance restrictions are necessary there will be an order of priority applied in terms of which pupils would continue to attend on-site provision. The only deviation to this will be where they are required to isolate (either as a result of testing positive or as a result of a local reintroduction of close contact isolation – see above). First priority for onsite attendance will always be given to vulnerable children and young people and children of critical workers.

11. Staffing Capacity

Where staffing capacity (following use of available supply teaching capacity) is impacting on our ability to open fully we will follow the principles outlined in the attendance restrictions above.

12. Free School Meal provision

We will continue to provide free school meal support to any pupils who are eligible for benefits-related free school meals and who are learning at home during term time

13. Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will 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 remotely by the following:

DSL – Tina Whitehouse – Mobile: 07500 030039 – Email: s509twhitehouse@summerfieldec.solihull.sch.uk

DDSL – Joy Duffy – Mobile: 07788 567975 – Email: s509jduffy@summerfieldec.solihull.sch.uk

On occasions where there is no DSL or deputy on site, a middle leader will take responsibility for co-ordinating safeguarding on site. They are Nicola Capok and Cat Lovell

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence
- Encourage attendance

- Ensure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision

14. Stand down action plan

This plan outlines how we will “stand down” following an outbreak, including evaluating our mitigation measures

The stand-down stage is triggered when the outbreak is over, usually 10 to 14 days after isolation of the last case. Measures introduced by local Director of Public Health will also be kept under review and should be stood back down when local transmission advice allows.

After standing down, Stage I activities (As per risk assessment) will resume for prevention and preparedness of further outbreaks.

What do you need to do?	How will you do this?	Who will do it?	When will it happen?	What supplies or resources are needed?	Other considerations
Evaluate Plan	Feedback from staff / SLT	SLT	As soon as possible after stand down	Time	Inform Local Authority
Phased return to normal routines	Reduce measures in priority order based on evaluation based on staff, parents/carers and pupils' feedback.	SLT	Based on timescales	Time	Governors

