



Tarka Learning Partnership
Covid-19 Outbreak Management Plan
The Plan is written for both Primary and
Secondary Schools in the Partnership

V5

To be reviewed in line with Government changes and guidelines as required

10th January 2022: Version 5

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. The DfE's published COVID Contingency Framework states that schools should have an "outbreak management plan", outlining how they would operate if any of the measures described in the guidance were recommended for their setting or area.

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)

In these cases, the Guidance also states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings.

If there is a need to address more widespread issues across an area, "ministers will take decisions on an area-by-area basis".

This plan should be read alongside the latest guidance for education settings operating during COVID (this is not an exhaustive list, and these documents change frequently so the reader should check they have the most up to date guidance).

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

- [actions for early years and childcare providers during the COVID-19 pandemic](#)
- [schools COVID-19 operational guidance](#)
- [providing apprenticeships during the COVID-19 pandemic](#)
- [SEND and specialist settings: additional COVID-19 operational guidance](#)

In applying restrictions to manage COVID-19 infections the following principles will be applied where possible and when they do not contravene the latest Government guidance for schools:-

- Maximise children and young people in setting/school/college and minimise disruption in a way that best manages COVID-19
- Managing transmission should be weighed against educational drawbacks
- Measures should affect the minimum number for the shortest time
- Attendance restrictions is a last resort

Roles and Responsibilities

Local authorities, DsPH and HPTs are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings. Local authorities, DsPH and HPTs can work with their regional partnership teams (RPTs) to escalate issues from the local level into the central Local Action Committee command structure. RPTs support local areas in managing outbreaks and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making. Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context. In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees (for example incident management teams), but this should be by exception only.

Baseline Measures

The DfE Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19.

The basic Covid 19 mitigation measures are outlined and publicly available on the school's website and known at the R100 risk assessment.

When our School will consider extra action

If the Head Teacher or relevant school leader reaches the threshold as below for a covid outbreak, then they should consult the CEO of Tarka Learning Partnership to discuss the next steps before taking further action(s)

<p>When to take extra action</p>	<p>Seek Public Health Advice if:</p> <ul style="list-style-type: none"> • 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 <p>For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:</p> <ul style="list-style-type: none"> • 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period • If a pupil, student, child or staff member is admitted to hospital with COVID-19 <p>Then follow actions below putting in place relevant additional measures.</p>
<p>Who should I inform</p>	<p>Inform the local Public Health Team using the smart survey form outlining a summary of cases and indicate if support is required in the additional comments section</p>



Schools Flowchart
V20 JAN 22.pdf

Inform the **DfE helpline (0800 046 8687)** if you meet the below threshold:

- 5 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period in mainstream schools and settings
- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period in special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.
- There are any admissions to hospital for COVID-19.
- You are having problems implementing the control measures.
- You have applied the control measures and are still seeing a significant rise in cases

Parents

Provide a warn and inform letter to parents across the school when cases first seen.

When thresholds above met – so 5+ cases/2+ cases/10% in groups that mix an outbreak letter should be provided to parents of that group (DfE helpline, your local authority or the HPT can help you identify the most appropriate group for this to go to).



Warn and inform COVID_Outbreak_T
V6 - DCC update.do emplate_All_Parents

Actions to consider

When the above thresholds are reached, we will review current Covid 19 management measures with the CEO of Tarka Learning Partnership and reinforce the testing, hygiene and ventilation measures they already have in place. There is more detail on these in the annex to the DfE guidance document [Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](#) and in the guidance for each sector.

We may wish to seek additional public health advice if we are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. A Director of Public Health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. If they judge that additional action should be taken, they might advise the setting to take some or all of the other measures described in this document, for example extra testing. We will ensure that contingency plans cover how they would operate if any of the measures described below were recommended for our setting or area.

<p>What additional outbreak management actions might a school implement within an outbreak?</p>	<p>Additional measures:</p> <ul style="list-style-type: none"> • Daily LFD testing for close or household contacts aged 5 and above (identified by NHS Test and Trace) • Strengthen communications around twice weekly LFD testing, symptoms/case isolation • Share warn and inform/outbreak letters as appropriate as outlined above • Consider moving activities outdoors (exercise, assemblies, and classes) • Improve ventilation indoors (where not negatively impacting thermal comfort) • One-off enhanced cleaning focussed on touch points and shared equipment • Review and reinforce hygiene measures • Promote vaccination uptake for eligible students and staff 	<p>DfE helpline 0800 046 8687</p> <p>smart survey</p> <p> Warn and inform V6 - DCC update.do</p> <p> COVID_Outbreak_Template_All_Parents</p>
<p>Enhanced outbreak management action to be considered through a risk assessment with Local Health & Safety or Public Health Devon Team or SW UKHSA Protection Team</p>	<p>Enhanced measures to be discussed with public health and Exceptional measures that could be implemented through an IMT (Incident Management Team) or OCT (Outbreak Control Team) process:</p> <ul style="list-style-type: none"> • Increased frequency of LFD testing (for eligible staff/students) including daily testing where case numbers are very high amongst an identified group or cohort. • Promote social distancing and reducing crowding e.g. reducing the number of children gathering together, staggered start/finish times & parent drop off/pick up • Reduce inter-group mixing (separate break times, staggered entry, smaller groups/bubbles, reduce staff sharing across groups) • Reduce staff mixing e.g. limit/review face to face meetings and onsite CPD • Limitation of visits to and out of the setting <p>After all other measures and a multi-agency Incident Management Team meeting:</p> <ul style="list-style-type: none"> • In exceptional circumstances consider reinstating on-site LFD testing/mobile testing van, whole genome sequencing for a variant of concern or variant under investigation requiring management • As a last resort, attendance restrictions via partial or full closure, limit access to before / after school activities & wrap-around care 	<p>UKHSA SW Planning Tool: Covid-19 Outbreak Management in Education & Childcare Settings</p> <p> 20211014YESOutbreakManagementPlan</p>
<p>Notes on the NHS COVID-19 App</p>	<p>Update to self-isolation advice and the NHS COVID-19 app</p> <p>From Monday 16 August, people who have been fully vaccinated (defined as two weeks after their final dose) within the UK, or aged under 18 years and 6 months will no longer be asked to self-isolate if they are identified as a close contact of a positive COVID-19 case. Individuals will</p>	

