**Victoria Primary Academy**

**January 2022 COVID-19: outbreak management plan**

**1. Introduction**

We continue to respond to the latest guidance and advice from:

1. National Government
2. Public Health England (PHE)
3. Local Authority Public Health (Leeds City Council)
4. Department for Education

This plan is based on the [contingency framework for managing local outbreaks](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings) of COVID-19 and the [schools operational guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak), provided by the Department for Education (DfE).

Although we recognise the government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic, measures affecting education and childcare may be necessary in some circumstances. We will 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:

1. 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

1. If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
2. As part of a package of measures responding to a ‘variant of concern’ (VoC) locally or nationally
3. To prevent unsustainable pressure on the NHS

This Covid-19 Outbreak Management Plan describes what Victoria Primary Academy would do if children, pupils, students or staff test positive for COVID-19, or how they would operate if they were advised to reintroduce control measures to help break chains of transmission.

**2. Principles**

Any control measures put in place will be regularly reviewed. We will continue to respond to the evidence being provided at a local and national level and act accordingly in line with guidance:

* To ensure that Victoria Primary Academy continues to provide high quality Education whilst providing a safe working and learning environment for staff and pupils
* To aid the prevention and mitigation of the spread of Covid-19 cases through effective engagement with our community on Government, public health and school rules
* To identify strategic ownership and leadership of the Academy’s Outbreak Management Plan and clear escalation protocols.

**3. Roles and Responsibilities**

Executive Principal Sam Bailey has responsibility for:

3.1 ensuring infection prevention and control measures are in place

3.2 implementing secure data management systems to keep a secure record of confirmed cases with the appropriate governance, regulatory and security measures in place

3.3 updating school specific Covid-19 risk assessments in line with national guidance, including individual risk assessments for vulnerable individuals and children

3.4 to ensure Lateral Flow Test (LFT) home testing kits are provided to staff for twice a week testing

3.5 the updating, implementation, and evaluation of this plan

**4. Seeking public health advice**

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place and seek public health advice from a director of public health or local health protection team. Executive Principal Sam Bailey will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687).

**4.1 Single Confirmed Covid-19 Case**

If there is a single positive case identified in an individual attending Victoria Primary Academy, the setting does not need to notify any other agency.

The school may seek support from the DfE helpline if necessary (accessible 7 days a week) 0800 046 8687 (option 1) or the [DfE Portal.](https://services.signin.education.gov.uk/)

The following steps will be taken in line with the latest guidance:

1. All contact tracing will be undertaken by NHS Test and Trace.
2. From 16 August 2021, asymptomatic children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, they will be informed that they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.
3. A remote learning plan will be implemented for those isolating.
4. From 16 August 2021, asymptomatic staff members who are fully vaccinated will also not need to self-isolate following close contact with a positive case. They will however be asked to take a Lateral Flow Test/ PCR test before returning to school.
5. Any individual who has symptoms or who has tested positive for Covid-19 must self-isolate in line with Government guidance.

We will follow Government guidance to seek advice if a pupil or staff member is admitted to hospital with Covid-19 by phoning the DfE helpline (0800 046 8687, option 1). This is because hospitalisation could indicate increased severity of illness or a new Variant of Concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

**4.2 Multiple Confirmed Covid-19 Cases**

If there are multiple linked confirmed cases amongst individuals attending Victoria Primary Academy within 14 days, the school may have an outbreak.

The school may seek support from Leeds City Council Public Health team.

* For most education and childcare settings, whichever of these thresholds is reached first:
* 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; OR
* 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.

The school will work in collaboration with Public Health to reach a decision around what measures may need to be put in place in line with this Plan (see section 6.0 below).

**5. Shielding**

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list (SPL)](https://digital.nhs.uk/coronavirus/shielded-patient-list).

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 Arbor communications sent directly to all parents once a decision has been made.

If recommended, we may limit:

* Residential educational visits
* Open days
* Transition or taster days
* Parents and other visitors coming into school
* Live performances

If recommended, we will reintroduce:

Bubbles, to reduce mixing between groups – this might include the temporary suspension of Breakfast and After School Clubs, assemblies and a return to eating in the classroom environment

Face coverings for staff in shared spaces and parents whilst on the school site

These lists are not exhaustive and we will follow advice given to us in the particular circumstances we find ourselves.

**7. Attendance restrictions**

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

**7.1 Eligibility to remain in school**

If restrictions are recommended, we will stay open for vulnerable pupils and the 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 Plan.

