

# HGCSC COVID-19 OUTBREAK MANAGEMENT PLAN

*Last updated 01 Apr 2022*

## INTRODUCTION

This plan is based on the [contingency framework for managing local outbreaks](#) of Covid-19 which was updated in **Feb 2022**, and the [Schools Operational Guidance](#) which was updated in **Feb 2022**, by the Department for Education (DfE).

Some or all of the measures in this plan will be implemented in response to recommendations provided by our Local Authority (LA), Directors of Public Health (DsPH), UK Health Security Agency (UKHSA) previously known as UKHSA, Health Protection Team or the National Government, in order to help break chains of transmission.

## THRESHOLD

The introduction of enhanced measures will be considered when any of the following thresholds are met:

- 5 positive cases amongst students or staff who are likely to have 'mixed closely', test positive for Covid-19 within a 10-day period
- 10% of pupils or staff who are likely to have 'mixed closely' test positive for Covid-19 within a 10-day period
- 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)
- To prevent unsustainable pressure on the NHS

'Mixed closely' is considered to be:

- A form group or subject class
- A friendship group
- An after-school activity or sports team

## 1. ACTIONS

- When a threshold is reached a **review of testing, hygiene and ventilation measures** will be triggered (NSP/KJR/LJC)
- NSP to inform CEO of substantial increase in positive cases

### 1.1 Seeking Public Health Advice

- NSP must notify the CEO before contacting UKHSA
- NSP will seek public health advice from the Local UKHSA Team who will escalate to Director of Public Health (DPH) or the Health Protection Team (HPT) where necessary

- NSP will telephone **DfE helpline 0800 046 8687** or **LA UKHSA team STORM phonenumber 0114 273 5334** (Mon-Fri 8am -5pm)

Where it is judged that sustained transmission is occurring, or there are other risks such as a variant of concern (VOC) or increased severity of illness, the LA/HPT may decide to convene an outbreak control team meeting (OCT). NSP will be responsible for communicating with the LA PHT and ensuring all actions prior to and following the OCT are completed.

These include;

- The case spreadsheet is complete and up to date and forwarded to [PublichealthC&YP@sheffield.gov.uk](mailto:PublichealthC&YP@sheffield.gov.uk) prior to the meeting
- Implementing any further control measures following the OCT meeting

1.2 If a student or staff member is admitted to hospital with Covid-19. Hospitalisation could indicate increased severity of illness, or a new variant of concern.

- NSP must seek advice from DfE or UKHSA team **DfE helpline 0800 046 8687** or **LA UKHSA team STORM phonenumber 0114 273 5334** (Mon-Fri 8am -5pm)

## 2. COMMUNICATION (NSP/KJR)

Changes to measures will be communicated promptly to CEO.

Students, parents and staff will be communicated with, through a range of channels:

- Assemblies and form tutors
- Microsoft Teams
- Sims Parent App
- Website
- Text messages

## 3. PLANNED ENHANCED MEASURES

### 3.1 Testing

All students with consent were tested in-school on Tue 4 Jan 2022 upon their return after Christmas break. (461 tests: 457 negatives, 4 positives)

- **Reintroduction** of home testing
- Reintroduction of asymptomatic test site (ATS); Reinstate test site in the gym
  - LJC to determine the number of bays and staffing requirements following guidance from DPH
  - Offer all those advised to be tested, the opportunity to be tested in the ATS
  - LJC/JDD organise testing schedule
  - KJR communicate testing times and routines
  - Current (latest) testing routines and risk assessment will be applied

### 3.2 Face Coverings

- **Reintroduce face coverings**
- *Face coverings are no longer mandatory, but it is personal choice to wear one in classroom setting or communal areas*
- *To be worn by all staff and students in communal areas ~~and classrooms~~ until 26th Jan at the earliest unless they are exempt*
- *(Currently we recommend the wearing of face coverings by all staff and students in communal areas ~~and classrooms~~. Teachers currently have the choice to wear or remove face coverings in the classroom to support teaching and learning if they are confident they are able to maintain a safe 2m distance from the students in a well-ventilated room)*

### 3.3 Shielding

- Adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).
- Speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning

## 4. OTHER MEASURES

If recommended;

- Assemblies occur virtually
- All meetings occur virtually
- All day and domestic educational trips are possible
- Residential educational visits are not permitted
- Virtual parents' evenings and information evenings
- Parents and all visitors coming into school must wear masks
- Live performances with external audiences will not take place before half term
- Sports events and other activities with other schools/external organisations are possible
- Blended lessons for isolating students

If recommended, limits on the following will be actioned:

- Mixed year group enrichment activities
- Open days
- Transition or taster days
- Reduce access to staff rooms and communal facilities
- Limit lettings

If recommended, the following will be reintroduced:

- Face coverings
- Classroom layout with forward-facing desks and teaching zones at the front of the room
- Separate lunch times with year-group zoned areas

- Separate breaktime zones
- Restrictions on number of staff in offices, or office layouts, in line with social distancing guidance
- One-way system when moving through buildings
- Separate entry and exit points
- Staggered entry and exit times
- Additional daytime cleaning, fogging between use of shared spaces etc
- Other proportionate measures as necessary, seeking to maintain face to face education if it is safe to do so

## 5. REMOTE LEARNING (PCR/STM)

Individual students, groups or cohorts required to be removed from face to face learning will receive the high quality and quantity of education and support including technology, to which they are normally entitled, through Microsoft Teams live or blended learning.

