



MacIntyre Academies
Venture Academy

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COVID-19: Outbreak Management Plan

Written by:	Jennie Nicholls SBM	Date: 20/08/2021	Version: 2
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Approved by:	Emily Hopkins-Hayes, Principal		
Signed:		Date:	

Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, published by the Department for Education (DfE). This plan outlines how we will manage single cases and clusters 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 should be mostly covered by your COVID-19 Risk Assessment.

A local outbreak is defined as two or more more linked cases within a 14-day period:

<https://www.gov.uk/government/publications/covid-19-epidemiological-definitions-of-outbreaks-and-clusters>

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), Director 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
- 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)
- Outbreaks can differ significantly with regard to scale and significance from two linked cases in a class, to multiple cases across multiple year groups, to outbreaks linked with new variants of concern. 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.

Triggers for Outbreak Management Plan

- School raises concern about 2+ linked cases
- 5+ pupil cases within a year group within 5 days
- 10+ pupil cases across a school across a number of year groups within 5 days
- 5+ staffing cases, or fewer if impacting on the capacity of the school to operate

In the case of a local outbreak we will work with the Local Authority, Public Health and 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. In all cases measures / mitigations will only be implemented to prevent larger scale school closure.

Preventing School Transmission

Our refreshed risk assessments include how vaccination and good hand hygiene will be promoted among staff, young people and families and visitors to the school and how cleaning and good ventilation will be maintained, and how the school will operate from a distancing perspective.

Information about drop-in clinics across Coventry and Warwickshire and all vaccinations sites that you can book into can be found in the links below:

- <https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-drop-in-clinics/>
- <https://www.happyhealthylives.uk/coronavirus/covid-19-vaccination/vaccination-sites/>

Young people 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>

Our updated risk assessment can be found in Appendix 1.

Reporting cases and when trigger thresholds have been met

We will continue to report all positive cases to the local authority alongside alerting the local authority when any of the triggers outlined in the above guidance have been met

Response to positive cases

Full class groups (note that interrogation of seating plans will not be required), and lunch time, break time and afterschool contacts (including on transport) will be asked to have a PCR test, alongside twice weekly LFT testing for all contacts.

Staff contacts who have not had both vaccinations more than 14 clear days before the day of contact with the positive case will also be identified, as they will need to isolate for 10 clear days following the day of last contact with the case. If additional cases are identified in the same class/group, it may be recommended that additional communications are sent to parents/staff to recommend one further PCR test 4-7 days after notification, alongside continuing LFT testing. Further actions may also be recommended by the LA.

Reintroduction of consistent groups ‘bubbles’

It may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups. We will ensure we take advice from PHE and all parents/carers will be informed of their child’s ‘bubble’ if necessary.

Reintroduction of face coverings

Consideration will be given to whether face coverings should temporarily be worn in communal areas or classrooms (by secondary age pupils 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 able to wear transparent face coverings which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate. 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.

Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

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.

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 and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas – the main corridor, staff room and hall at staff briefing

And/or:

- Will be asked to 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

Staff who are not vaccinated all have a risk assessment in place and will be expected to adhere to this. The risk assessment will be altered as and when necessary to reflect the current situation.

PPE is available to all staff and is stored in the main school office. If there is a positive case in school then PPE ‘grab bags’ are available containing hand gel, disposable gloves, a face mask and shield and a disposable apron

Guidance on face coverings including the safe wearing and removal of face coverings can be found here [Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/face-coverings-when-to-wear-one-exemptions-and-how-to-make-your-own)

*If guidance around exemptions changes or new law is introduced in this regard this will be reviewed at such a time.

Reintroduction of testing/Additional PCR testing

Consideration will be given as to whether the reintroduction of onsite asymptomatic LFT testing (secondary settings) or increased use of home testing by staff, and pupils is necessary. We will also continue with our local recommendation that all pupils in early years and primary settings take twice weekly asymptomatic testing. Where these measures are necessary, it will be important to work jointly with the LA and Public Health to identify any support required (e.g. supply of additional tests). Where onsite testing is reintroduced, we will look to do this in a way that does not negatively impact on the education for pupils.

