

Mapledown School



Working and Learning Together

MAPLEDOWN SCHOOL

CORONAVIRUS (COVID-19): OUTBREAK MANAGEMENT PLAN

Date Policy last reviewed: August 2021

Signed by:

_____ Headteacher

Date: _____

_____ Chair of Governors

Date: _____

Last updated: 15 August 2021

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Please note: this plan has been created in line with the latest government advice regarding outbreak management planning as set out in the DfE's '[outbreak management framework: education and childcare settings](#)' and '[Schools COVID-19 operational guidance](#)' documents. The government has made it a national priority that education and childcare settings should continue to stay open as much as possible during the coronavirus (COVID-19) pandemic. Any restrictions on education would only be as a last resort and should only be initiated following a ministerial decision on a case-by-case basis.

This policy applies to all staff and students at Mapledown main school and Mapledown @Cophall.

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The aim of this plan

If our school or local area sees an extremely high prevalence of coronavirus (COVID-19) infection rates and existing measures in our community have failed to reduce this, the appropriate authorities will decide which additional measures to implement to help contain the spread. These measures may involve implementing a number of restrictions, which could include the partial closure of schools and childcare settings in our area. Measures may also be necessary to help minimise the impact from new coronavirus variants.

This outbreak management plan outlines how the school will operate if further restrictions are implemented. The school will work closely with the local health protection team (Barnet HPT) and implement provisions as advised by the team.

This is a live document that will be reviewed by the headteacher, in conjunction with other key stakeholders, as and when the situation develops.

Restrictions to attendance

The government has advised that all schools should continue to operate as normal and that all pupils should attend school unless required to self-isolate.

The outbreak management framework is designed to act as a containment measure where:

- There is an extremely high prevalence of coronavirus.
- Other measures have already been implemented.
- There is a need to minimise the impact from a new coronavirus variant.

Restrictive attendance measures, of the kind set out in the outbreak management framework, must not be implemented by schools without the explicit agreement of the DfE.

Restricting attendance in any form will only be used as a last resort, initiated following a ministerial decision. Where restrictions to attendance are implemented following government advice, they will be kept to a minimum, allowing for the maximum number of pupils to attend education; however, in all circumstances, priority will be given to vulnerable pupils and the children of critical workers to attend full time.

As part of their outbreak management responsibilities, LAs, Directors of Public Health, and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.

Where LAs judge that wider containment action is needed and wish to limit attendance within an area, they will work with their Regional Partnership Team to escalate a proposal to the central Local Action Committee command structure.

If the outbreak management framework is implemented, all pupils will continue to attend on-site provision. Where attendance is mandatory, pupils will attend according to their usual timetable. Where attendance is not mandatory, the school will continue to welcome pupils to attend full-time.

In exceptional circumstances where the school is unable to provide its usual provision and interventions with adequate staffing ratios, the DfE has advised that the school continues to deliver specified provision as close to normal as practicable, as soon as possible.

In this instance, the school may only allow the following pupils to attend on-site provision:

- Vulnerable pupils
- Children of critical workers

High-quality remote education will be provided for all pupils not in attendance, in line with the Pupil Remote Learning Policy.

The school will lift restrictions as soon as it is advised by the government that it is appropriate to do so.

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Infection prevention and control

The school's Infection Control Policy will continue to be adhered to – this policy meets the requirements set out in the DfE's system of controls.

Any member of the school community who displays symptoms of coronavirus will be required to self-isolate and encouraged to get a confirmatory polymerase chain reaction (PCR) test. Tests can be booked online or ordered by telephone via NHS 119. Critical workers, including school staff, have priority access to testing.

All schools are currently being provided with rapid-result lateral flow device (LFD) home testing kits, which include PPE, to identify asymptomatic cases of coronavirus. Staff are advised to test twice a week.

If a variant of coronavirus classed as a variant of concern (VoC) is identified within the school's geographical area, the school will partake in targeted testing by the Department of Health and Social Care (DHSC) to help suppress and control any possible new cases. The school will also adhere to advice from Directors of Public Health in relation to the temporary reintroduction of face coverings. The school will encourage staff and families to increase their use of home testing if advised accordingly by the relevant authorities, e.g. Directors of Public Health.

If a pupil develops symptoms of coronavirus while on site, they will be taken to a designated isolation area while they wait to be collected. The pupil will be supervised while they await collection. If the supervising member of staff is unable to socially distance, e.g. due to the pupil's needs, they will wear PPE.

