**School name: Green Lane Community Special School**

**Contingency /Outbreak Management Plan**

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| **Responsible person for Plan** | **Joanne Mullineux** |
| **Date approved by Governors** | **7/9/21** |
| **Review date** | **April 2022** |

This document forms part of a suite of COVID-19 school documents which should be read together and includes the COVID-19 School Risk assessment which can be found at: <http://www.greenlaneschool.co.uk/website/covid19_risk_assessment/532724>

COVID-19 is a changing situation and this document will be regularly updated according to local and national policy. School will continue to work with Public Health Warrington [publichealth@warrington.gov.uk](mailto:publichealth@warrington.gov.uk) to ensure that we are as up-to-date as possible. This document has been written in line with the following documents:

* Contingency framework: education and childcare settings August 2021 [Contingency\_Framework](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)
* Schools COVID-19 Operational Guidance updated 17 August 2021 [DfE operational-guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance)

**1.0 Introduction**

This document outlines what school would do if children, pupils, students or staff test positive for COVID-19, and how school would operate if we were advised to take extra measures to help break chains of transmission.

Given the detrimental impact that restrictions on education can have on children and young people, any measures in school will only ever be considered as a last resort and for the shortest amount of time possible.

Any additional action will be taken on the recommendations of Public Health Warrington and will be consistent with actions described for managing local outbreaks of Coronavirus in the Warrington Outbreak Plan.

**2.0 Definition of an outbreak**

The DFE Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. It states that schools should think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting.

The thresholds detailed in the DFE guidance as an indication for when to seek public health advice are:

* 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

Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples.

For early years, this could include:

* a friendship group who often play together
* staff and children taking part in the same activity session together

For schools, this could include:

* a form group or subject class
* a friendship group mixing at break times
* a sports team
* a group in an after-school activity

If the thresholds above are reached, school will consult with Warrington Education and Public Health Team to discuss if further measures are needed the mechanism for doing this is detailed below.

Public health advice will be sought if a pupil, student, child or staff member is admitted to hospital with COVID-19. This will be done by contacting Public Health Warrington and Warrington Education Team. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

**3.0 Contingency planning**

**3.1 Working with Warrington Education and Public Health Team**

Where a pupil or staff member confirms a positive case of COVID-19, this information will be shared as soon as possible with the Education and Public Health team through the online survey tool <https://www.smartsurvey.co.uk/s/wbcschoolsdataset/>

Information shared will allow the local authority who are responsible for managing localised outbreaks to provide timely support and advice.

The Director of Public Health Warrington or the Public Health Team may give schools 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 school to take some or all of the other measures described in this document.

**3.2 Baseline Measures**

The DFE Operational Guidance sets out baseline measures that all education settings should have in place to manage transmission of COVID-19. This includes:

* Ensuring good hand hygiene for everyone
* Maintaining appropriate cleaning regimes
* Keeping spaces well ventilated
* Following public health advice regarding testing, self-isolation and managing confirmed cases of Covid-19

At the point of reaching a threshold, school will review and reinforce the testing, hygiene and ventilation measures already in place.

**3.3 Details of the types of Control Measures that could be considered in the event of an outbreak in school**

Wherever additional measures are considered, the objective is to maximise the number of children and young people in face-to-face teaching and minimise control measures that disrupt education, balanced against the risks of COVID-19 transmission.

The following measures, which are not in any particular order and are not exhaustive, would be considered in the event of an outbreak in school. Any measures put in place would be for the shortest period of time possible, and as a last resort following consultation with Warrington Public Health and the Education Team:

* Reintroducing face coverings for staff/visitors in all educational settings/staff communal areas and for pupils/students in secondary school and college
* Reinstating on site lateral flow testing in secondary schools and colleges
* Increasing the frequency of testing
* Limiting educational visits including residential visits and parental attendance
* Restricting attendance such as sending home a class or year group (in extreme cases)
* Reintroducing groups/bubbles

(See Action Plan in Appendix 1)

**3.4 Ensuring that every child / student receives the quantity and quality of education and support to which they are entitled in the event of an outbreak in school**

**3.41 Remote education offer**

In the event that pupils need to work from home, high-quality remote learning will be provided for all students well enough to learn. Please find details of this at: http://www.greenlaneschool.co.uk/website/home\_learning\_plan/508716

**3.42 SEN pupils / vulnerable pupils**

(As a community special school, all our pupils fall into this category)

On-site provision will be retained for vulnerable children and young people and the children of critical workers. This includes pupils who have Special Educational Needs and who have an EHC plan.

