

COVID-19: outbreak management plan

QEII School



Approved by:	Helen Elphick	Date: 1 st September 2021
Last reviewed on:	1 st September 2021	
Next review due by:	31 st December 2021	

1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), provided 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, for example:

- 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 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. Helen Elphick will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687)

3. 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.

4. Other measures

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

If recommended, we will limit:

- Residential educational visits
- Outings in the community
- External educational visitors into school
- Parents coming into school
- Live performances and open afternoons

If recommended, we will (re)introduce:

- Stronger bubbles, to reduce mixing between groups
- Face coverings in communal areas and outside of bubble areas (unless exempt)

5. Attendance restrictions

Attendance restrictions will only be recommended as a last resort to ensure the safety of all our pupils. If recommended, we will implement the measures in this section.

5.1 In school

In order to keep all our pupils safe with a prudent pupil to staff ratio we may need to close classes. If this is the case we will try and accommodate our most vulnerable pupils and those of critical workers into other classes if at all possible.

If further restrictions are recommended, we will return to offering two days a week in school for all pupils and full time for

Vulnerable pupils

Children of critical workers

5.2 Education and support for pupils at home

While pupils are not in school they will receive home learning packs and support from teachers as required through our e-schools platform as outlined in our remote learning policy.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school.

The school will continue to provide vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

5.3 Breakfast and After School Clubs

We will limit access to before and after-school activities.

5.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

Our school will have a least one trained member of the DSL team on site each day. All of the DSL team can be contacted by email, phone or online video. All teaching staff have access to CPOMS to record any safeguarding concerns which can be access online anywhere. Safeguarding clinics will run virtually every Friday for staff to share any safeguarding concerns that are not urgent. The DSL will keep a weekly record of concerns and escalate when required to Integrated Front Door.

QEII School has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Victoria Harrington

The Deputy Designated Safeguarding Lead(s) are: Emma Risby-Ward and Ellie Capas

Contact details for these are:

Role	Name	Contact	Email
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DSL	Victoria Harrington	01403 266215	vharrington@qe2school.co.uk safeguarding@qe2school.co.uk
Deputy DSL	Emma Risby-Ward	01403 266215	erisbyward@qe2school.co.uk
Deputy DSL	Ellie Capas	01403 266215	ecapas@qe2school.co.uk

All regular duties of the Safeguarding and Child Protection team in our school will remain during any period of closure in order to protect all of children and young people, whether they are attending school or accessing learning remotely.

This will include:

- Managing concerns raised
- Updating and managing access to safeguarding and child protection records by liaising with the offsite DSL (or deputy)
- Undertaking risk assessments for all pupils as necessary
Co-ordinating safeguarding provision and checks for all vulnerable pupils on and off site
- Liaising with children's social workers where they require access to children to carry out statutory assessments at the school or college and engaging with key safeguarding partners when requested, in an appropriate and safe manner.