



Outbreak Management Plan – September 2021

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SCHOOL



Outbreak Management Plan Considerations

This document has been produced to provide schools with proportionate considerations to assist in their preparation of the Outbreak Management Plan Template that is expected to be released by the government in the upcoming period of time. It has been provided purely for planning purposes so schools should ensure that any documentation produced should be cross referenced with the government template to ensure any gaps are covered.

The text content in blue shows Silverdale actions and systems.

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Introduction

Silverdale School will follow actions outlined below to manage cases of suspected and confirmed COVID-19, assess and mitigate risks related to the transmission of the COVID-19 virus on Silverdale sites and to ensure, where possible, that school sites remain open and provide education and support to all pupils and students.

Where sites or classes may have to temporarily close remote education and wellbeing check ins and support will be provided by teachers, instructors, support staff, Link Workers, Middle and Senior School Leaders.

Roles/responsibilities

Role:	Actions:	Sign off:
Caretaker	Ensure the setting is COVID compliant with support from SLT Maintain signage relating to social distancing, hand washing and infection control Ensure each are has soap, hand towels and hand sanitiser	SLT
Link Workers	Home school liaison Inform SLT Complete logs of communication Liaise with Admin as needed	SLT
Admin	Attendance record keeping Manage correspondence about COVID-19 with families Send out letters Triage and respond to calls into school	SLT
MLT	Systems Lead will manage school communications, staff emails, Silverdale Facebook, Silverdale Twitter	SLT
SLT	AHT will manage the WhatsApp staff communications relating to COVID-19 actions Manage suspected and confirmed cases Communicate school actions and restrictions with all staff HT and DHT will hold overview and co-ordinate and direct actions across all teams/departments HT and DHT will liaise and seek advice and guidance from PHE and the LA as needed HT and DHT will ensure all risk assessments, action plans and policies are in place and updated as needed Track cases and ensure Admin keep up to date logs Ensure smooth running of each department Take advice and manage closures as needed Manage remote learning as needed	HT/DHT
Teachers, instructors and support staff	Encourage pupils and students to follow guidance such as hand washing, social distancing and lateral flow testing Alert caretaker to nay shortages of PPE equipment, soap, hand towels and sanitisers in their areas Ensure curriculum delivery Liaise with Link Workers and MLT/SLT as needed case by case	MLT and SLT
<i>MLT – Middle Leadership Team SLT – Senior Leadership Team HT – Headteacher DHT – Deputy Headteacher AHT – Assistant Headteacher</i>		



Initial response to a suspected or confirmed positive case

SLT will be informed of any suspected or positive cases by Admin, staff or Link Workers and the following protocol will be followed:

- The individual will be isolated with support and sent home as soon as possible. Link Workers will inform families if the individual is a student. Each department will identify an appropriate area for students to be isolated and this will be flexibly applied in relation to each department timetable depending upon the availability of rooms. Staff available will be provided with PPE to support any pupils or students whilst transport home is arranged.
- Staff do not need to self-isolate if they are taking part or have taken part in a COVID-19 vaccine trial or are not able to get vaccinated for medical reasons.
- Students and pupils under 18 do not need to self-isolate if identified as a close contact.
- Staff who are not vaccinated, have one vaccination status or are within 14 days of their second vaccination will be assessed as close contact and required to self-isolate as needed.
- The DHT and SLT will investigate positive cases in staff to manage risk. The DHT will complete COVID-19 questionnaires for each positive case of COVID-19. SLT will contact Health and Safety for advice and guidance and to check any circumstances that would be RIDDOR reportable.
- The DHT, HT or SLT will seek advice from PHE should two cases occur within a 10 day period. Queries and concerns will be directed to North Tyneside Council's Public Health Team under the leadership of Wendy Burke Director of Public Health. The team can be contacted via email emergencyplanning@northtyneside.gov.uk or by telephone: 07813 400 000. 9am: 5pm Monday – Friday. Please note they are not operating out of hours on call arrangements this term. The Council's Public Health Team will liaise and work with the Health Protection Team in Public Health England (now referred to as UK Health Security Agency) where thresholds are exceeded and will provide advice and guidance to the setting on any measures that need to be introduced to break the chain of transmission.
- School comms are fully embedded in school and part of daily standard practice and are set up to manage any COVID-19 related issues.
- School will review COVID risk assessments and action plans as needed in response to changing circumstances.
- Should Shielding be reintroduced SLT will sensitively identify those individuals and support them in line with any guidance or advice given at the time.

