



# Woodmancote School

## COVID-19 - Outbreak Management Plan

[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)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings>

<https://www.gloucestershire.gov.uk/schoolsnet/noticeboard/covid-19-information-and-guidance/>

[COVID-19 Response: Autumn and Winter Plan 2021 - GOV.UK \(www.gov.uk\)](#)

### Plan Administration

|                                                          |                                                                                                                                                                                                                            |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Version number</b>                                    | 3                                                                                                                                                                                                                          |
| <b>Date of Initial Issue</b>                             | August 2021                                                                                                                                                                                                                |
| <b>Electronic copies of this plan are available from</b> | School's Website<br>The School Office                                                                                                                                                                                      |
| <b>Date of next review</b>                               | September 3 <sup>rd</sup> 2021<br>October 30 <sup>th</sup> 2021<br>November 15 <sup>th</sup><br>December 9 <sup>th</sup> as England implements Plan B<br>January 4 <sup>th</sup> 2022 as England experiences rise in cases |
| <b>Person responsible for review</b>                     | HT and SBM                                                                                                                                                                                                                 |



## Introduction

This plan is based on the [DfE's Contingency Framework](#) which lays out how to manage local outbreaks of COVID-19. The guidance states schools should have "outbreak management plans", outlining "how they would operate" if any of the measures described in the guidance were recommended for their setting or area.

The contingency framework (latest edition) 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.

This may happen to help manage outbreaks in schools, or if there is an "extremely high prevalence" of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures "responding to a variant of concern".

### **The School will address a potential outbreak when**

- **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.**



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

Schools will need to consider the implementation of some, or all, of the measures in this plan in response to recommendations provided by their local Public Health team, Public Health England (PHE) health protection team, the DfE or the government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the school
- 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)

### Testing

If recommended, primary schools will increase the use of home testing by staff.

### Face Coverings

If recommended, staff and visitors who are not exempt from wearing a face covering:

- Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas

### Shielding

Schools will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

Schools will carry out a risk assessment and speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

### Other measures

If recommended, schools will limit:

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

### Attendance restrictions

Attendance restrictions will only be recommended as a last resort.

As with other periods of restricted attendance, schools should provide “high quality remote education” for all pupils or those not attending. If attendance restrictions are required across an area, the government will publish “detailed operational guidance” for schools.

Restrictions on attendance may be advised by local teams for individual settings or clusters (no more than 3 or 4) of “closely linked settings”.

If recommended, schools will implement the measures in this section.



Alternative provision “should continue to allow all children or pupils to attend full time”.

### ***Eligibility to remain in school***

In the first instance, schools will stay open for:

- Vulnerable pupils
- Children of critical workers
- Any other pupils due to take external exams this academic year

If further restrictions are recommended, schools will stay open for:

- Vulnerable pupils
- Children of critical workers

### ***Education and support for pupils at home***

All other pupils will be required to stay at home and will receive high quality remote education.

Schools will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in the Remote Learning Policy.

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

Meals will be distributed by members of the Pastoral Team (NEST), with the NEST Lead liaising closely with the school office to determine numbers, etc.

### ***Wraparound care***

Schools will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

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

### ***Safeguarding***

Schools will review their child protection policy to make sure it reflects the local restrictions and remains effective.

Schools will aim to have a trained DSL or deputy DSL on site wherever possible.

- If the DSL (or deputy) can't be on site, they can be contacted remotely by email at [head@woodmancote.gloucs.sch.uk](mailto:head@woodmancote.gloucs.sch.uk) or
- [sbadham@woodmancote.gloucs.sch.uk](mailto:sbadham@woodmancote.gloucs.sch.uk)

However, the school has two further Deputy DSLs, Mrs Grosvenor and Mr Evans.