After the pupil has left the premises, any areas they were in will be cleaned. The pupil's parents will be encouraged to get their child tested with a confirmatory PCR test as soon as possible. The pupil will be required to self-isolate for at least 10 days – remote education will be arranged for them immediately. If the pupil is unable to undertake a confirmatory PCR, they will complete the 10 days isolation. If they are able to undertake it, the pupil will be able to return to school if the PCR is negative. If the PCR is positive, the pupil will complete the 10 days of isolation.

If a staff member develops symptoms while on site, they will be directed to go home immediately to self-isolate and to get a PCR test. Cover arrangements will be put in place.

Self-isolating and taking a test

1. If a pupil has symptoms, they should self-isolate – and they should inform the school. A PCR test should be immediately ordered for them. If the PCR result is negative, they can stop self-isolating (unless instructed to self-isolate for other reasons). If the PCR result is positive, they must self-isolate until 10 days after the onset of symptoms. **If the pupil is unable to take a test, they should self-isolate for 10 days and the family is advised to undertake tests and self-isolate.**
2. PCR tests can be booked online through the [NHS Test & Trace website](#) or by calling 119.
3. PCR test results will be recorded with NHS Test and Trace automatically, but families should also communicate the result to the school.

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Contact tracing

4. If a pupil gets a positive PCR test result, NHS Test and Trace will contact their guardian, using the details they registered when ordering the PCR test. They will be asked a series of specific questions designed to identify who the child has been in close contact with. Being in an education with someone who has tested positive for COVID-19 will not necessarily mean a person is identified as a close contact.
5. Guardians will be asked to provide the contact details, if they know them, of any of the individuals – or their parents or guardians – who have been identified as close contacts. NHS Test and Trace will then get in touch with these close contacts and provide appropriate instructions or advice (see below). The school will be able to assist families providing these details. The school will continue to compile daily staff class registers to assist with contact tracing.

Self-isolation and/or testing of close contacts

6. **As of 16 August**, anyone identified as close contact who is under 18 will not have to self-isolate (in line with the policy for fully vaccinated adults), unless they develop symptoms themselves. **However, they will be asked to take an PCR test immediately**, other than for very young children identified as non-household contacts. They will not need to self-isolate while awaiting the results of the test. If the PCR test is positive, they will be required to self-isolate for 10 days from the date of the test. NHS Test and Trace will then get in touch to identify close contacts (see points 5 and 6 above). **If a young person is unable to take a test, they should self-isolate for 10 days and the family is advised to undertake tests and self-isolate.**
7. Any staff members or pupils who have been in close contact with a symptomatic individual at school will not need to self-isolate unless they develop symptoms themselves. Fully vaccinated adults, and pupils under the age of 18 who have been identified as close contacts of a positive case via the NHS Test and Trace service will not need to self-isolate unless advised by a healthcare professional, **unless they are unable to undertake confirmatory PCR tests.**

Unvaccinated adults and adults who have only had one dose of the vaccine will need to continue to follow the rules on self-isolation if they have been identified as a close contact of a positive case. Unvaccinated close contacts will also be advised to take a PCR test. If the test result is negative, they must still complete the full self-isolation period, as the test will not detect all positive cases. If the result is positive, they will need to self-isolate for a further 10 days – and NHS Test and Trace will contact them to identify any close contacts. Adults who receive their second dose of the vaccine close to 16 August will need to continue to follow the same rules as unvaccinated adults until two weeks after their second dose.

8. The individual's close contacts at school – where they do not fulfil the criteria outlined in this section of the outbreak management plan from 16 August – will be sent home to self-isolate for 10 days and encouraged to get a PCR test. If more individuals test positive, the school will follow advice from the local HPT, which may include requiring more people to self-isolate.

As the result of an outbreak during step 4 of the coronavirus recovery roadmap, a temporary requirement could be implemented for staff to resume wearing face coverings in areas other than

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crowded spaces or communal areas where they are likely to come into contact with others they would not normally meet.

The school will continue to use learning zone bubbles indoors. In the event of an outbreak, the school may also be required to reintroduce the use of class bubbles, indoors and outdoors, in order to resume social distancing and limit the transmission of coronavirus. The school will adhere to any conditions set out by the local HPT.

Transport

Transport services to and from the school will continue to operate as normal during times of local restriction where pupils are still attending. In the event that such services are not able to operate as normal, the headteacher will consider alternative options and communicate these to all parents and pupils in advance.

Teaching and learning

If restrictions to on-site education are required, the school will offer immediate access to high-quality remote education for all pupils who are required to remain at home. All remote learning will be delivered in line with the school's Pupil Remote Learning Policy.