## 6. ATTENDANCE RESTRICTIONS (BNW)

Attendance restrictions will only be recommended as a last resort. If recommended, the following measures will be implemented:

### 6.1 Eligibility to remain in school

- Vulnerable students as defined by DfE
- Children of critical workers

### 6.2 School Meals

Meal options will be provided for students attending school. Pupils who are not attending school, but are eligible for free school meals, will be offered an alternative option from The Local Authority, e.g. a food hamper

### 6.3 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education as described above, along with the technology to access learning if required.

Remote education will be delivered in a manner that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning protocols, entitlement and policy which can be found on the school website.

The school will continue to support families eligible for benefits-related free school meals if they are not attending due to imposed Covid-19 restrictions. This will be through a voucher or food parcel to be collected from school. Families will be informed of how to receive voucher or collect food through usual channels in the event of restricted attendance requirements.

## 6.4 Wraparound care

Access to before and after-school activities and wraparound care will be limited during term time and the school holidays to those that need it most. We will communicate who will be eligible to attend, once the restrictions are confirmed.

## 6.5 Safeguarding (SAR)

Our child protection policy will be reviewed to ensure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible. If it is not possible for DSL or deputy DSL there will be a member of SLT on site. The headteacher or deputy head (NSP/KJR) can be contacted if required.

All safeguarding issues will be recorded on CPOMS by the safeguarding team. Staff who wish to report a safeguarding concern whilst not on school site should email the DSL – and in the subject write - 'Green form concern'. If the concern is immediate the DSL is not available a member of LT can be contacted, or the member of staff can contact the Sheffield safeguarding hub direct for advice.

School maintains a vulnerable student list which highlights a key worker and each child's vulnerability. This is available to all LT and the safeguarding team. This will continue to be updated during a school lockdown or partial lockdown.

When vulnerable pupils are absent staff will:

- Speak to parents/carers and, where appropriate, social workers and the local authority, to understand the reason for absence. This should be checked and reviewed on a weekly basis
- Encourage attendance
- Ensure vulnerable pupils can access appropriate education and support while at home
- Maintain contact and check regularly that the pupil can access remote education provision
- The Social Inclusion Team will meet weekly to discuss the updates on all vulnerable students. This will be conducted remotely if necessary

Although identified as vulnerable by DfE guidance, it may be more appropriate for some students to work remotely from home. All such cases will be agreed and recorded by the DSL in advance. Frequent progress and wellbeing calls will be scheduled, and the agreement kept under constant review.

## 6.6 Transport

The school will take guidance on the use of public transport for students attending. This will be communicated with parents and carers. From Mon 29 Nov 2021, the requirement for use of face coverings on public transport was re-introduced.

## 7. EDUCATION WORKFORCE (NSP/LJC)

It is advised that you have an up to date Business Continuity Plan in place to manage any issues arising as a result of Covid e.g. loss of staff, impact on teaching and learning, cleaning and catering arrangements.

### Key Contact Details:

Sal Ruczenczyn – Safeguarding Lead	<a href="mailto:sruczenczyn@hgcsc.co.uk">sruczenczyn@hgcsc.co.uk</a>	
Bev Ramsey – Safeguarding Deputy	<a href="mailto:bramsey@hgcsc.co.uk">bramsey@hgcsc.co.uk</a>	07816 894067 school mob
Rochelle Roberts – Safeguard/Wellbeing	<a href="mailto:redwards@hgcsc.co.uk">redwards@hgcsc.co.uk</a>	07378 254531 school mob
Hannah Caswell - Safeguard	<a href="mailto:hcaswell@hgcsc.co.uk">hcaswell@hgcsc.co.uk</a>	
Marianna Cagova – Safeguard/EAL	<a href="mailto:mcagova@hgcsc.co.uk">mcagova@hgcsc.co.uk</a>	
Jo Cutts – Pastoral Manager	<a href="mailto:jcutts@hgcsc.co.uk">jcutts@hgcsc.co.uk</a>	
Wayne Simpson – Safeguard/HOY 9	<a href="mailto:wsimpson@hgcsc.co.uk">wsimpson@hgcsc.co.uk</a>	
Sophie Rowe – HOY 8	<a href="mailto:srowe@hgcsc.co.uk">srowe@hgcsc.co.uk</a>	
Beth Frost – HOY 7	<a href="mailto:bfrost@hgcsc.co.uk">bfrost@hgcsc.co.uk</a>	
Jo Brocklesby – SENDCo	<a href="mailto:jbrocklesby@hgcsc.co.uk">jbrocklesby@hgcsc.co.uk</a>	