There may also be occasions where a mobile symptomatic testing unit/service is made available on the school site and pupils are invited to take a PCR test, or additional PCR tests may be organised through other means.

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:

- All staff and pupils will be asked to take an LFD test (suitable to current strain, concern or practice) twice weekly (or more frequently if so directed)
- The testing station will be based in the Food Technology Room and will only be used for this purpose at testing times and will be thoroughly cleaned after a testing session has ended
- Any visitors to the school will only be allowed to enter the building if they have either taken an LFD test within 24 hours of arriving at school OR if they are willing to take a test onsite and await the results before conducting their visit and entering the main body of the school OR if they have proof that they have been double vaccinated by having a COVID Pass on the NHS app.

Contact tracing / isolating

From the 16th August people who are double vaccinated (second dose more than 14 clear days prior to day of last contact with case), 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. We may reintroduce isolation of pupils who have been a close contact of a direct case for a limited time period. Please also see section re response to positive case

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, award assemblies etc. 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).

If recommended, we will limit:

- Residential educational visits
- Transition or taster days
- Parents/carers coming into school
- Live performances
- Visitors coming into school
- Increase cleaning frequency and product efficacy to meet any new standards

We will however, then:

- Review our on-site enrichment provision to off-set a decrease in off site visits
- Explore opportunities to increase physical activity levels in the school day for staff and pupils
- Revert to virtual means of holding pupil centred meetings such as annual reviews
- Explore streaming events, performances or ceremonies, if there is a prolonged impact
- Add opportunities to invite external visitors or providers into school 'virtually'

Clinically Extremely Vulnerable (CEV)

Shielding is currently paused. 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 considered. 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. Any attendance reductions as a result of this would be in line with the principles below.

Current guidance on clinically extremely vulnerable individuals can be found here:

<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>

Attendance Restrictions

As a last resort, we may need to introduce attendance restrictions. 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. We will prioritise pupils in years 10 and 11 and any other pupils due to take external exams this academic year.

In exceptional circumstances, (special schools and alternative provision only) if usual interventions and provision at adequate staffing ratios or using staff with vital specialist training cannot be provided, we will seek to resume as close as possible to the specified provision for the child or young person as soon as possible.

In out-of-school settings (alternative provision settings) where attendance restrictions are in place, vulnerable children and young people will continue to be allowed to attend. For all other pupils, face-to-face provision will be provided for a limited set of essential purposes, such as going to or seeking work, attendance at a medical appointment, or to undertake education and training.

Where attendance restrictions are needed we will be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable children and young people safe, particularly as more children and young people will be learning remotely.

If we have to temporarily stop onsite provision on public health advice, we will discuss any alternative arrangements necessary for vulnerable children and young people with the local authority. Where vulnerable children and young people are absent or do not take up a place offered to them, we will:

- Follow up with the parent or carer by our Family Footings Facilitator or Safeguarding Lead, 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 or young person's attendance would be appropriate
- Focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
- 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

Education and support for pupils at home

- If pupils are required to stay at home they will receive remote education. This will be delivered using Microsoft Teams and our remote learning page on the website will have details of what work is required www.ventureacademy.org.uk/home-learning
- 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 Working Policy.
- We will additionally ensure that remote learners have a weekly virtual check-in or in person check-in from a trusted adult or member of the pastoral team, related to their wellbeing and safety
- All important meetings (EHCP Reviews, PEP's, CIN etc) will go ahead virtually

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.