If a vulnerable child (defined here as a child with a social worker and/or an EHCP) has to isolate then schools are asked to inform Warrington Education Team of this through the Vulnerable Pupil survey: [Schools COVID update Vulnerable Children (smartsurvey.co.uk)](https://www.smartsurvey.co.uk/s/wbcschoolscovidvulnerable/)

**3.43 Safeguarding processes**

Where vulnerable children and young people are absent, school will:

* follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
* encourage the child or young person to attend school, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person’s attendance would be appropriate
* focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
* have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so
* Support parents with vital interventions that sit alongside the curriculum e.g. SALT, Physio etc

School will discuss alternative arrangements for extremely vulnerable children and young people with the local authority.

**3.45 Access to school meals**

From September, school meals may be provided in dining rooms to pupils. Where schools encounter an outbreak then the school meals service with work closely with the school leader to agree the best approach for that school around the delivery of school meals whilst the outbreak is contained.

Where pupils are eligible for benefits-related free school meals and are required to self-isolate at home, the service will continue to provide good quality lunch parcels. This will ensure that eligible pupils continue to be supported whilst they are unable to attend school. Where school leaders would prefer vouchers for families, please contact the service and we will work with you to put in place.

For the provision of food parcels / vouchers the school will be required to email the following information to [SchoolMealsManagement@warrington.gov.uk](mailto:SchoolMealsManagement@warrington.gov.uk):

* Child’s name
* DOB / Year Group
* Isolation start and end date
* Preference of food parcel / voucher.

If you have any issues, please contact the service on 01925 443082 or at:

[SchoolMealsManagement@warrington.gov.uk](mailto:SchoolMealsManagement@warrington.gov.uk)

**3.46 School systems to provide access to FSM if a child is isolating**

If a child that is isolating needs access to a FSM, the Local Authority will provide an isolation pack. School will contact the School Meals Service with the child’s name and isolation dates. They will then provide the school kitchen with the resources to create a food package. School will then liaise directly with the parents to arrange delivery or collection.

**3.47 Transport**

Transport is provided by the Local Authority and parents. Local Authority Transport will liaise with school around specific arrangements to reduce the risk of contracting Coronavirus. This may involve double runs and/or early/late pick ups or arrivals. These arrangements will be communicated to parents via the Transport department, supported by school. School will liaise directly with those parents who transport their children to and from school.

**3.48 Communication about changes to control measures**

Good communication is key to outbreak management. Communicating advice and guidance is an important public health tool to ensure that parents/carers, students and staff have a clear understanding on the current situation and if any changes are to be implemented in response to the outbreak. School will communicate these changes in a timely manner through the following mechanisms:

* School briefings and email updates
* Parentmail (text and letter)
* Website
* Evidence for Learning
* Home/school diary