Action Plans

Attendance Restrictions

- Attendance restrictions should only ever be considered in extreme circumstances and as a last resort.
- If attendance restrictions are advised across an area, the government will publish detailed operational guidance for settings. In all circumstances, priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables.
- As part of their outbreak management responsibilities, local authorities, DsPH and HPTs may advise individual settings or a cluster of closely linked settings to limit attendance in one of the ways described in this section.
- School should include details on how they will utilise remote education
- Where vulnerable children and young people are absent, education settings should:

- follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns
- encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate
- focus the discussions on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home
- have in place procedures to maintain contact, ensure they are able to access remote education support, as required, and regularly check if they are doing so
- If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.
- The cohorts described below should be used to guide decisions about restricting attendance, as well as prioritising groups to return to face-to-face education and childcare. This is covered in more detail within the [contingency framework for education and childcare settings](#) document.

Setting	Priorities
Early years	<ul style="list-style-type: none"> ● If attendance restrictions are needed, vulnerable children and children of critical workers should be allowed to attend.
Primary schools	<ul style="list-style-type: none"> ● If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. ● If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend.
Middle schools	<ul style="list-style-type: none"> ● Middle schools (with some primary and secondary year groups) may need to adopt a combined approach depending on the restrictions in primary and secondary schools in the local area.
Secondary schools	<ul style="list-style-type: none"> ● If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils in years 10, 11, 12 and 13, and other pupils who were due to take external exams this academic year should still be allowed to attend. ● If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.
Special schools	<ul style="list-style-type: none"> ● If attendance restrictions are needed: ● DfE's attendance expectations in special schools will remain in line with the equivalent age groups in mainstream schools. ● DfE's expectations in special post-16 institutions will remain in line with the equivalent restrictions in mainstream FE. ● DfE's strong preference is that all vulnerable children and young people and children of critical workers are still allowed to attend full-time where the parent or carer wishes for their child to be able to attend. Similarly, special post-16 institutions should continue to welcome and encourage students to attend as per their usual timetable where the young person wishes to attend. ● In exceptional circumstances, special schools and special post-16

	institutions may encounter circumstances where they cannot provide their usual interventions and provision at adequate staffing ratios, or with staff with vital specialist training. In these circumstances, they should seek to resume as close as possible to the specified provision for the child or young person as soon as possible. Where attendance is mandatory, full-time provision should be provided.
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- If restrictions on student attendance are needed, a decision will need to be determined of the workforce required onsite and if it is appropriate for some staff to work remotely – this may lead to not utilising or carrying out risk assessments for CEV staff.
- As part of this the school should ensure suitable staff are present at all times to cover Safeguarding (DSL's), first aid, fire warden, compliance (legionella/fire etc checks), etc.

Attendance Restrictions Action Plan	
Action's school will take to put it in place quickly to ensure every pupil receives the quantity and quality of education and care to which they are normally entitled	How would the school communicate changes to pupils, parents and staff?
<p>See Remote Education Information for Parents/carers Policy Number SILVPO116210126.</p> <p>Any class or school closures and reopening concerns will be addressed by the caretaker as directed by SLT such as fire/legionella checks, liaison with contractors, records of checks are held in school.</p> <p>Risk assessments are carried out in line with the Health Safety Audit guidance and action points.</p>	<p>Link Worker communication channels</p> <p>Student circle and in class information sharing - SLT</p> <p>Silverdale Twitter Feed – Systems Manager</p> <p>Silverdale Facebook page – Systems Manager</p> <p>Silverdale website – Systems Manager</p> <p>Emails to families – Admin, Link Workers, SLT</p> <p>Letters to families – Admin, SLT</p> <p>Texts to families – Link Workers and key teaching and learning staff</p> <p>Individual phone calls as needed - staff</p> <p>Silverdale WhatsApp Business Continuity Group - AHT</p> <p>Staff Briefings – MLT/SLT</p> <p>Staff emails – all staff</p>

Transport Services during restrictions:

Transport to education settings should continue to be provided as normal where children are attending education settings

Transport Services during restrictions Action Plan	
Action's school will take to put it in place quickly to ensure every pupil receives the quantity and quality of education and care to which they are normally entitled	How would the school communicate changes to pupils, parents and staff?
HT, DHT and in their absence SLT will follow protocols advised by PHE and the LA and put into place any actions required. The Public Health Team can be contacted via email emergencyplanning@northtyneside.gov.uk	<p>Communications include emails, phone calls, texts, Facebook, Twitter, letters and staff WhatsApp Group.</p> <p>Liaison with Home School Transport – Admin, Link Workers and AHT</p> <p>Student circle and in class information sharing – SLT/MLT</p> <p>Silverdale Communications (Comms) – Systems Manager</p>



<p>or by telephone: 07813 400 000. 9am: 5pm Monday – Friday.</p> <p>Silverdale school transport will continue with restrictions and adjustments as advised or needed.</p>	<p>Silverdale WhatsApp Business Continuity Group - AHT Staff Briefings - MLT/SLT Staff emails – all staff</p>
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School Meals during restrictions:

