



## DUDLEY ACADEMIESTRUST

### COVID-19: Outbreak Management Plan (Secondary)

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## Introduction

This Outbreak Management Plan is based on the [Contingency Framework for Managing Local Outbreaks](#) of Coronavirus (COVID-19), published by the Department for Education (DfE).

The purpose of this plan is due to the government making it a national priority that education and childcare settings continue to operate as normal during the COVID-19 pandemic. The DfE's COVID-19 Contingency Framework states that schools should have an outbreak management plan, which describes how they would operate if there were an outbreak in school.

This plan outlines how the academy would operate if any of the additional measures, due to a Variant of Concern (VoC), were recommended for our setting or area and includes how the academy will ensure every learner receives the quantity and quality of education and care to which they are normally entitled.

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our Local Authority (LA), Directors of Public Health (DsPH), local Health Protection Team (HPT) or the Regional Partnership Team (RPT).

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

To help manage a COVID-19 outbreak within the academy. Actions will be considered when either of the following thresholds are met:

- A higher than previously experienced and/or rapidly increasing number of staff or learner absences due to COVID-19 infection
- Evidence of severe disease due to COVID-19, for example if a learner, or staff member is admitted to hospital due to COVID-19
- A cluster of cases where there are concerns about the health needs of [vulnerable learners or staff](#) within the affected group

When one of the thresholds above is met, we will review the testing, hygiene, and ventilation measures already in place. We will consider:

- Increasing the number of activities that take place outside, if possible
- One-off extended enhanced cleaning focusing on touch points and any shared equipment will be put in place

We will also seek public health advice from a director of public health or health protection team.

## Guidance

The academy continues to seek guidance from:

- [Actions for early years and childcare providers during the COVID-19 outbreak](#)
- [Actions for schools during the COVID-19 outbreak](#)
- [Protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 pandemic](#)
- [Summer schools programme guidance](#)

- [Contingency framework: education and childcare settings](#)

The areas that will be considered in the event of an outbreak are:

- The use of face coverings
- Asymptomatic Testing
- Shielding Guidance
- Academy Events
- Remote Learning
- Other academy areas where appropriate.

## Testing

If recommended, we will introduce the use of home testing by learners and staff.

## Face Coverings

If recommended, learners, 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 in communal areas
- Wear a face covering in classrooms and teaching spaces unless a face covering would impact on the ability to take part in exercise or strenuous activity

## Cleaning

Following the identification of the person with COVID-19 symptoms, COVID-19 response cleaners will clean and disinfect:

- All surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with body fluids; and
- All potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells.

In the event of a Variant of Concern or local outbreak, cleaning will be enhanced further:

- Deep clean of whole academy and specific areas
- Additional cleaning support
- Additional training of cleaners

## Infection Prevention and Control Precautions

Infection prevention and control precautions continue to be implemented including:

- Good hand hygiene before entering and after leaving the academy, as well as regularly throughout the day.
- Ensuring that everyone (learners and staff) catch coughs and sneezes in tissues. If a tissue is not available, then the crook of the elbow should be used rather than hands.
- Dispose of tissues promptly in a waste bin and then perform hand hygiene.

## Other Measures

Parents/carers, learners and staff will be informed promptly about the introduction of control measures. This will be done via direct communication with parents/carers once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents/carers coming into the academy
- Live performances

## Education Workforce

The academy will continue to support learners and staff through individual risk assessments and support who are:

- Clinically Vulnerable (CV)
- Clinically Extremely Vulnerable (CEV)
- Pregnant/Expectant mothers
- BAME

We will continue to implement the system of controls set out in the COVID-19 operational guidance for educational settings. The academy's COVID-19 risk assessment explains to stakeholders the measures that have been put in place to reduce risks to learners and staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment.

