



# Outbreak Management Plan

## September 2021

## Introduction

This plan is based on the [DfE's Contingency Framework](#) which lays out how to manage and respond to local outbreaks of COVID-19.

The Government has made it a National priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic. The DfE's published COVID Contingency Framework states that schools should have an "outbreak management plan", outlining how they would operate if any of the measures described in the guidance were recommended for their setting or area.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting (where a school has 2 or more confirmed cases within 14 days, or an overall rise in sickness absence)
- 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)

In these cases, the Guidance also 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.

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

This plan should be read alongside the latest guidance for education settings operating during COVID (this is not an exhaustive list, and these documents change frequently so the reader should check they have the most up to date guidance).

- [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](#)
- [Guidance for special schools and other specialist settings: COVID-19](#)
- [Summer schools programme guidance](#)
- [Contingency framework: education and childcare settings](#)

It is important to recognise that Local authorities, Directors of Public Health (DsPH) and PHE health protection teams (HPTs) are responsible for managing localised outbreaks and will recommend some or all of the measures described below to individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

### Key Contacts for Support:

Havering Public Health: [publichealth@havering.gov.uk](mailto:publichealth@havering.gov.uk)

DFE Helpline: 0800 046 8687 and selecting option 1

### Risk Assessments

This plan does not replace the need to keep school risk assessments up to date. It is vital that a risk assessment is fully implemented which outlines proportionate control measures to manage and reduce the risk of COVID-19 transmission. It is important that risk assessments are live documents that are kept up to date as required.

Lime Academy Ravensbourne will continue to manage individual positive cases within our community by:

- Keeping records of positive pupil, staff and visitor cases and tracking potential outbreaks
- Notifying the Lime Trust and Local Authority of positive cases
- Liaising with Public Health and passing on relevant information
- Implementing our Remote learning plan for those asked to isolate
- Evaluating the School Covid Risk Assessment in response to any learning from new case

### Stepping measures up and down

We will be alerted of a school or local outbreak and will not need to activate measures within this plan before an alert is received. An alert may come from a number of sources (e.g. Local Authority, Director public health or their team, Public Health England). We will not act on information from unofficial sources and would seek more information from the Local Authority First. The Leader who receives the alert will ask for, and record, as much information as possible.

### Key points for consideration

The impacts of having missed education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

- Decision-makers will endeavour to keep any measures to the minimum number of schools or groups possible, and for the shortest amount of time possible.

- Decision-makers will keep all measures under regular review and lift them as soon as the evidence supports doing so.
- Measures affecting education across an area will not be considered in isolation, but as part of a broader package of measures.
- **Attendance restrictions will only ever be considered as a last resort.**
- Where measures include pupil attendance restrictions, the Department for Education (DfE) advise on groups that should be prioritised.

**Actions linked to measures in this plan will be shared as follows:**

**To all:**

School website – [www.limeacademyravensbourne.org](http://www.limeacademyravensbourne.org)

**To staff:**

School email system

ParentMail contact system

Telephone

Every Document Portal

**To parents:**

ParentMail parent contact system (email and Text message service)

Letters (paper/electronic distribution)

Telephone

Ravensbourne News- Newsletter

Guidance about potential measure	Actions to take in school	Personnel
<p><u>Re-introducing Bubbles.</u></p> <p>If advised to re-instate bubbles Lime Academy Ravensbourne will evaluate staffing and pupils needs and re-instate the bubbles and the control measures previously used in school to keep bubbles separate wherever possible. Details of previous bubbles and control measures should be found on Risk Assessments.</p>	<ul style="list-style-type: none"> <li>• <i>Update of 'Bubble' RAs</i></li> <li>• <i>Distribution of updated bubble specific RAs to staff allocated to bubbles</i></li> <li>• <i>Redeployment of peripatetic staff to allocated 'bubbles'</i></li> <li>• <i>Return to online staff meetings/training</i></li> <li>• <i>Reinstatement of bubbles specific specialist rooms and resources</i></li> </ul>	<p>TD and AC</p>

<p><u>Shielding</u></p> <p>Shielding can only be introduced by the National government. 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.</p> <p>If this is a teacher, then they will continue to deliver lessons remotely with the support of the Senior Leadership team.</p> <p>If a pupil needs to shield, then they will be provided with remote learning.</p>	<ul style="list-style-type: none"> <li>• <i>Extremely clinically vulnerable staff meet with line managers to review their Individual Risk assessment and discuss additional protection (e.g. use of face coverings, reduction in movement between classes/groups, remote working).</i></li> <li>• <i>Extremely clinically vulnerable pupils have a review of their Individual Multi Agency Risk Assessment (MARA) with school staff discuss additional protection measures with families, Social Care colleagues and Health Professionals (e.g. use of face coverings, reduction in movement between classes/groups, remote learning).</i></li> </ul>	<p>VF and JC</p>
<p><u>Limiting Attendance</u></p> <p>If attendance restrictions are advised across an area, the government will publish detailed operational guidance for settings.</p> <p>Settings must continue to provide high-quality remote education for all pupils or students not attending site.</p> <p>As a special school all our pupils are classed as vulnerable in relation to their EHCP and would therefore still be eligible to attend. Parents in key ‘outbreak’ areas would be offered the option for pupils to access remote learning for a period of 10 days to break the transmission cycle. If attendance is restricted further, only children of critical workers will still be eligible to attend.</p> <p>In all circumstances, priority will be for all our learners to be in school full time when and wherever possible.</p>	<ul style="list-style-type: none"> <li>• <i>Incident management Team meeting held between the school, Trust and Havering Public Health to agree further measures, for a further 10 school days, including:</i> <ul style="list-style-type: none"> <li>○ <i>Re-introducing class bubbles.</i></li> <li>○ <i>Reverting to class-based lunches.</i></li> <li>○ <i>Limiting all non-essential visitors to school.</i></li> <li>○ <i>Postponing all non-essential events.</i></li> </ul> </li> <li>• <i>Re-introducing remote learning for individual classes for 10 school days.</i></li> </ul>	<p>VF</p>
<p><u>Widening Testing or On-Site Testing Centres</u></p> <p>DfE or public health may require schools to increase the use of home testing by staff or implement onsite testing centres.</p>	<ul style="list-style-type: none"> <li>• <i>Continuation <b>or</b> reimplementation of twice weekly HOME testing for staff</i></li> <li>• <i>Reintroduction of onsite, Lateral Flow Testing centres for staff as per <b>School Testing Handbook</b> for Lime Academy Ravensbourne</i></li> <li>• <i>Review and distribution of <b>Onsite Testing RA</b></i></li> </ul>	<p>TD and VB</p> <p>TD and VB</p>