[rgrosvenor@woodmancote.gloucs.sch.uk](mailto:rgrosvenor@woodmancote.gloucs.sch.uk)

[revans@woodmancote.gloucs.sch.uk](mailto:revans@woodmancote.gloucs.sch.uk)

### ***What we will do when a large number of students need to go home and isolate***

In the event of a large number of pupils having to remain at home, we will follow the Remote Learning Policy and

1. Identify those who will need to attend school as they are deemed to be Vulnerable by the school
2. Determine who may need additional access to hardware
3. Hardware will be distributed as appropriate



4. Remote Lessons will follow the Policy guidelines.

**December 9<sup>th</sup> 2021 update**

**09 December – Coronavirus (COVID-19) – URGENT Update to all early years, children’s social care, schools, further education and higher education providers**

Today’s email includes an urgent update for all education and childcare settings on implementing Plan B of the COVID-19 Response: Autumn and Winter Plan

We have discussed this update with ASCL, NAHT and CST and agreed it would be helpful to issue this update first thing this morning

### **Information for all education and childcare settings on implementing Plan B of the COVID-19**

#### **Response: Autumn and Winter Plan**

On Wednesday 8 December, the Prime Minister announced the implementation of [Plan B of the COVID-19 Response: Autumn and Winter Plan](#), to reduce pressure on the NHS. Plan B sets out a number of additional measures across society to control transmission of COVID-19.

The Government is clear on the critical importance of not disrupting the education of children and young people and the Government will prioritise keeping all education and childcare settings open. The measures set out below will support this.

#### **Attendance**

School attendance remains mandatory and all the usual rules continue to apply. Enabling children and young people to attend their education setting regularly continues to be a national priority. As usual, schools are able to grant leaves of absence for pupils in exceptional circumstances.

#### **Face coverings**

Face coverings should be worn by pupils and students in year 7 and above (which would be children who were aged 11 on 31 August 2021), staff and visitors in communal areas, unless exempt. This is a temporary measure. Pupils and students in year 7 and above in these settings must also wear a face covering when travelling on public transport and should wear it on dedicated transport to and from school, college, or higher education provider.



We do not recommend that pupils and staff wear face coverings in classrooms, unless their Director of Public Health advises them to temporarily do so in one of the circumstances described in the [Contingency Framework Guidance](#).

### **Wrap around provision**

Schools and early years settings should continue to offer their usual before and after-school activities, including wraparound childcare. These activities provide valuable childcare for working parents and carers and promote the wellbeing of children and young people.

### **Working from home**

Office workers who can work from home should do so from Monday 13 December. Anyone who cannot work from home should continue to go into work – for example, to access equipment necessary for their role or where their role must be completed in-person. In-person working will be necessary in some cases to continue the effective and accessible delivery of some public services and private industries.

We expect all education and childcare settings, including further and higher education providers, to continue to provide face-to-face teaching, and staff should continue to attend their place of work if required in order to deliver this. Teaching and learning should not be moved online as a result of the work from home guidance and we continue to expect higher education students (unless distance learners) to receive an element of face-to-face tuition. Therapists and wider children's service professionals should continue to be invited into education and childcare settings.

Education and childcare leaders are best placed to determine the workforce required to meet the needs of their children, pupils and students. Education and childcare leaders will need to consider whether it is possible for specific staff undertaking certain roles to work from home, while minimising disruption to face-to-face education and care.

Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.

Children and young people previously considered CEV should attend their setting and should follow the same [COVID-19 guidance](#) as the rest of the population. In some circumstances, a child or young



person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.

### **Testing**

We strongly encourage all those involved in education and childcare settings to continue regular testing (LFD not PCR) and reporting their results, and to encourage pupils and students in year 7 and above to test and report their results.

Settings are strongly encouraged to ask parents, guardians and other visitors to take a lateral flow device (LFD) test before entering the setting.

### **Isolation**

All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will continue to be required to self-isolate and asked to book a PCR test.

The Government plans to introduce Daily Contact Testing as soon as possible as an alternative to self-isolation for contacts of positive Omicron cases who are fully vaccinated or under the age of 18 years and 6 months.

