



St Hilary's School

COVID-19 School Outbreak Management Plan

Introduction

St Hilary's actively promotes democracy, the rule of the law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

This contingency plan is for St Hilary's School Trust Ltd and explains the principles of managing a local outbreak of COVID-19 (including variants) and:

- the types of measures that the school should be prepared to implement
- who and how decisions should be decided
- when recommend measures are imposed and lifted

The Government has made it a national priority for schools to continue to operate normally during the COVID-19 pandemic whilst recognising that implementing certain measures may be necessary:

- to help manage a COVID-19 outbreak
- as part of a package of measures responding to a Variant of Concern (VoC)
- if there is extremely high prevalence of COVID-19 in the local community
- to prevent unsustainable pressure on the NHS

It is worth noting the importance of maintaining good links with our Local Authority, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) as they are able to recommend measures for the school and the local area outbreak management plans. Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis.

COVID-19 resilience and planning are now more important than ever and will be reviewed regularly and in detail by the Senior Leadership Team to allow rapid implementation.

The purpose of this contingency plan is to ensure the safety and health of pupils and staff of St Hilary's School Trust Ltd by managing the risk of COVID-19, minimising disruption and ensuring the maximum number of pupils benefit from high-quality face-to-face education.

Objectives

To achieve the above purpose the school has the following objectives:

- manage and break the chains of transmissions
- balance temporary measures with delivering high quality face-to-face education
- temporary measures should be:
 - limited to the minimum number of groups possible
 - imposed for the shortest time possible
 - regularly reviewed
 - lifted as soon as reasonably possible
- Maintain regular communications with:
 - all members of the school community including governors, staff, pupils, parents and visitors
 - Outside agencies who are responsible for managing outbreaks:
 - Local authorities
 - Directors of Public Health (DsPH)
 - PHE Health Protection Teams (HPTs)
- Acknowledge that local area measures may impact the school as part of a broader package of measures
- Attendance restrictions should only ever be considered as a last resort.

Roles and Responsibilities

School staff responsible for the planning and regular review of this plan are:

School COVID-19 lead	Mrs Jane Whittingham, Headmistress
School liaison with Health Agencies	Mrs Jane Whittingham, Headmistress
COVID-19 decision committee	Senior Leadership Team (SLT)

School Baseline measures

The following routine day to day measures are in place to manage the transmission of COVID-19:

- Staff should undertake twice weekly home lateral flow tests, and report their results to the School and NHS.
- Any volunteers, visiting specialists or other visitors are asked to complete a lateral flow test before visiting the School.
- There is no need for primary age pupils (those in year 6 and below) to test.

Staff and pupils with a positive LFD test result should self-isolate and take a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

Under-18s, irrespective of their vaccination status and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. However, they are strongly advised to take a PCR test and, if positive, will need to isolate.

As previously the school will continue to:

- Ensure good hygiene
- Maintain appropriate cleaning regimes
- Keep occupied spaces well ventilated
- Follow public health advice on testing and managing confirmed cases of COVID-19
- Maintain strong messaging on:
 - signs and symptoms
 - isolation advice and testing
 - prompt isolation of suspected cases.
- Encourage vaccination uptake for staff
- Regularly review risk assessments particularly when there are changed circumstances

School additional measures and thresholds

If the number of COVID-19 positive cases substantially increase in school the following thresholds will be used as an indication of when to seek public health advice:

- 5 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period, or;
- 10% of pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.

The key to the above thresholds is the definition of “mixed closely” and this will require careful analysis and rarely mean the whole school or year group will be affected but rather a form group, subject class, friendship group, sports team or activity group.

If a pupil or staff member is admitted to hospital with COVID-19 this may indicate increased severity of illness or a new variant of concern.

Actions to consider once a threshold is reached

The following measures on the table below will be considered depending on the severity of the situation and may result from a requirement to gradually escalate measures or impose them, at short notice, as a result of asking and / or receiving additional public health advice.

