

# COVID-19: outbreak management plan

## Hutton CE Grammar School and Sixth Form



**Approved by:** [M. L. Bradshaw] **Date:** [05/01/22]

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### 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance from step 4](#), 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), 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)

### 2. 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 do so.

If we reintroduce on-site asymptomatic testing:

- › Testing will take place as recommended by Public Health.
- › Appropriate documentation and advanced notice will be given
- › Testing will remain voluntary. Prior permission to test will be taken as consent, unless advised otherwise, with all students and staff encouraged to be involved.
- › Testing will take place in the Main Hall and supervised in the same manner as previous testing arrangements, unless advised otherwise.
- › All students and staff will be offered testing, unless advised otherwise.
- › We will maintain capacity for a small ATS on school site, should it be required

### 3. Face coverings

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:

- › Will be asked to wear a face covering in classrooms should guidance dictate

## 4. 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.

## 5. Other measures

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents and other outside agencies/visiting speakers coming into school
- Live performances
- Year group events/worship

Further to this, dependent upon auxiliary staffing absence, we will consider:

- Reduced menu choices
- Asking specific year groups (FSM/PP students aside) to bring packed lunches

## 6. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

### 6.1 Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable students
- Children of critical workers
- Year 11 and 13 students
- Any other students due to take external exams this academic year

If further restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

### 6.2 Education and support for pupils at home

Should ongoing staff absence indicate the likelihood of the need for potential action the school's Senior Leadership Team will meet each morning to assess staff absence, both teaching and non-teaching, and respond accordingly.

Dependent upon teaching staff absences we will consider implementing some or all of the following measures:

- Amalgamation of teaching groups into larger or, if absolutely necessary, whole year groups
- Utilise 'emergency' cover' protocols to support in school teaching
- Asking specific year groups to remain at home and engage in remote learning (with the exception of students classed as vulnerable/requiring specific additional support). If this were to be the case, we would endeavour to:

- Ask each year group (with the exception of examination classes) to remain at home and work remotely for one day per week, in the first instance
- Dependent upon teaching staff absence it may not always be possible to maintain the school's intention to provide 50% 'live learning' for all students; this may be due to:
  - Staff illness
  - Amalgamation of classes
  - Use of 'emergency cover' protocols

Only in the event of national lockdown or significant and sizeable staff absence would we ask all other students to stay at home and receive remote education.

If this was to be the case 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.

The school will continue to provide meal vouchers for students eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. Meal vouchers will be emailed to parents/carers with those unable to receive via email invited to collect from school; alternatively vouchers will be posted out.

### **6.3 After School activities**

After school activities may need to be suspended due to:

- Staff absence
- Restrictions imposed on year groups mixing

### **6.4 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. Where this is not possible we will ensure that a trained DSL or deputy DSL is available via phone and, if necessary, able to attend school at short notice.

If our DSL (or deputy) can't be on site, they can be contacted remotely by using the email address [head@huttongrammar.org](mailto:head@huttongrammar.org). This address will be monitored during normal office hours.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.