**Appendix 1 – Action Plan:**

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| **Control measure** | **Rationale for implementing measure** | **Actions to be taken** | **Date control measure was implemented** | **Date to review control measure** | **Responsible person** |
| Reintroduction of face coverings for staff in educational settings/staff communal areas and pupils in secondary school and college. | * Reduction of risk to others and self by covering the nose and mouth. * Help reduce the risk of those suffering from coronavirus but not showing symptoms. | * Communication with staff * Communication with pupils * Communication with parents * Signage * Update whole school Covid RA |  |  |  |
| Reintroduction of more strict social distancing. | * Slowing the spread of disease by stopping chains of transmission. * Reduction of opportunities to touch contaminated surfaces. * More communication using virtual means. | * Communication with staff * Communication with pupils * Communication with parents * Signage * Update whole school Covid RA |  |  |  |
| Restrict movement around the site. | * Slowing the spread of disease by stopping chains of transmission. * Pupils and staff coming into contact with fewer people. * Reduction of opportunities to contaminate or touch contaminated surfaces. | * Communication with staff * Communication with pupils * Communication with parents * Reorganisation of some shared spaces. * Reinforcement of social distancing * Creation of rotas for shared spaces. * Communication with Fox Wood School and Woolston 6th Form. * Update whole school Covid RA |  |  |  |
| Adapt lunchtime arrangements to reduce number of staff/pupils together at any one time. | * Slowing the spread of disease by stopping chains of transmission. * Pupils and staff coming into contact with fewer people. * Reduction of opportunities to contaminate or touch contaminated surfaces. | * Communication with staff * Communication with pupils * Communication with parents * Communication with school kitchen staff * Reorganisation of some shared spaces and classrooms. * Creation of rotas/duties for shared spaces and delivery of lunches. * Reinforcement of social distancing * Update whole school Covid RA |  |  |  |
| Pupils to be class based | * Slowing the spread of disease by stopping chains of transmission. * Pupils and staff coming into contact with fewer people. * Reduction of opportunities to contaminate or touch contaminated surfaces. | * Communication with staff * Communication with pupils * Communication with parents * Arrangements to timetable i.e staff moving to pupils to class bases. * Arrangements around movement of vital resources. * Arrangements around access to outdoor areas e.g. playground * Enhanced hygiene protocols i.e. sanitising, handwashing, antibac resources. * Update whole school Covid RA |  |  |  |
| Stagger arrival and departure times | * Slowing the spread of disease by stopping chains of transmission. * Reducing the number of visitors onsite at any one time. * Pupils and staff coming into contact with fewer people. | * Planning meeting around arrival/departure times for specific groups. * Communication with staff * Communication with pupils * Communication with parents * Communication with transport. * Update whole school Covid RA |  |  |  |
| Reducing the number of visitors on site | * Slowing the spread of disease by stopping chains of transmission. * Pupils and staff coming into contact with fewer people. * Reduction of opportunities to contaminate or touch contaminated surfaces. | * Communication with stakeholders * Organisation of virtual meetings * Arrangements and protocols for essential visitors. * Update whole school Covid RA | Jan 2022 | March 2022 | JM/LL |
| Additional measures for clinically extremely/clinically vulnerable staff and pupils | * Slowing the spread of disease by stopping chains of transmission. * Reduce the risk for medically vulnerable pupils and staff * Potentially ceasing all close contact with school staff/pupils | * Create/update personal risk assessments * Consult with Health where appropriate to organise any specific arrangements * Communication with staff * Communication with pupils * Communication with parents * Initiating Home Learning Plans where appropriate * Increased safeguarding arrangements for those who may be at home (e.g. welfare calls) * Update whole school Covid RA |  |  |  |
| Attendance restrictions | * Slowing the spread of disease by stopping chains of transmission. * Enable social distancing to take place | * Communication with staff * Communication with pupils * Communication with parents * Communication with LA and Social Care, where required * Analysis of individual risk of vulnerabilities * Initiating Home Learning Plans where appropriate * Increased safeguarding arrangements for those who may be at home (e.g. welfare calls) * Update whole school Covid RA |  |  |  |
| Improved ventilation | * Slowing the spread of disease by stopping chains of transmission. | * Use Co2 monitors and appropriate actions. * Regular reminders to staff via briefing. * Update whole school Covid RA | Sept 2022 | July 2022 | JM/LL |
| Limiting educational visits | * Slowing the spread of disease by stopping chains of transmission. * Pupils and staff coming into contact with fewer people by limiting interaction with the public. * Less risk if visits are to outdoor locations * Reduction of opportunities to contaminate or touch contaminated surfaces. | * Communication with staff * Communication with pupils * Communication with parents * Agree visits rationale. * Update RAs for any visits that will continue e.g. outdoor visits * Update whole school Covid RA |  |  |  |
| Restricting the education Workforce  Consideration of essential operational roles: safeguarding | * Slowing the spread of disease by stopping chains of transmission. * Enable social distancing to take place | * Operational planning e.g. staff rotas * Create job roles and responsibilities for both staff at home and in school * Communication with staff * Communication with pupils * Communication with parents * Update whole school Covid RA |  |  |  |