

COVID-19: outbreak management plan

Lime Academy Hornbeam

Approved by:	Ben Hawes, Headteacher	Date: 05.01.2022
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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](#), 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), directors 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. Actions will be considered when either of the following thresholds are met: **There are 2 positive cases among pupils or staff who are likely to have mixed closely within a 10-day period**
- 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)
- To prevent unsustainable pressure on the NHS

2. Seeking public health advice

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

We will also seek public health advice from a director of public health or health protection team. Ben Hawes, Headteacher will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or public.health@walthamforest.gov.uk as soon as possible by completing the minimum information form.

3. Testing

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

If we introduce on-site asymptomatic testing, we will set up an on-site daily testing site for staff and secondary-aged pupils.

Testing remains voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person.

4. Face coverings

If recommended, 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 classrooms.
- 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

5. 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.

6. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email or letter sent home with the students, once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school (e.g. parents' evenings)
- Live performances

If recommended, we will temporarily reintroduce:

- Temporary introduction of class 'Bubble' systems to be considered to reduce the mixing of groups if the outbreak is considered to be significant enough.

7. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures below:

When vulnerable pupils 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 pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision as detailed in our Remote Education Policy (available on the Academy's website)
- Carry out home visits when required

7.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

7.2 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 quality and quantity of education that pupils would receive in school, as outlined in our Remote Learning Policy.

The Academy will continue to provide the FSM vouchers through Wonde while they are not attending school because of COVID-19 isolation guidelines.

7.3 Safeguarding

We will review our child protection 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.

If our DSL (or deputy) is unavailable, you can contact a member of the Safeguarding Team through the school (Tel: 020 8527 2464 (Brookfield House Campus) / 020 8503 2225 (William Morris Campus)).

The Local Authority Designated Office (LADO) can be contacted on:

Tel: 020 8406 3646 / **Email:** LADO@walthamforest.gov.uk)