The school will use a range of remote teaching methods to cater for all different learning styles. This includes:

- Twice daily live Zoom sessions
- Timetables and resources via Google classrooms
- Delivery of physical resources

Teachers will ensure lessons are suitable to the class group's age and ability, inclusive for all pupils, and will be adapted, where necessary, to account for the needs of disadvantaged pupils.

When teaching pupils who are working remotely, teachers will:

- Set tasks so that pupils have meaningful and ambitious work each day.
- Deliver a planned, coherent and well-sequenced curriculum which allows skills to be built incrementally.
- Provide frequent, clear explanations of new content through high-quality curriculum resources, including through educational videos/zoom sessions.
- Assess progress by using questions and other suitable tasks and use assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge.

- Adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding.
- Provide scaffolded practice and opportunities to apply new knowledge.
- Enable pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate.
- Plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.

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In exceptional circumstances, the school may reduce its curriculum offering to enable pupils to cope with the workload – the headteacher will assess this need, keeping pupils' best interests in mind, and will not take the decision lightly.

The school will utilise the support available through the DfE's ['Get help with technology during coronavirus \(COVID-19\)'](#) scheme. Under the scheme, the school can order laptops, tablets and 4G wireless routers to support the following groups of pupils if they do not have access to a digital device or the internet through other means:

- Clinically extremely vulnerable pupils across all year groups who are not attending school in line with government and/or clinical advice
- Pupils in all year groups whilst attending school on a hospital site
- Pupils in any year group who have been advised to shield because they, or somebody they live with, are clinically extremely vulnerable

Before distributing devices, the school will ensure:

- The devices are set up to access remote education.
- Appropriate safeguarding controls and support are in place to help pupils and their families use the devices safely.

Once devices are ready for collection, the school will either arrange for them to be collected by families from school or delivered to pupils' homes, ensuring infection control measures are adhered to as part of this process.

Returning to school

The headteacher will work with the LA to ensure pupils only return to school when it is safe for them to do so. Prior to the return of more pupils and staff, all relevant risk assessments will be reviewed.

Where advised to do so by a Director of Public Health and/or the local HPT, the school may encourage staff to undertake additional LFD tests at home prior to their return to school and/or for a period of time following their return. The school will continue to recognise that testing is voluntary.

The headteacher will inform staff, pupils and parents, prior to the return to school, whether any further restrictions, such as the use of bubbles and face coverings, have been resumed.

After a period of self-isolation, or the relaxation of restrictions, the headteacher will inform parents when their child will return to school.

The headteacher will listen to all concerns that parents may have about their child returning to school and will advise them of the measures in place to ensure the safety of their child.

Safeguarding

Ensuring safeguarding arrangements remain effective during periods of restricted attendance is a key priority. Our Child Protection and Safeguarding Policy has been updated to include provisions for keeping pupils safe during the coronavirus pandemic, both at home and in school – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils are able to return to school.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.

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- A DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home are protected when they are online.

A trained DSL or deputy will remain on-site where possible. Where this is not possible, e.g. they are required to self-isolate, the school will ensure that the DSL or deputy, or a DSL or deputy from another school, are available to contact at all times. In addition, the headteacher will take responsibility for coordinating safeguarding on-site during this time.

Food provision

We will provide meal options for all pupils who are attending school.

We will provide FSM or food parcels to eligible pupils who are not attending school, where they:

- Are self-isolating.
- Have had symptoms or have tested positive.
- Are not attending due to the implementation of local restrictions advised by the government.

The school catering team will work with our food providers to prepare meals or food parcels, for collection or delivery, to eligible children during their time at home.

Communication

The school will communicate its plan for addressing any imposed restrictions with parents, including in relation to:

- Opening arrangements.
- Access for specific targeted groups where applicable, such as certain year groups, vulnerable pupils and children of critical workers.
- Any reviews of the school's protective measures as part of our risk assessments.
- The arrangements for remote working.

All relevant stakeholders will be kept up-to-date with the circumstances of any imposed restrictions and how these affect the school as the situation develops.

If any member of the school community wishes to discuss any concerns relating to the school's provision during this period, they should contact the following as appropriate:

- Staff – their line manager
- Pupils – their class teacher
- Parents – the headteacher

Monitoring and review

This plan will be reviewed continually, by the headteacher, in line with guidance from the government and Public Health England (PHE).

Any changes to the plan will be communicated to all relevant stakeholders as soon as possible.