

Outbreak Management

Reviewed: 26/08/2021

Area of Concern	Issues for schools to consider	School Response Plans
Outbreak Control Meeting	<p>Who has been identified to lead on outbreak management and to act as main liaison with the local authority?</p> <p>Does the school have a process to collect all the information required in relation to an outbreak, including a list of staff / pupils who have tested positive in the last 14 days, with isolation dates etc.?</p>	<p>The Headteacher leads on speaking with the Local Authority and Public Health England.</p> <p>The School has a database of staff and students who have tested positive for COVID-19 in the last 14 days, including symptoms experienced and isolation dates.</p>
Remote Learning	<p>What capacity and plans does the school have for remote learning?</p> <p>What measures need to be put into place to 'switch on' the remote learning offer?</p> <p>How will decisions be made about how to limit the workforce onsite and who are the appropriate staff to work remotely?</p>	<p>The school operates an online learning provision via Firefly and Teams for students who are unable to come into school. Year 7 students will be taught about the provision at the beginning of term and homework is set using the system so that students keep up to date with using it. The provision is always available. The IT team can provide support remotely. If limiting the workforce onsite, decisions will be made by the Headteacher and Senior Leadership team, with support from the Local Authority.</p>
Staffing	<p>What plans are in place if staff test positive and are required to isolate including: Classroom staff, Site staff, Office staff, The Senior Leadership Team</p> <p>How will lessons be covered and prioritised?</p> <p>How will the site be safety checked?</p> <p>Who will manage a critical incident?</p> <p>What is the minimum number of staff required on site to ensure the site is safe?</p>	<p>The school implements a hybrid provision when necessary for staff and students who are required to isolate.</p> <p>Office Staff will be able to work from home depending upon the nature of their role.</p> <p>The Site team work in shift patterns and are able to cover each other should this be required.</p> <p>The IT can provide devices for staff to enable them to work from home if</p>

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		they do not have access to computers/laptops at home. The Site will be safety checked by the Site Manager with support from the school's H&S Consultant if required. Critical Incidents are managed by the SLT with support from the Taskforce team.
Prioritising pupil attendance	Which year groups will be given priority if the school is required to limit attendance onsite? Are registers available of priority groups i.e. vulnerable children, parents of critical workers?	<ol style="list-style-type: none"> 1. Examination year groups (years 11 and 13) plus all students deemed to be vulnerable (FSM, SEND, LAC, safeguarding concerns) 2. Year 7 3. Years 10 and 12 4. All other students
On-site testing (secondary schools/colleges)	If cases increase what needs to be in place to be able to re-introduce an on-site ATS? Will a scaled down version remain operational for pupils who are unable to test at home? Will the 'Cheshire East Swab Squad' be called on to support with on-site testing, if required?	The HR team are able to set up on site testing as and when required for small and large groups of students. If small groups are required to be tested, this can be done with staff on site; for larger group, the HR team liaises with the LA's Swab Squad and a local supply agency to provide additional support.
Face Coverings	What will trigger the requirement for face coverings to be worn by staff / pupils in Y 7 and above? <ul style="list-style-type: none"> - In communal areas - In classrooms How will face covering requirements be communicated to pupils / parents / staff? What plans are there to 'warn' pupils and staff that this may be a requirement?	The Headteacher liaises with the Local Authority regularly who will provide guidance on whether face coverings may be required. Increasing case numbers within the area and the school may also affect this. This would be reviewed regularly. Any warning about and subsequent requirement to wear face coverings would be communicated via the text/email message system home to parents/guardians, assemblies/tutor time for students and via email/briefings for staff.
Shielding	How many staff/pupils are classed as clinically extremely vulnerable in the school? How will school accommodate staff/pupils if the clinically extremely vulnerable are required to shield?	There is one student and two members of staff who are classed as Clinically Extremely Vulnerable. If any students who are required to shield due to being Clinically Extremely Vulnerable, they may access the school's curriculum provision via Firefly. The school is

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		able to provide IT devices to students who do not have access to them.
Trips and Performances	<p>Has the school included COVID safe measures and a risk assessment where school visits are planned?</p> <p>Is consideration for school and local case rates included in planning for school trips?</p> <p>Is any financial outlay insured against the possibility of having to cancel a school trip due to a local / school outbreak?</p> <p>What plans are in place to monitor local and school case rates before agreeing a performance can go ahead?</p> <p>What COVID safety measures are in place for the performance?</p>	<p>The school has referenced trips, extra curricular activities and performances on its whole school risk assessment. Each activity receives its own risk assessment which takes into consideration local case rates.</p> <p>The Headteacher liaises with the Local Authority regularly to gain updates about cases that relate to the school. Information on case rates is sent out by the LA weekly and will be taken into consideration.</p>
Communication	<p>If an outbreak occurs in the school, what plans are in place to inform parents quickly?</p> <p>How will press enquiries be dealt with?</p> <p>Does Cheshire East Communication Team need to be involved?</p> <p>Are there other organisations that need to be involved in communication</p>	<p>Parents will be contacted if an outbreak occurs in the school via telephone if directly affected; via the school's text/email message system; and with a follow up in Headteacher's notes if necessary.</p>
Safeguarding	<p>If there are concerns about a child during an outbreak, what school measures are in place to keep in touch with them?</p> <p>How will safeguarding be assured during periods of remote learning for vulnerable pupils?</p> <p>Who will contact social workers / family support workers if a vulnerable child is isolating?</p>	<p>The School's Designated Safeguarding Lead maintains a list of students who need to be contacted and liaises with appropriate authorities to ensure safeguarding for these students.</p>

Useful Contacts	
LA Education COVID response team	COVID19@cheshireeast.gov.uk 01270 371323
Cheshire East Public Health	PHBusinessTeam@cheshireeast.gov.uk
Public Health England Northwest Health Protection team	0344 225 0562 / 0151 4344819
DfE Helpline	0800 046 8687 8am to 6pm Mon-Fri and 10am to 4pm Sat-Sun
Cheshire East Communication Team	communications@cheshireeast.gov.uk 01270 686577
ChECS	0300 123 5012 (opt3), Out of Hours 0300123 5022

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