



Haslingden High School and Sixth Form

COVID-19 Outbreak Management Plan

NOTE: Due to the constantly changing situation, this document is live and will be constantly reviewed and amended to reflect school specific controls on an ongoing basis.

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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, 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 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period; or
 - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period; or
 - If a pupil, student or staff member is admitted to hospital with COVID-19.

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

A group that is likely to have mixed closely could include:

- a form group or subject class;
- a friendship group mixing at break times;
- a sports team;
- a group taking part in an after-school activity.

School additional measures in case of Covid-19 outbreak

1. 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 the Lancashire Public Health Education Outbreak Management team. If there are more confirmed cases linked to the school, the local authority will investigate and will advise the school on any other actions that may be required.

2. Testing

Additional communication with parents, students and staff will encourage engagement in bi-weekly home testing for all staff, students and pupils.

If the school transmission tracker indicates an area of concern with any year groups or student populations, we will communicate with parents to request children to undertake a PCR test at their earliest convenience. This will also apply to staff who teach the groups causing concern.

In extreme circumstances, if there is evidence that the school community are not engaging in regular home testing we will reintroduce bi-weekly on site testing for affected year groups or the whole school community. We will consult with the Lancashire Public Health Education Outbreak Management team to discuss any further support we need to do this.

The reintroduction of on-site asymptomatic testing will include:

- testing to take place twice weekly, or daily if necessary;
- using the sports hall or gym as our on-site testing centre;
- all students & pupils identified as groups of concern from the COVID transmission tracker.

3. 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

4. Assemblies & Meetings

- Live assemblies for affected groups will be suspended and will revert to recorded presentations or live presentations via Zoom/Google meet/Microsoft Teams. If necessary, we will undertake the same procedures for the whole school, depending on rates of transmission in school.
- Staff briefings held on Monday mornings will be split into two presentations to limit the numbers gathering in the theatre.
- Staff meetings can be held via Zoom/Google meet/Microsoft Teams.

5. Extra-Curricular Activities

This will be a three-stage process depending on the level of risk:

- Students/pupils of any group identified as a cause for concern involved in PE/sports fixtures will be requested to undertake a LFD test on the morning of the fixture to identify and isolate any asymptomatic positive cases. Students/pupils will not be permitted to participate in the fixture if they do not wish to undertake the LFD test.
- Extra-curricular activities which involve students from more than one year group will be suspended;
- All extra-curricular activities will be suspended.

6. Protocols for classroom teaching

Advice to staff regarding social distancing from students in classrooms may be considered in response to an outbreak in a specific year group, or the wider school in extreme circumstances.

Changes in teaching approaches may be considered for Music, P.E, Drama, science and technology depending on circumstances.

Consideration will be given to whether any classroom activities can take place outdoors, including exercise, assemblies or classes.

In extreme circumstances, and if recommended, we will reintroduce:

- › Bubbles, to reduce mixing between groups

7. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email letters to parents which will also be available on the school website once a decision has been made.

If recommended, we will limit:

- › Residential educational visits and other educational visits for affected year groups. In extreme cases we will suspend all educational visits.
- › Open days – if not possible to run a full open evening we will look to run staggered events or move to an online event if necessary.
- › Transition or taster days.
- › Parents coming into school - parents' evenings are continuing to run remotely as they did during the 2020-2021 academic year. Other parental events will be suspended or will be run through remote presentations or recordings, where necessary.
- › Live performances.
- › Hiring of the school premises will be suspended if public health advice is to do so according to the localised risk.
- › Provision of school lunches may be restricted – we will always continue to provide a free meal for those eligible pupils. Parents may be requested to send their child with packed lunches, in extreme circumstances.

8. Attendance restrictions

Attendance restrictions will only be recommended as a last resort, and in response to Public Health advice. If recommended, we will implement the measures in this section.

It may be necessary to send home a year group for a period to break the chain of in-school transmission.

In response to Public Health advice, in the case of a major outbreak across multiple year groups, it may be necessary to limit attendance at school to specific year groups. In this situation year groups who are sitting external exams (Years 11 and 13) will be prioritised for attendance.

8.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Prioritised year groups

8.2 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 plans.

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.

9. 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.

10. Limiting the workforce on site

If it becomes necessary to limit the workforce on site, then consideration will be given to ensuring that the appropriate staff remain on site to allow the school to continue to operation efficiently and offer high quality remote learning to students. A high proportion of staff are equipped to work from home and similar arrangements will be put in place as were implemented during previous periods of lockdown.

11. 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 telephone, email or online video calls

If our DSL (or deputy) is unavailable, we will share a DSL with Bacup and Rawtenstall Grammar School.

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, working with the local authority and social worker (where applicable), particularly in cases where the social work and Virtual School Head agrees that the child or young person's attendance would be appropriate to maintain their safety.
- 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.
- If we have to temporarily stop onsite provision on public health advice, we will discuss alternative arrangements for vulnerable children and young people with the local authority.