

# Mark Rutherford School



## COVID-19 Outbreak Management Plan

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# 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 five positive cases amongst students or staff who are likely to have mixed closely within a ten day period, or;
  - 10% of students or staff who are likely to have mixed closely test positive within a ten day period.
- ✓ If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission. This will be advised upon by Bedford Borough and our local PHE advisors.
- ✓ As part of a package of measures responding to a 'variant of concern' (VoC).
- ✓ To prevent unsustainable pressure on the NHS.

This plan is a non-exhaustive indication of the systems of controls we could introduce quickly as well as further measures that could be implemented, if required. As a school we will liaise and consult with both local and national PHE teams and use the regular Bedford Borough updates to support any decisions that may result us in making changes to our provision.

## 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 the health protection team. Mrs K Foster or Mrs F Brown will be responsible for seeking this advice, and will do so by telephoning:

- ✓ The DfE helpline (0800 046 8687), or:
- ✓ Personnel from PHE Bedford on:
  - Amy White  
01234 276694 (Internal Ext: 44694)  
07748 760178  
[amy.white@bedford.gov.uk](mailto:amy.white@bedford.gov.uk)

## TESTING

If recommended, we will increase the use of home testing by students 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 we will:

- ✓ Produce a detailed plan to include the use of staff at key stages of the testing process.
- ✓ Ensure we communicate our decision and plan with staff, students, parents/carers and the governing body.
- ✓ Conduct testing during the school day with the aim of having the least minimum impact on the curriculum.
- ✓ Conduct testing in the Sports Hall using the systems and processes we have had for LFD testing when students returned to school in March and September.
- ✓ Test those students who provide or whose parents/carers provide consent.

## FACE COVERINGS

The educational drawbacks of wearing of face covering should be balanced with the benefits of managing transmission. This will be a consideration if face coverings are recommended to be worn on the school site.

If recommended, students, 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, and/or;
- ✓ 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.

## 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.

## OTHER MEASURES

Parents/carers, students and staff will be informed promptly about the reintroduction of control measures. This will be done via letter which will be sent via InTouch once a decision has been made. In addition, this will be uploaded to our social media platforms of Facebook and Twitter.

If recommended, we will limit:

- ✓ Residential educational visits
- ✓ Open days
- ✓ Transition or taster days
- ✓ Parents/carers coming into school
- ✓ Non-essential visitors coming into school
- ✓ Live performances

If recommended, we will reintroduce:

- ✓ Bubbles, to reduce mixing between groups
- ✓ Teacher zones in classrooms
- ✓ Screens in classrooms where social distancing is difficult to maintain
- ✓ Social distancing – student to student and staff to student
- ✓ Maximum office occupancy rules

# 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 students
- ✓ Children of critical workers

We will also consider partial closure of certain year groups, such as a specific band, or the introduction of a rota before taking to decision to fully close.

## 7.2 Education and support for students at home

All other students 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 students would receive in school, as outlined in our Remote Learning Policy which can be found on our website [here](#).

The school will continue to provide meals or lunch parcels for students eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. These will be prepared in school for collection by parents/carers or a sibling.

## 7.3 Extra-curricular activities

We will review our extra-curricular activity provision during term time to those that need it most, for example, those who are in an examination year.

We will communicate who will be eligible to attend once the restrictions are confirmed.

## 7.4 Safeguarding

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

There will always be a trained Designated Safeguarding Lead on site at all times. In the unlikely event our Designated Safeguarding Lead (Mrs Brown) or the Deputy Designated Safeguarding Lead (Mrs Foster) cannot be on site, they can be contacted remotely as follows:

Mrs F Brown – 07824 703785

Mrs K Foster – 07745 232649

If our designated safeguarding lead (or deputy) is unavailable, Heads of House, Assistant Heads of House and other trained staff should be contacted via email or their direct telephone lines in school.

In the unlikely event there is no designated safeguarding lead or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable students 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 students can access appropriate education and support whilst at home

- ✓ Maintain contact, to include with home visits if required, to check regularly that the student is able to access remote education provision
- ✓ Keep CPOMS up to date where contact and/or a home visit has been undertaken