- Schools should provide meal options for all pupils who are in school. Meals should be available free of charge to all infant pupils and pupils who meet the benefits-related free school meals eligibility criteria.
- Schools should also continue to provide free school meals support in the form of meals or lunch parcels for pupils who are eligible for benefits related free school meals and who are not attending school because they:
 - are self-isolating
 - have had symptoms or a positive test result themselves
 - are a close contact of someone who has COVID-19

School Meals during restrictions Action Plan	
<p>Action's school will take to put it in place quickly to ensure every pupil receives the quantity and quality of education and care to which they are normally entitled</p>	<p>How would the school communicate changes to pupils, parents and staff?</p>
<p>SLT will seek advice and support from catering and LA and put in place and execute action plan to meet need.</p> <p>Risk Assessments will be updated as needed and reviewed termly or more frequently as changes arise. HT, DHT and SLT will manage and update risk assessments.</p>	<p>HT/DHT/SLT/Business Manager will contact the LA Catering Service – Jill Hurst, jill.hurst@northtyneside.gov.uk, 0191 643 8355.</p> <p>Link Worker communication channels Student circle and in class information sharing – SLT/MLT Silverdale Twitter Feed – Systems Manager Silverdale Facebook page – Systems Manager Silverdale website – Systems Manager Emails to families – Admin/SLT/MLT Letters to families - Admin/SLT/MLT Texts to families – Link Workers Individual phone calls as needed – all staff Silverdale WhatsApp Business Continuity Group - AHT Staff Briefings – SLT/MLT Staff emails – all staff</p>

Educational visits during restrictions:

- Attendance restrictions for educational visits should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe.
- Only children who are attending the setting should go on an educational visit.
- Education settings should consult the government health and safety guidance on educational visits when considering visits.

Educational visits during restrictions Action Plan



North Tyneside Council

Schools Health and Safety

North Tyneside Council, Quadrant, (2nd Floor),
The Silverlink North, Cobalt Business Park, North
Tyneside, NE27 0BY

<p>Action's school will take to put it in place quickly to ensure every pupil receives the quantity and quality of education and care to which they are normally entitled</p>	<p>How would the school communicate changes to pupils, parents and staff?</p>
<p>SLT will follow advice and guidance relating to off site activities and learning and risk assess as needed. Rob Smith is the named contact, Rob.Smith@northtyneside.gov.uk, 0191 643 8545. SLT would follow up any queries or concerns.</p>	<p>Link Worker communication channels Student circle and in class information sharing – SLT/MLT Silverdale Twitter Feed – Systems Manager Silverdale Facebook page – Systems Manager Silverdale website – Systems Manager Emails to families – Admin/SLT/MLT Letters to families - Admin/SLT/MLT Texts to families – Link Workers Individual phone calls as needed – all staff Silverdale WhatsApp Business Continuity Group - AHT Staff Briefings – SLT/MLT Staff emails – all staff</p>

Reintroduction of Testing

- This section would cover the process for home testing by staff/pupils and how the school would re-introduce the Asymptomatic Testing Site if required.
- These arrangements will be specific to the school setting but should already be documented previously and should involve the production or review of relevant testing risk assessment(s)

Reintroduction of Testing Action Plan	
<p>Action's school will take to put it in place quickly to ensure every pupil receives the quantity and quality of education and care to which they are normally entitled</p>	<p>How would the school communicate changes to pupils, parents and staff?</p>
<p>Designated SLT will set up and manage the Asymptomatic Testing Site as needed with support from staff trained during the pandemic. AHT and SLT for Pastoral Wellbeing are responsible for onsite asymptomatic testing and updating risk assessments. Risk Assessments will be reviewed termly or dynamically as needed. . The following staff are trained testers: Harriet Shambrook Steven Swales Sarah Gates Sarah Stephenson Pauline Clark Gareth Conroy Alan Henny - Lead Mick Johnson - Lead Sarah Stoves – Recorder Hayley Sutton - Recorder</p>	<p>Link Worker communication channels Student circle and in class information sharing – SLT/MLT Silverdale Twitter Feed – Systems Manager Silverdale Facebook page – Systems Manager Silverdale website – Systems Manager Emails to families – Admin/SLT/MLT Letters to families - Admin/SLT/MLT Texts to families – Link Workers Individual phone calls as needed – all staff Silverdale WhatsApp Business Continuity Group - AHT Staff Briefings – SLT/MLT Staff emails – all staff</p>



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Reintroduction of Face Coverings Action Plan

- How would the school re-introduce the use of face coverings more widely in the setting from a logistical point of view (e.g., communal areas and/or classrooms)?
- Would backup face coverings need to be procured?
- Include exemptions of individuals to wear face coverings.
- In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission

