



COVID-19 Outbreak Management Plan

As per 1st September 2021, to be updated and revised as appropriate in accordance with regular review and change of guidance

Introduction

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

This Outbreak Management Plan outlines how Sir William Ramsay School would operate if any of the measures described in this document were recommended by Public Health England or the Local Authority. This plan includes how Sir William Ramsay School will ensure every child receives the quantity and quality of education and care to which they are normally entitled.

The thresholds for declaring a COVID-19 outbreak within a setting are, whichever of these is reached first:

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

Guidance

Sir William Ramsay School continues to seek guidance from:

- [Schools COVID-19 operational guidance](#)
- [Contingency framework: education and childcare settings](#)
- Public Health England
- Buckinghamshire Council

COVID-19 Risk Assessment and Risk Management Plan

Sir William Ramsay School continues to update its COVID-19 Risk Management in line with national guidance. It is updated in consultation with school leaders and uploaded regularly to the school website.

The COVID-19 Risk Management Plan will be updated in the event of:

- Changes to National Guidance
- Updates on COVID-19 Roadmap
- Local outbreaks
- School Related Outbreaks
- Variants of Concern

Collaboration

Multi-agency collaboration and communication is important in ensuring consistency in approach, so that no group of children, pupils or students is unfairly disadvantaged.

If attendance restrictions are required across an area, the Government will publish detailed operational guidance for schools.

Local authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) may recommend any of the measures set out in this plan in one setting, a cluster of settings, or across an entire area.

The school will liaise with the local authority and Public Health England before taking any decisions to invoke this Outbreak Management Plan.

The school may invoke some or all of the measures in this plan depending on advice from PHE. The COVID-19 Risk Management Plan will be updated to reflect any changes and this will be shared with staff, students and parents/ carers.

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1. Restricting Attendance

- 1.1 The impact of having missed education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.
- 1.2 Decision-makers should endeavour to keep any measures in education to the minimum number of groups possible, and for the shortest amount of time possible.
- 1.3 Decision-makers should keep all measures under regular review and lift them as soon as the evidence supports doing so.
- 1.4 Attendance restrictions should only ever be considered as a last resort.
- 1.5 As with other periods of restricted attendance, Sir William Ramsay School will provide high quality remote education for all students or those not attending.
- 1.6 If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, students in years 10, 11, 12 and 13, and other students who were due to take external exams this academic year should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.
- 1.7 Where vulnerable children and young people are absent, School Leaders will:
 - follow up with the parent or carer, 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
- 1.8 If the School has to temporarily stop onsite provision on public health advice, it will discuss alternative arrangements for vulnerable children and young people with the local authority.

2. Year Group 'Bubbles'

- 2.1 Operating Year Group 'Bubbles' impacts on the Schools' ability to deliver a high quality curriculum and learning environment. It also impacts on student behaviour and staff well-being. For these reasons, the re-introduction of year group 'bubbles' should only ever be considered as a last resort.
- 2.2 Sir William Ramsay School has a Year Group Bubble timetable ready should it be required.
- 2.3 All other control measures in relation to Year Group Bubble's from V10 of the COVID-19 Risk Management Plan would be re-introduced.

3. Testing

3.1 Sir William Ramsay School is prepared for the reintroduction of an Asymptomatic Testing Site (ATS). This measure may be advised:

- for an individual setting or a small cluster of settings only, by Directors of Public Health as part of their responsibilities in outbreak management. In most cases a “cluster” will be no more than 3 or 4 settings linked in the same outbreak.
- for settings across areas that have been offered an enhanced response package, where settings and Directors of Public Health decide it is appropriate.

3.2 Dedicated Testing Sites

- Sir William Ramsay School will establish a dedicated testing site following national guidance and previous guidance from Schools, Colleges Testing Handbook V3.7.
- Sir William Ramsay School will reintroduce specific roles to support testing. These roles were identified in the Schools, Colleges Testing Handbook V3.7 and used on sites in January 2021. Refresher training for staff will be made available if required.
- Sir William Ramsay School will ensure that ATS does not negatively impact on the education provided to students.

3.3 Home Testing

- Sir William Ramsay School will continue to provide testing kits to staff and students twice a week and encourage their use.
- Additional use of home testing by staff and students may be advised and will be encouraged by schools.

4. Face Coverings

4.1 Sir William Ramsay School will introduce the use of face masks in school for staff, students and visitors, including communal areas and classrooms, if advised to do so by Public Health England.

4.2 The COVID-19 Risk Management Plan will be updated in line with guidance and parents/carers will be informed of the reintroduction of face coverings.

4.3 The Facilities Manager will ensure that the school has a sufficient stock of PPE including face masks.

5. Social Distancing

5.1 Should the re-introduction of 2m Social Distancing be required, all other control measures in relation to physical distancing from V10 of the COVID-19 Risk Management Plan would be re-introduced.

6. Shielding

6.1 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 taken into account.

- 6.2 Individual Risk Assessments will be updated to include shielding and Sir William Ramsay School will support individuals with remote working if required.
- 6.3 **Please note:** Shielding can only be reintroduced by National Government.

7. Educational Visits

- 7.1 Risk Assessments for trips include COVID-19 procedures and are updated following national guidance.
- 7.2 Educational Day Visits will be reviewed and potentially postponed in the event of the Outbreak Management Plan being invoked.
- 7.3 Domestic Residential Educational Visits will be reviewed and potentially postponed in the event of the Outbreak Management Plan being invoked.

8. Open Days

- 8.1 In the event of the Outbreak Management Plan being invoked, transitional, taster and open days will be reviewed and potentially postponed/cancelled.
- 8.2 In the event of cancellation, remote transitional, taster and open days will be managed by school leaders.
- 8.3 An individual assessment will be completed and will include:
- parents/carers will be asked to produce a negative COVID-19 test before entry to site
 - separate entry and exit points to school
 - minimum number of participants (if any)
 - All visitors to wear face coverings and regularly wash/sanitise hands

9. Visitors to the School

- 9.1 In the event of the Outbreak Management Plan being invoked, parents/carers will be advised to limit their access to site as much as possible.
- 9.2 Parents/carers or visitors will be permitted onto the school site by invitation only and must have an arranged appointment.
- 9.3 Visitors will be collected from reception as soon as possible to avoid unnecessary waiting.
- 9.4 All visitors will be expected to wear a face covering and will be informed of this when a meeting is booked. This can be removed in the venue for the meeting if social distancing is possible.
- 9.5 Where possible conversations with parents/carers staff will be either over the phone or via email.
- 9.6 Parents/carers will not be permitted to attend school fixtures such as football matches etc.

10. Events in School

- 10.1 Performances, events and Proms will be reviewed and potentially postponed/cancelled in the event of the Outbreak Management Plan being involved.

11. After School Activities

- 11.1 If attendance restrictions are needed, vulnerable children and young people should be allowed to attend.