- In the event of a Variant of Concern, parents/carers advised to limit their access to the academy as much as possible.
- Parents/carers or visitors permitted on the academy site by invitation only and must have an arranged appointment.
- Visitors will be collected from reception as soon as possible to avoid unnecessary waiting.
- All visitors (unless exempt) expected to wear a face covering and informed of this when a meeting is booked. This can be removed in the venue for the meeting if social distancing is possible.
- Where possible conversations with parents/carers staff will be either over the phone or via the academy's email address.
- Parents/carers are not permitted to attend academy fixtures such as football matches etc.

## Attendance Restrictions

Attendance restrictions will only be recommended as a last resort. Where measures include attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised.

The government will try to give as much notice as possible of any changes to the way settings should operate.

As with other periods of restricted attendance, academies within Dudley Academies Trust will provide high quality remote education for all learners or those not attending.

Local teams for individual settings or clusters of closely linked settings may advise restrictions on attendance.

If attendance restrictions are required across an area, the academy will determine the workforce required onsite and if it is appropriate for some staff to work remotely.

Where learners have EHCPs and cannot attend the academy, a risk assessment will be undertaken to assess if they are safer at home or in the academy.

If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, learners in years 10 and 11, and other learners who were due to take external exams this academic year should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.

### **Eligibility to Remain in School**

In the first instance, the academy will stay open for:

- Vulnerable learners
- Children of critical workers
- Other groups, as advised by the Department for Education (DfE)

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

- Vulnerable learners
- Children of critical workers

### **Education and Support for Learners at Home**

All other learners will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that learners would receive in school, as outlined in our remote learning plan and policy on the academy's website.

The academy will continue to provide meal options for all learners who are in school. Meals will be available free of charge to all learners who meet the benefits-related free school meals eligibility criteria.

The academy will continue to provide free school meals support in the form of meal vouchers for learners who are eligible for benefits related free school meals and who are not attending school because they:

- Are self-isolating
- Have had symptoms or a positive test result themselves
- Are a close contact of someone who has COVID-19

Further information is available in the guidance on '[Providing school meals during the COVID-19 outbreak](#)'. The academy will continue to support learners who are eligible for, and usually receive, free meals even if learners are studying remotely due to COVID-19.

## Wraparound Care

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

If attendance restrictions are needed, vulnerable learners should be allowed to attend. For all other learners, parents/carers should only be allowed to access these providers for face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education and training.

Restrictions on attendance may need to vary depending on whether provision will be operating during school term-time and/or school holidays, when schools are otherwise closed to ensure sufficient childcare provision remains available to those that need it most. Therefore, the advice outlined above could be subject to change.

Further advice will be provided should this be the case. In the meantime, providers should continue to refer to guidance on '[Protective measures for holiday, after school clubs and other out-of-school settings for children during the coronavirus \(COVID-19\) outbreak](#)'.

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

## Vulnerable Learners

Where vulnerable learners are absent, the academy will:

- Follow up with the parent/carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
- Encourage the learner to attend educational provision, 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 learner's attendance would be appropriate
- Focus the discussions on the welfare of the learner and ensuring that they can access appropriate education and support while they are at home
- Have in place procedures to maintain contact, ensure they can access remote education support, as required, and regularly check if they are doing so.

If we must temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable learners with Dudley Academies Trust.

## Safeguarding

We will review our Child Protection and Safeguarding policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible. On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-

ordinating safeguarding on site and the Trust's Senior Inclusion Manager and Safeguarding Lead will give remote support.

When vulnerable learners are absent, we will:

- Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Ensure vulnerable learners can access appropriate education and support while at home
- Maintain contact, and check regularly that the learner can access remote education provision (wellbeing calls will be made regularly (in line with individual learner risk assessments) to ensure that learners are safe and well at home)

## **DAT COVID-19 Risk Assessment for Full Opening of Schools**

Dudley Academies Trust continues to update its Trust-wide COVID-19 risk assessment in line with national guidance. The risk assessment is updated in consultation with academy leaders and uploaded regularly to academy websites.

The Trust-wide COVID-19 risk assessment will be updated in the event of:

- Changes to National Guidance
- Updates on COVID-19 Roadmap
- Local outbreaks
- Academy Related Outbreaks
- Variants of Concern.