- Where outbreaks in the area or region impact on the levels of staff in school, but not necessitate pupils to isolate, we will consider how we open safely and make provision

- Where possible we will avoid asking pupils to stay at home, but where staffing levels alone make this necessary we will endeavour to rotate available staff to groups so that they have the least possible amount of time out of school e.g. preferring to ask groups to stay at home for 2 days, then another group for 2 days etc rather than isolate a group for 10 days so they miss out on much more

Free School Meal provision

We will continue to provide free school meals support in the form of meals or lunch parcels/vouchers for pupils who are eligible for benefits related free school meals and who are not attending school because they:

- Are self-isolating
- Have had symptoms or a positive test result themselves

Response and stand down action plan

The table below outlines how we will respond to single cases, clusters and outbreaks in our setting, outlining how we will put in place the above outlined measures (see headings above in outbreak plan) related to: reporting cases and responding to cases, reintroduction of consistent groups 'bubbles', reintroduction of face coverings, other restrictions, attendance restrictions, staffing capacity and free school meals.

Safeguarding

- We will review our child protection policy to make sure it reflects the local restrictions and remains effective. This will be available on the school website www.ventureacademy.org.uk/policies
- Every pupil will be individually rated on the school's risk register, considering any known vulnerabilities (e.g. special needs, financial difficulties etc) and DSLs will review this weekly in their meeting
- Pupils rates in the higher risk bracket will have in person checks at least every 10 days, when at home
- We will aim to have a trained DSL or deputy DSL on site wherever possible.

In the first instance please contact Emily Hopkins-Hayes, Principal on 07759 836010 or via emily.hopkins-hayes@macintyreacademies.org if you are concerned about a child in our school. If Emily is unavailable please try and contact one of the following deputy DSL's*:

Name	Job Title	Email	Telephone Number
Luke Perring	Safeguarding Lead	luke.perring@macintyreacademies.org	07759 837759
Jennie Nicholls	Business Manager	Jennie.nicholls@macintyreacademies.org	07759 832818
Katy Griffin	Teacher	katy.griffin@macintyreacademies.org	01564 792514
Emma Day	Family Footings Facilitator	emma.day@macintyreacademies.org	07759 835248

*On rare occasions (this has never happened to date) where there is no DSL or deputy on site, the principal will nominate a senior leader will take responsibility for co-ordinating safeguarding on site and be available to triage remotely if required.

Appendix 1

ISOLATION PERIODS, DEFINITIONS OF CLOSE CONTACT AND INFECTIOUS PERIOD FOR COVID-19

- ❖ Positive person: isolate from **day symptoms started/day of test (if no symptoms) and for the next 10 full days AND until well and fever free for 48 hours**
- ❖ Identify **ALL** close contacts in infectious period (see below definitions) – all to isolate for **10 full days after day of last contact with case, unless exempt (see below)**
- ❖ **Exception: positive cases and contacts** who are residents/patients in care homes/hospitals/anyone discharged who receives care - to isolate for **14 days (cases and contacts)**
- ❖ **Exemptions from self-isolation as a close contact (except health and care workers):**
 - ❖ Fully vaccinated - *i.e.* more than 14 clear days after day of second dose of UK COVID-19 vaccination
 - ❖ Under 18 years and 6 months
 - ❖ Part of COVID-19 vaccine clinical trial or medically exempt from vaccination (seek separate advice)
 - ❖ Those exempt should undertake a PCR test, regular twice weekly lateral flow testing, limit social contact and wear a face covering
 - ❖ *Note the above exemption rules are not the same for health and care workers (separate guidance has been issued)*
- ❖ Follow ["Guidance for contacts of people with confirmed COVID-19"](#) guidance

DEFINITIONS

CLOSE CONTACTS	INFECTIOUS PERIOD
Direct physical contact (any duration)	If symptomatic: 2 clear days before day on which symptoms start – and for 10 days after
Face-to-face contact under 1m (any duration)	
Close contact under 1m for 1 minute or more	No symptoms: 2 clear days before the day of the test – to 10 days after
1-2m for 15 minutes or more (cumulative over 24 hrs)	
Travel in a vehicle	