



**Westbury House School**

**COVID-19**

**Local Area Outbreak Management  
Contingency Plan**

**September 2021**

## Outbreak Management Contingency Plan

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### General statement

This plan outlines the procedures and steps that the school will implement based on the principles set out in the DfE Contingency Framework, which describes how local outbreaks of COVID-19 will be managed.

The Government has made it a national priority that educational and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

DfE guidance published 27<sup>th</sup> August 2021 states: We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

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)

At all times when implementing additional protective or control measures, the school will follow the advice of the Local Authority, The Department for Education (DfE) and Public Health England (PHE).

### Thresholds when extra action is required

The school will take extra action if the number of positive cases substantially increases using the thresholds below (whichever is reached first):

- 5 children, pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10 day period: or
- 10% of children, pupils, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10 day period

### Roles and Responsibilities

When the above thresholds are reached, the Head will review and reinforce the testing, hygiene and ventilation measures that are already have in place. The Head will work closely with the Senior Leadership Team.

The Head will be responsible for contacting the **DfE Helpline** on **0800 046 8687 Option 1** to seek additional public health advice if they are concerned about transmission in the school.

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If a pupil, or member of staff is admitted to hospital with Covid-19 the school will contact the DfE Helpline for public health advice. They will assist the school in managing risk assessments and communication with staff and parents.

For all cases relating to staff, the Head should call the **Self-Isolation Service Hub** on **020 3743 6715** as soon as they are aware that any of their workers have tested positive. If cases amongst staff mean the school meets the threshold described above, the Head will need to obtain the 8 digit NHS Test and Trace Account ID from the member of staff who is positive.

If there is an outbreak in a setting or if central government agrees the area requires an enhanced response package, a Director of Public Health or an HPT might advise a setting to temporarily reintroduce measures to help break chains of transmission – restrictions on attendance will always be the last resort.

### Control measures

**Testing** - Should the school be advised they will twice weekly lateral flow testing for staff and/or use of asymptomatic home testing for pupils and their families.

**Face Coverings** - Should the school be advised that face coverings are appropriate in communal areas or where large numbers of people gather (e.g. playground at collection times) then the school will implement this and inform staff.

**Shielding** - If it is reinstated then staff who have previously shielded and are advised to do so, will be supported to work from home where possible. If this is a teacher then they will continue to deliver lessons remotely with the support of the Senior Leadership team. If a pupil is required to shield, remote education will be made available

**Attendance Restrictions & Remote Education** - If the school is advised to limit attendance due to Covid cases, remote learning plans will be reintroduced. Prioritising certain year groups may be advised by the DfE. If some attendance restrictions are needed, all vulnerable children and young people and children of critical workers should still be able to attend

**Wraparound Childcare** - If the above thresholds are met, the school will seek advice from the DfE if these should continue.

**School Workforce** - If restrictions on attendance are required, the Head will determine the workforce required onsite and if it is appropriate for some staff to work remotely.

**Vulnerable Children & Young People** - If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend

**Educational Visits** - Any attendance restrictions will be reflected in the visits risk assessment and the Head will consider carefully if the educational visit is still appropriate and safe. Only pupils who are attending the setting will go on the trip.

**School tours/ Open days/Parental visits/Taster days** - All on-site visits including school tours and visits from parents will not continue. Parents will be encouraged to contact the school by telephone or email. Prospective parents will still be able to view the school via the website virtual tour and be offered discussions initially remotely with the Head.

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**School Performances/Assemblies** - All school activities, that may have included a parental audience, will revert to online or recorded.

Any of the above changes to the school's existing control measures will be updated in the Covid-19 Risk Assessment.

### Sources of Information

The school will seek current guidance from:

- National Government guidance
- [COVID-19 Contingency Framework: Education and Childcare Settings](#)
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>
- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)
- Public Health England (PHE) including Local Health Teams
- Department for Education (DfE)