Control Measure	Required Action and impact on education delivery
Routine Control measures	<ul style="list-style-type: none"> • Ensure good hygiene for everyone – washing hands regularly, washing hands before eating, using hand sanitiser where appropriate • Maintain appropriate cleaning regimes – the whole school is cleaned thoroughly every evening, paying particular attention to high-touch areas like door handles, light switches. • Keep occupied spaces well ventilated, with windows and doors (not fire doors) kept open • Follow PHE advice on: <ul style="list-style-type: none"> ○ testing ○ self-isolation ○ managing confirmed cases of COVID-19
At the point of reaching the threshold	<ul style="list-style-type: none"> • Review and reinforce measures already in place particularly <ul style="list-style-type: none"> ○ testing ○ hygiene ○ ventilation
Review Risk Assessment	Consider hazards and their mitigating measures
Review hygiene measures	Consider current arrangements and whether resources and regime may be improved.
Increase frequency of testing	Consider increasing frequency of testing of staff where appropriate.
Vaccinations	Encourage vaccination uptake for staff
Limit access to school	Re-consider policy on: <ul style="list-style-type: none"> • staff able to work from home • parents on-site • visitors • peripatetic teachers • contractors
Temporarily reinstate face-coverings	<ul style="list-style-type: none"> • Temporarily reinstating face-coverings for staff and visitors in indoor and/or communal spaces. This should be for two weeks in the first instance, pending regular review. • Children of primary school age are not required to wear face coverings • Specified areas may include corridors, staircases, dining hall, staffroom, pick-up, drop-off, minibuses etc. • Note: <ul style="list-style-type: none"> ○ the government has removed the requirement to wear face coverings in law but expects and recommends that they are

	<p>worn in enclosed, crowded spaces and when in contact outside family, friend, work, school groups. This includes public transport and dedicated transport to school.</p> <ul style="list-style-type: none"> ○ the importance of managing risk of transmission versus education.
Social Distancing	<ul style="list-style-type: none"> ● Adults to avoid face to face contact and maintain 2m social distancing with other adults where possible. ● Minimise the number of different people encountered and the duration of meetings. ● Re-impose one-way systems, different entry/exit gates, classroom layouts (desks facing forwards), minimising children moving between classrooms, staff room not in use
Bubbles or Groupings	<p>Consider re-introducing ‘bubbles’ for a temporary period and / or reduce mixing between certain groups e.g. year groups, sports teams, activities, clubs before/after school care etc whilst not reducing impact on delivery of high-quality education.</p>
Shielding	<p>Whilst Shielding may only be reintroduced by national government, consider vulnerable individuals and if protective measures may be reintroduced or improved.</p> <p>Senior management are aware of those staff that might be considered to be vulnerable, including pregnant staff. Currently, those members of staff who are pregnant in their third trimester have been asked to work from home.</p> <p>If more staff were required to shield and work from home, the School has an active list of supply teachers that would be able to come in and work as required.</p>
Activities	<ul style="list-style-type: none"> ● Consider: <ul style="list-style-type: none"> ○ which activities may take place outdoors, including exercise, assemblies or classes ○ how to improve ventilation without significantly impacting thermal comfort ○ additional one-off enhanced cleaning focusing on touch points and any shared equipment
Tracing close contacts	<p>Whilst the responsibility for contact tracing is with NHS T&T the school may be contacted in exceptional cases to help identify close contacts.</p>
Pupil Attendance Restrictions	<p>Only consider restricting pupil attendance as a short-term measure and as a last resort on PHE advice and in extreme case where other measures have not broken the transmission chain</p>
High-quality Remote learning	<ul style="list-style-type: none"> ● Ensure all pupils receive high quality education: <ul style="list-style-type: none"> ○ whether in-school or at home ○ for those tested positive for COVID-19 and well enough to learn from home ○ where attendance has been temporarily restricted ● The School operated a highly successful home learning timetable during previous lockdown periods, involving live lessons on Zoom, recorded lessons on YouTube, and using an app called Showbie to