The school will continue to provide meals for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines. School meal vouchers will be provided to parents as soon as possible once we have confirmed an absence is due to COVID-19 isolation guidelines.

**7.3 Wraparound care**

We will limit access to before and after-school activities and wraparound care during term time to those that need it most.

**7.4 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. We will write to you to let you know who this will be, in the event of a change in circumstance.

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

When vulnerable pupils are absent, we will:

* Speak to parents/carers and, where applicable, social workers and the local authority, to work out the reason for absence
* Encourage attendance
* Make sure 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

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| **Victoria Primary Academy Covid Contingency Plan January 2022** | |
| We are looking forward to welcoming children back to school in January and intend to resume all aspects of school life, including Breakfast Club and – from Week 3 – After School Clubs. | It is expected that all children return to school and attend school every day unless they are ill.    Children under 18 and 6 months and double vaccinated adults do not need to self-isolate or miss school or work if a member of their household or a contact has Covid. |
| What should my child do if someone in our household has Covid or my child has had close contact with someone outside of the household who has covid? | If someone in your household tests positive for covid or your child has had contact with someone outside of the household who then tests positive for covid, your child can continue to attend school. However, it is recommended that your child shout take a Lateral Flow test daily for seven days.  If your child goes on to develop any symtoms associated with Covid-19 – they should then self-isolate and take a PCR test. |
| When should my child self-isolate and stay off school and remain at home? | Your child must stay off school and remain at home if they have tested positive for Covid.    Your child must also stay off school and remain at home if they have any of the following symptoms  · A high temperature  · A new, continuous cough  · A loss or change to sense of smell or taste    You must take your child for a PCR test NOT use a Lateral Flow test where there are symptoms present.    If your child develops any of the symptoms above whilst they are at school you will need to collect them and they must self-isolate and have a PCR test. |

At Victoria, we continue to have a detailed Covid risk assessment in place which can be found on our school website <https://vpaleeds.co.uk/coronavirus-advice-and-information/>

The information below is a summary of the action that we might take based on community risk and any school cases.

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| Community Covid Risk | Description | School Actions |
| Low community transmission  and no school Covid cases | · There have been no cases of Covid within school for 10 school days  · Cases of Covid locally are low and/or stable  · Hospitalisation/deaths due to Covid nationally are low | · Remind children of hygiene and the need for hand washing  · Maintain appropriate cleaning regimes as per school risk assessment  · Ensure good ventilation in classrooms  · Follow public health advice on isolation if children/staff have Covid symptoms or PCR tests due to contacts |
| Rapidly rising community transmission but no school Covid cases | · No current Covid cases have been recorded at school  · Cases of Covid are rising rapidly in the community causing disruption to other schools in Leeds  · Local Public Health/Public Health England issue warning of expected local/national infection wave | In addition to the actions listed above  · Ventilation of classrooms increased and pupil hand washing supervised  · Key stage assemblies replaced with class assemblies  · Clinically vulnerable staff meet with line-managers to review individual risk assessments and discuss additional protection  - Re-introducing staff face masks for corridors and communal areas |
| Number of cases in school | Description | Actions |
| A single case (children or staff) in school | · A single child tests positive for Covid  · No other pupils, staff or classes are affected | · The child self-isolates for 10 days. Remote learning will be provided for pupil if they are well enough to complete it.  · The parents of the child are contacted directly by NHS Track and Trace and advised to book a PCR test.  · Siblings do not need to miss school or self-isolate whilst they wait for the result of the PCR test unless they have Covid symptoms. |
| 5 children or staff within school test positive within 10 days of each other  OR  3 children or staff in a single class within 10 days | · There have been 5 cases of Covid across the school or 3 cases in a class within 10 days which could mean that Covid is spreading within that group of children | · As above re. self-isolation and PCR tests for each positive case  · The school will discuss the outbreak with the local public health team and agree strengthening protective measures for 10 school days, including:  - Adapting, limiting or postponing indoor sporting activities, trips and assemblies  - Reducing the movement of staff and pupils across the school |
| Covid cases continue to increase rapidly within a 10 day period | · Despite the measures indicated above, Covid cases within the school /local community continue to rise within a 10 day period with multiple classes and staff affected, suggesting that Covid is spreading widely throughout the school/local area. | · Further contact with the local public health team to agree further measures for a further 10 school days, including:  - Re-introducing class bubbles  - Limiting attendance in after school and breakfast clubs  - Limiting all non-essential visitors to school  - Postponing all non-essential events  - Possible temporary class closure to allow deep cleaning in a designated area.  - Possible re-introduction of remote learning for individual classes. |