<p><u>Re-introducing Face Coverings.</u></p> <p>If advised to by public health or DfE Lime Academy Ravensbourne will temporarily re-instate the wearing of face coverings more widely and this may include communal areas and/or classrooms for both staff, pupils (when and where appropriate), and visitors. Lime Academy Ravensbourne will follow previous exemptions for their use. We will continue to balance the educational drawbacks in the recommended use of face coverings v's the benefits in managing transmission.</p>	<ul style="list-style-type: none"> <li>• Risk Management Assessment reviewed and updated to reflect requirement for the use of PPE (Face Coverings)</li> <li>• Staff Covid-19 operational Handbook for staff reviewed</li> <li>• Updated Staff Covid-19 operational Handbook for staff distributed to all staff via the school Every system Document Portal – Staff will be required to read and mark as read to confirm they understand their individual role and responsibilities in relation to containing and reducing the spread.</li> </ul>	VF
<p><u>Remote Learning</u></p> <p>Lime Academy Ravensbourne will deliver remote education for pupils not on site that meets the same quality and quantity of education that pupils would receive in school, as outlined in remote learning plans</p>	<ul style="list-style-type: none"> <li>• Implementation of Remote Learning Package – mixed model or live, recorded and resourced.</li> </ul>	JH JC
<p><u>Limiting Educational Visits, Open days, Transition Events Parental Attendance and performances</u></p> <p>Lime Academy Ravensbourne will seek and follow the advice from The Local Authority, Public Health, &amp; the DfE to determine if visits and activities are safe and appropriate to undertake or need postponing in the event of a VoC, high levels of cases in the community or a serious outbreak in the school. Similarly, we may be asked to limit access to the site for parents/carers and visitors to essential visits</p>	<ul style="list-style-type: none"> <li>• Revisit and revise venue and activity specific risk assessments</li> <li>• Liaise with external providers with regards to their enhanced Covid-19 risk management measures</li> <li>• Communicate with stakeholders' decisions regarding community and event access</li> <li>• Ongoing reviews to dynamic risk assess any changes to infection rates/local context</li> </ul>	VF AC and TD CF All

<p><u>Safeguarding and Designated Safeguarding Leads</u></p> <p>Lime Academy Ravensbourne will review its child protection policy to make sure it reflects the local restrictions and remains effective.        A trained DSL or deputy DSL will be available on site wherever possible.        Lime Academy Ravensbourne will continue to have regard to any statutory safeguarding guidance that applies to them.</p>	<ul style="list-style-type: none"> <li>• <i>Revisit and review Child Protection and Safeguarding policy and procedure</i></li> <li>• <i>Review risk 'RAG rating' pupil overview if restriction to numbers required</i></li> <li>• <i>Implementation of twice weekly 'safe and well checks' for pupils isolating or accessing remote learning</i></li> <li>• <i>Daily dynamic RA to be undertake to ensure adequate DSL and First Aid cover across both campus'</i></li> <li>• <i>Daily review of staffing availability to ensure appropriate and safe staff to pupil ratio's</i></li> </ul>	<p>VF</p> <p>JC and VF</p> <p>JC</p> <p>TD and AC</p> <p>TD and AC</p>
<p><u>Vulnerable Children and Young People</u></p> <p>When attendance is restricted, vulnerable children and young people should be prioritised for continuation of attendance at school. Due to our all pupils attending having an EHCP our whole cohort fall within this definition</p> <p>Procedures should be in place to maintain contact with vulnerable children and young people when they are absent from school.</p> <p>If Lime Academy Ravensbourne must temporarily stop onsite provision on public health or DfE advice, we will discuss alternative arrangements for vulnerable children and young people with the Local Authority.</p>	<ul style="list-style-type: none"> <li>• <i>Clear communication with stakeholders- use of Parentmail communication system in the first instance- use of in-house staff as translators for phone calls when and here required to ensure families have accurate information that they fully understand</i></li> <li>• <i>Re-launch of first day remote learning</i></li> <li>• <i>Implementation of safe and well checks</i></li> <li>• <i>Home working when possible, to be implemented</i></li> <li>• <i>Issue of 'Wonde' food vouchers to eligible families</i></li> </ul>	<p>JC</p> <p>JH</p> <p>JC</p> <p>VF</p> <p>JC</p>