

COVID-19: Outbreak Management Plan

Nottingham High School

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1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools' operational guidance from step 4](#), published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan **in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national 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)

Our overarching objective is to maximise the number of children and young people in face-to-face education and minimise any disruption in a way that best manages the COVID-19 risk. In all cases, any benefits in managing transmission will be weighed against any educational drawbacks. We will endeavour to keep any measures in education to the minimum number and for the shortest amount of time possible.

With support from our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government, we will keep all measures under regular review and lift them as soon as the evidence supports doing so. Measures affecting education and childcare settings across our local 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.

The [Operational Guidance](#) sets out the measures that the School will have in place to manage transmission of COVID-19 day to day. It will make sense to think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the School. The thresholds, detailed below (whichever of these thresholds is reached first) will be used by the School as an indication for when to seek public health advice.

- 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 include considering

- a form group, class group, IJS year group, Tutor Set or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school or cocurricular activity

At the point of reaching a threshold, the School will review and reinforce the testing, hygiene and ventilation measures we already have in place. We will also consider:

- whether any activities could take place outdoors, including exercise, assemblies or classes
- ways to improve ventilation indoors, where this would not significantly impact thermal comfort
- one-off enhanced cleaning focussing on touch points and any shared equipment

We may wish to seek additional public health advice if we are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. A director of public health or an HPT may give the School 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. They might advise the setting to take some of the other measures described in the [Contingency Framework](#).

The School will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases or if central government offers the area an enhanced response package, a director of public health might advise the School to temporarily reintroduce some control measures.

2. Roles and Responsibilities

Kevin Fear, Headmaster/ Clare Bruce (Head of Infant & Junior School)

Liaise with School, local and national communities as necessary

Key decision maker with support from colleagues below

Stuart Ramsey (Director of Finance & Operations)

Ensure support staffing levels remain appropriate

Assist in implementing any suggested control measures from the local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government as necessary

Ensure risk assessment is up-to-date and a 'living document'

Lisa Gritti, Deputy Head (Individuals)/ Christian Cordy (Deputy Head IJS)

Monitor positive cases in Senior School and communicate numbers with colleagues

Advise the Headmaster and colleagues, including Infant & Junior School on current guidance and implications

Liaise with local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government as necessary

Lead communications with the Senior School community as necessary

Assist in implementing any suggested control measures from the local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government as necessary

Paul Spedding, Deputy Head (Academic)/ Lucy Thorpe (Deputy Head IJS)

Ensure appropriate systems in place for remote learning

Ensure academic staffing levels remain appropriate

Assist in implementing any suggested control measures from the local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government as necessary

3. Self-Isolation

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

The School will seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. We can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. The School may be offered public health support in managing risk assessments and communicating with staff and parents.

4. Testing

If recommended, we will increase the use of home testing by Senior School pupils and staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the director of public health (DsPH) to discuss any further support we need to do this.

If we reintroduce on-site asymptomatic testing:

- Testing will take place as frequently as we are advised by the DsPH, LA, PHE or national government
- Testing will take place in our on-site test facility, either in the White House or any other site we deem suitable
- Staff and students can participate in on-site testing, should the DsPH, LA, PHE or national government advise that we make this available

5. Face coverings

If recommended, Senior School pupils, 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

And/or:

- Will be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity

6. Transport

Transport services will continue to be provided as normal where children are attending School.

7. Shielding

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

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

8. Other measures

If recommended, we will limit:

- Residential educational visits
- Open days, transition or taster days
- Visitors coming into school
- Live performances & assemblies

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between groups including
 - Designated break and lunch times and spaces
 - Zoning classrooms to limit movement of students around school
 - One-way systems in School and designated entrances for each bubble
- Security, Reception and Estates staff to follow safety guidance for handling deliveries
- One-way systems for parents collecting children
- Enhanced cleaning protocols
- All classrooms and teaching space to be designed to comply with updated guidance

9. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

9.1 Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Year 10 and 11 pupils
- Year 12 and 13 pupils
- Any other pupils due to take external exams this academic year

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

- Vulnerable pupils
- Children of critical workers

9.2 Education and support for pupils at home

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

We will aim to deliver remote education that meets the same high quality and quantity of education that pupils would receive in school. We will use platforms, such as Google Classroom, to facilitate live lessons wherever possible and allow work to be submitted and returned.

9.3 Wraparound care

We 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.

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

9.4 Safeguarding

We will review our Safeguarding and Child Protection policy and/or Safeguarding Annex as appropriate 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 and, if not possible, a DSL or DDSL will always be contactable as detailed in the COVID Safeguarding Annex. On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.