

COVID-19: outbreak management plan

The Minster School



Approved by:

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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), 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. Actions will be considered when either of the following thresholds are met:
 - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
 - 10% of pupils or staff who are likely to have mixed closely test positive 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. The Head Teacher or Deputy Head Teacher will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687).

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 director of public health (DsPH) to discuss any further support we need to do this.

If we reintroduce on-site asymptomatic testing:

- We will recommission the main hall, the sports hall, or another well ventilated large area to be the testing centre. We will set up the testing centre in line with national guidelines.
- Parents and students will be contacted to explain the process and to provide consent when appropriate.
- Priority will be given to students that are unable to test themselves.
- If there is a need to test the whole school then priority will be given to year 7 (the youngest students), Year 13 and 11 (public exam cohorts) and then all other year groups.

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/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

From 30th November, in line with updated national guidance, all students (year 7+), staff and visitors are strongly recommended to wear face coverings in communal areas.

5. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email/school comms/ website once a decision has been made.

If recommended, we will limit:

Stage One

- Move Acts of Worship/Assemblies to online
- Move to Daily LFD testing of affected classes/year groups
- 'Bubble' Junior School (they remain in their area rather than moving to lessons in main school)
- Reinforce messages regarding hand sanitiser and wipes
- Introduce face coverings in communal spaces

Stage 2

- Restrict residential educational visits
- Move open days to online events
- Postpone transition or taster days
- Change classroom set up to rows, facing forwards
- Initiate home changing for PE lessons
- Limit seating in dining area

Stage 3

- Introduce onsite LFD testing for all students
- Restrict live performances
- Return to 'bubbles'

6. Attendance restrictions

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

6.1 Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers

6.2 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 provision plans.

<https://www.minster.notts.sch.uk/remoteprovision>

The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. These can be collected from school and you will receive separate communications if this affects you.

6.3 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) can't be on site, they can be contacted remotely by contacting the main school reception or via the email addresses on the school website. <https://www.minster.notts.sch.uk/safeguarding>

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

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