	set, upload, submit and mark work. This was in place on the first day of lockdown, and would be ready to go again if needed. Children have been provided with Showbie codes at the start of term so they would be able to access work straightaway.
Vulnerable and Critical Worker Children	<ul style="list-style-type: none"> • Ensure on-site provision is retained, where appropriate, for: <ul style="list-style-type: none"> ○ vulnerable pupils ○ pupils of critical workers
Transport	Consider re-introducing additional measures to protect drivers and passengers. Current measures still in place include optional use of face coverings for the drivers, use of hand sanitiser on getting on/off the minibus, windows kept open. Additional measures would include use of face coverings, grouping children in year group bubbles.
Parent and child groups	Limit, cancel or review measures for each session. Weekly Busy Bee toddler group to take place outside, or over Zoom.
Well-being and Support	Additional support for children and their families is always available with our Head, Deputy Head and other members of staff. During any period of lockdown or isolation, the Senior Leadership Team would be in regular weekly contact with members of staff at home.
Meal Provision	Consider adopting different feeding and seating regime, reverting back to single bubble year groups in the dining hall, eating in classrooms, using take away boxes.
Breakfast and after school clubs	Consider additional measures including grouping, resources and supervision. Consider restricting to vulnerable and key worker children.
Educational and Residential Visits	<ul style="list-style-type: none"> • Restrictions or cancellation for each visit should reflect: <ul style="list-style-type: none"> ○ risk assessments ○ venue and local conditions ○ COVID measures • Visit leaders should consider: <ul style="list-style-type: none"> ○ if the educational visit is still appropriate and safe ○ group sizes or attendance should be revised ○ non-staff supervision appropriate or necessary
Open Days	Postpone or re-consider Event Risk Assessment and measures. Revert to Virtual Open Mornings as needed.
Sports provision with external teams and internal games	Postpone or re-consider Risk Assessment and measures for each sport activity after consultation with opposition teams / schools.
Transition or taster days	Postpone or re-consider Risk Assessment and measures.
Parental attendance at school events	Postpone or re-consider Event Risk Assessment and measures. Current attendance at school events is for planned, specific events in well-ventilated areas or outdoors. Parents are not allowed on site at other times (apart from Kindergarten and Nursery drop off).
Live performances and events	Postpone or re-consider Event Risk Assessment and measures
Continue to Review Risk Assessment	Regularly re-consider hazards and their mitigating measures.
School Policies	All school policies have been reviewed for the start of the Autumn Term, and will be regularly reviewed to reflect changes and consistency across policies, control measures and school operation.

Health and Safety	Review fire and safety procedures to ensure any changes to layout of classrooms, corridors etc have no impact on fire safety such as fire doors and escapes.
Safeguarding	Consider Safeguarding procedures particularly availability of DSL / Deputy DSL. A DSL or Deputy DSL would be onsite during a period of lockdown for those vulnerable or key worker children that would still be attending School. If they were not available to be onsite, they could be contacted at all times. All staff are up to date with Safeguarding training.
Communication	Check that all the school community is informed and risk assessment and resulting measures are implemented, understood and are being complied with by all.
Insurance	Check with insurers the measures adopted

Public Health Contact

If a pupil or staff member is admitted to hospital with COVID-19 public health advice is available via the DfE helpline (0800 046 8687, option 1), or in line with school or other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern.

The DfE helpline (0800 046 8687, option 1) also offers public health support in managing risk assessments and communicating with staff and parents.

Contingency Plan References

This guidance may be read alongside the detailed guidance for education and childcare settings and providers operating during COVID-19:

- [ISBA Template Risk Assessment: Testing for COVID-19 in Schools](#) – 17 Aug 21
- [Contingency framework: education and childcare settings](#) – Aug 21
- [Actions for early years & childcare providers during COVID outbreak](#) – 17 Aug 21
- [Schools COVID-19 operational guidance](#) – 17 Aug 21
- [COVID-19: Actions for Out-of-School Settings](#)
- [Guidance for special schools and other specialist settings: COVID 19](#) – 27 Aug 21
- [The use of PPE in education, childcare and children’s social care settings, including for aerosol generating procedures](#) - 20 Jul 21.
- [COVID-19: cleaning of non-healthcare settings](#) - 19 July 2021.
- [School attendance: guidance for schools](#) - 26 Jul 21.
- [COVID-19: guidance for the safe use of places of worship](#) published 16 July 2021.
- [Working safely during COVID-19: events and attractions](#) published 14 July 2021.
- [Contingency framework: education and childcare settings](#) dated 25 June 2021.
- [Coronavirus: how to stay safe and help prevent the spread](#) – updated 20 Aug 21