Reintroduction of Face Coverings Action Plan	
Action's school will take to put it in place quickly to ensure every pupil receives the quantity and quality of education and care to which they are normally entitled	How would the school communicate changes to pupils, parents and staff?
<p>Face masks in stock in school. The Caretaker will monitor stock levels and alert SLT and the Business Manager when stocks need replenishing.</p> <p>Facemasks will be recommended in public areas of school.</p> <p>Individuals will have the choice to wear them in all areas as they choose.</p> <p>HT, DHT and in their absence, SLT, will follow protocols advised by PHE and the LA and put into place any actions required. The Public Health Team can be contacted via email emergencyplanning@northtyneside.gov.uk or by telephone: 07813 400 000. 9am: 5pm Monday – Friday.</p> <p>SLT are aware of those who have identified themselves exempt from wearing face masks.</p> <p>Signage and posters on display on Silverdale sites.</p> <p>Visitors (if allowed on site) will be requested to wear face masks or in the case of refusal or exemption have restricted access to key areas of the Silverdale sites.</p>	<p>Link Worker communication channels</p> <p>Student circle and in class information sharing – SLT/MLT</p> <p>Silverdale Twitter Feed – Systems Manager</p> <p>Silverdale Facebook page – Systems Manager</p> <p>Silverdale website – Systems Manager</p> <p>Emails to families – Admin/SLT/MLT</p> <p>Letters to families - Admin/SLT/MLT</p> <p>Texts to families – Link Workers</p> <p>Individual phone calls as needed – all staff</p> <p>Silverdale WhatsApp Business Continuity Group - AHT</p> <p>Staff Briefings – SLT/MLT</p> <p>Staff emails – all staff</p> <p>Signage and posters on display - caretaker</p>

Reintroduction of Shielding

- What actions would the school take to ensure continuity if shielding was to be reintroduced?
- Would this include regular catch ups? Changing of roles, etc?

Reintroduction of Shielding Action Plan	
Action's school will take to put it in place quickly to ensure every pupil receives the quantity and quality of education and care to which they are normally entitled	How would the school communicate changes to pupils, parents and staff?
<p>HT, DHT and in their absence, SLT, will follow protocols advised by PHE and the LA and put into place any actions required. The Public Health Team can be contacted via</p>	<p>On an individual needs met basis.</p>



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<p>email emergencyplanning@northtyneside.gov.uk or by telephone: 07813 400 000. 9am: 5pm Monday – Friday. HT, DHT, SLT will follow PHE and updated Government advice should shielding be reintroduced. Should Shielding be reintroduced SLT will sensitively identify those individuals and support them in line with any guidance or advice given at the time. DHT and Admin will compile the list of staff, pupils and students who are advised to shield and keep record of notifications for those individuals. Previous notifications were issued through Department for Health. HT, DHT and SLT will address any staffing needs triggered by shielding.</p>	
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Other measures

How would the school manage if they were to limit:

- Residential educational visits
Visits would potentially be postponed following advice from local and national relevant agencies. Any changes would be communicated with Silverdale community. SLT will follow advice and guidance relating to off site and residential activities and learning and risk assess as needed. Rob Smith is the named contact, Rob.Smith@northtyneside.gov.uk, 0191 643 8545. SLT would follow up any queries or concerns.
- Open days
Silverdale will organise any events based on the advice and guidance in place at the time. HT/DHT and SLT will carry out a departmental and site based risk assessment to determine which events can take place and which events would need to be postponed.
- transition or taster days
Silverdale will organise any events based on the advice and guidance in place at the time. HT/DHT and SLT will carry out a departmental and site based risk assessment to determine which events can take place and which events would need to be postponed.
- parental attendance in settings
- Silverdale will organise any events based on the advice and guidance in place at the time. HT/DHT and SLT will carry out a departmental and site based risk assessment to determine which events can take place and which events would need to be postponed.
- performances in settings
- Silverdale will organise any events based on the advice and guidance in place at the time. HT/DHT and SLT will carry out a departmental and site based risk assessment to determine which events can take place and which events would need to be postponed.

Appendices

HT/DHT/SLT and Admin have access to a shared folder with the following templates:



North Tyneside Council

Schools Health and Safety

North Tyneside Council, Quadrant, (2nd Floor),
The Silverlink North, Cobalt Business Park, North
Tyneside, NE27 0BY

[Risk assessments](#)

[Check Lists](#)

[Policies](#)

[Letter templates](#)

Staff communications are shared through the WhatsApp Staff Group.

HT/DHT/SLT/Admin can access copies of templates should there be issues such as key role absences, data loss or role changes. These documents can be accessed remotely as needed with vasco tokens.