### **January return**

We continue to learn more about the impacts of the Omicron variant. To prepare for any possible changes in public health advice, all education and childcare settings should now revisit their existing outbreak plans to ensure they are well prepared for any future changes and ensure they are familiar with the [Contingency Framework Guidance](#).

Similarly, colleges and higher education providers should review their outbreak plans and ensure that contingency plans are up to date.

There are exams for vocational and technical qualifications timetabled for January. Students who are due to sit these exams will be prepared and it is right that they should be given every opportunity to demonstrate what they have learnt. Exams and formal assessments will go ahead. Consequently, it is essential that students continue to prepare for these assessments.



We have recently asked all secondary schools to provide an on-site test for pupils on return in January. Testing in school helps to boost participation and will help reduce transmission after a period of mixing over the holidays.

For those in settings closing over Christmas, all staff and students should test over the holidays in line with national guidance. This means that they should test if they will be in a high-risk situation that day and before visiting people who are at higher risk of severe illness if they get COVID-19.

For settings remaining open over the Christmas period (such as private nurseries, higher education or adult education providers), staff and students should continue to test at home twice per week over the holiday period.

Further and higher education students, and staff in all educational and childcare settings, should take one self-test at home either the evening or morning before they return in January. Then they should continue to test in line with government guidelines and we recommend all staff and eligible students take up the offer of a vaccine.

## **Inspection**

Early years settings, schools and colleges will be using the final days of term to put in place these measures and consider contingency measures for January. In order to do that contingency planning, the Secretary of State for Education and Her Majesty's Chief Inspector have agreed that early years settings, schools and colleges will not be inspected next week unless there are safeguarding concerns.

Ofsted has already confirmed that secondary schools will not be inspected, unless there are urgent concerns, during the first week of schools' return in January, in light of the onsite pupil testing that secondary schools will be undertaking that week. Ofsted inspections will continue to play an important role in providing independent assurance as schools and colleges continue to respond to the pandemic.

Ofsted visits for Children's Social Care, local authority SEND services and joint targeted area inspections will continue.



December 15<sup>th</sup> 2021  
Covid Enquiries Update

### Daily testing of close contacts

From today, adults who are fully vaccinated and all children and young people aged between 5 to 18 years and 6 months identified as a close contact of someone with COVID-19, are strongly advised to take a lateral flow device (LFD) test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing should be undertaken even if close contacts are within 90 days of confirmed infection. The 90 day pause is only applicable to routine asymptomatic testing.

The guidance states that daily testing should commence when identified as a close contact by NHS Test and Trace. We recommend that schools also advise daily testing for close contacts that they have identified within their settings.

Anyone over the age of 18 years and 6 months who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case.

For primary aged children [LFD test kits are available through the usual routes](#) (community test sites, local pharmacies or online).

Updated warn and inform letters and UKHSA flowchart can be found on the Schoolsnet [noticeboard](#).

### Clinically Extremely Vulnerable & Attendance

School attendance is mandatory for all pupils of compulsory school age. The shielding programme has now ended and people who were previously considered clinically extremely vulnerable (CEV) are no longer advised to shield. Continued absence on the basis of previous shielding guidance should be marked as unauthorised, unless there is written confirmation from an individual's health professional advising of a requirement for additional precautions.



## January 4<sup>th</sup> Update

### Additional measures in light of rising case numbers caused by new variant

All existing control measures to remain in place for at least initial fortnight.

In light of the potential for higher than manageable staff absence, school to

- Issue all Reception aged children log ins for Remote Learning
- Issue all class teachers with copies of previous log ins for all other pupils
- Identify with all Supply teachers that we have registered, available dates for January/February
- SLT may need to suspend PPA cover to ensure staff absent from school are covered in the classroom

In light of the potential of increased numbers of children having to self-isolate, SLT to

- Update Remote Learning Policy and reissue to all staff
- Update Remote Learning Policy on the website
- Updates to include greater emphasis on ensuring that children who are self-isolating have access to in school learning/teaching via TEAMS