



# COVID-19: Outbreak Management Plan

<b>Approved by:</b>	Local Governing Body	<b>Date:</b>
<b>Last reviewed on:</b>	September 2021	
<b>Next review due by:</b>	November 2021	
<b>Implementation Lead:</b>	Mrs Chahal (Head of School)	

## Implementation

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

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
  - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
  - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- 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)

## 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 health protection team. Mrs Harjit Chahal (Head of school) will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or PHE West Midlands (0344 225 3560)

## Control Measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. Parents/carers will be informed via email once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances

If recommended, we will (re)introduce:

- Bubbles, to reduce mixing between groups
- Limits on the number of adults using communal areas at any one time
- 2m social distancing
- Face coverings in communal areas for staff and visitors (unless exempt)

## Significant Control Measures

### ➤ Shielding

Shielding is currently paused. In the event of a major outbreak or VoC that poses a significant risk to individuals on the shielded patient list (SPL) and ministers reintroduce shielding 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.

### ➤ Attendance restrictions

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

- Vulnerable pupils
- Children of critical workers

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Make sure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision

### ➤ Remote Learning

All other pupils 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 pupils would receive in school, as outlined in our Continuity of Education Plan which can be found on the school website. Mrs Harjit Chahal (Head of school) will be responsible for ensuring the implementation of the school's Continuity of Education Plan.

The school will continue to provide lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

Food Parcels will need to be ordered by parents and carers through contacting the school office via telephone 01384 567830 or via email: [Hayley.Wycherley@timbertreeacademy.org.uk](mailto:Hayley.Wycherley@timbertreeacademy.org.uk)

Food parcels will need to be collected before 12:00noon on the allocated day from the kitchen door.

### ➤ Wraparound care

We will limit access to before and after-school activities and wraparound care to those that need it most.

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

## ➤ **Safeguarding**

We will review our child protection policy to make sure it reflects the local restrictions and remains effective. A trained DSL or deputy DSL will be on site wherever possible. If our DSL (or deputy) can't be on site, they can be contacted remotely by emailing: [Harjit.Chahal@timbertreeacademy.org.uk](mailto:Harjit.Chahal@timbertreeacademy.org.uk)