	<p>instead be advised to take daily LFD tests for 7 days and given advice on how to prevent the spread of COVID.</p> <p>The NHS COVID-19 app will be updated to reflect this change:</p> <ul style="list-style-type: none"> • The app will now ask you to confirm your age and vaccination status in order to update the advice provided by the app. • The majority of people will not be advised to self-isolate. • If you are advised to self-isolate, the self-isolation countdown timer can help you keep track of your isolation days. 	
Frequently Asked Questions	primary and early years, secondary schools, further education and higher education	
Google Drive - DfE document sharing	Early Years and Primary Schools Document Sharing Platform - Google Drive Resources- Further Education & Secondary Schools - Google Drive	
Additional guidance	<p>The following national guidance has been updated to reflect the changes:</p> <ul style="list-style-type: none"> • Actions for early years and childcare providers during the COVID-19 pandemic • Higher education COVID-19 operational guidance • Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak • Schools COVID-19 operational guidance • Contingency Framework: Education and Childcare settings • Special schools and other specialist settings: coronavirus (COVID-19) • Responsibility for exams • COVID-19: assessment processes for selective school admissions • Actions for FE colleges and providers during the coronavirus outbreak • Protective measures for holiday or after-school clubs and other out-of-school settings for children during the coronavirus (COVID-19) outbreak • Dedicated transport to schools and colleges COVID-19 operational guidance • What parents and carers need to know about early years providers, schools and colleges during COVID-19 • COVID-19: guidance for children's social care services • Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) 	

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| | <ul style="list-style-type: none">• Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person - GOV.UK (www.gov.uk) |
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Safeguarding

- It is expected that all schools have a DSL on site, if this is not possible a senior leader will take on the responsibility for coordinating safeguarding and remote support will be given by the TLP's Director for Inclusion and Safeguarding
- Wellbeing calls will be made regularly (in line with individual pupil risk assessments and the TLP Addendum for C19 safeguarding policy) to ensure that pupils are safe and well at home
- The Trust Director of Inclusion & Safeguarding will consider enacting/reviewing the addendum to the trust's child protection and safeguarding policy
- Pupils who fit the below categories should remain on site for education unless the whole school is required to close:-
For many children, continuing to have the protective factor of face-to-face education is vital. Throughout the pandemic, settings have continued to provide on-site places for this group of children. As has been the case since March 2020, there are three categories of children and young people who should benefit from on-site provision:
 - those with a social worker
 - those with an Education, Health and Care Plan
a group of children considered locally, including by settings and local authorities, to be 'otherwise vulnerable'
 - children known to children's social care services in the past children whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues, and drug and alcohol addiction

Meals

- Meals will continue to be provided for those on site, those in receipt of free school meals who are not on site will either be provided with vouchers or food for the time the pupil is isolating, or the school is restricting attendance.

IT Access

- As part of the school remote learning plan, details will be held of who requires a device to be provided. These will be available to be collected from school or, if there is prior warning, they will be distributed prior to class/school closures.
- Part of the wellbeing calls will be to monitor this provision and pupil access to the remote learning so that support can be given as required

Public Exam and Tests

- If an outbreak occurs during a public exam or test period, advice will be sought from the exam board/government agency to support contingency plans

Additional action that could be advised by public health experts

If you have called the DfE helpline and a Director of Public Health (DsPH) or a Health Protection Team (HPT) subsequently judges that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures such as:

1. Strengthened communications to encourage pupils / students to undertake twice weekly rapid asymptomatic home testing and reporting
2. Temporarily reinstating face coverings for pupils/students, staff and visitors in indoor and communal spaces in secondary schools, FE and HE settings, and for staff in primary, early years, out-of-school, and specialist settings. This should be for two weeks in the first instance, pending regular review
3. Reinstating on-site rapid LFD testing in secondary schools, colleges and universities for a two-week period to encourage uptake of twice weekly testing
4. Increased frequency of testing.

They may also recommend the actions listed under Other Measures in the contingency framework, or other proportionate measures to support continuing face-to-face education. In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a DPH may advise introducing short-term attendance restrictions in a setting, such as sending home a class or year group (as they could any workplace experiencing a serious infectious disease outbreak). High-quality remote learning should be provided for all students well enough to learn from home. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. Where they have advised settings to take extra measures, DsPH and HPTs will work closely with their Regional Partnership Teams and keep the situation under regular review. They will inform settings when it is appropriate to stop additional measures, or if they should be extended.

Staffing Shortages – Closure of Onsite provision

The CEO can consent, in collaboration with the respective Head Teacher and Chair of TLP Trustees, to close a year group, class or school where there is insufficient staff to run a school safely. Parents will be informed as soon as possible through the school comms systems.

Where pupils are sent home the school will endeavour to provide remote education to every pupil off site if there are sufficient staff to do so. The school will liaise with parents to ensure there are clear expectations set for remote working.

Pupils who fit the above safeguarding categories will not be sent home for remote education unless the whole school is closed.

Each school in the partnership has a current remote working policy and will implement where relevant.

A. Cotton 10.01.2022

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