

# COVID-19: outbreak management plan - St Joseph's College

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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), 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
  - 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 Melissa Roberts or Catherine Machin will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or Peta Curno from the local public health service

### 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:

Testing on Site	<ul style="list-style-type: none"> <li>• Order additional test kits from DfE</li> <li>• Re-commission Sports Hall</li> <li>• Reinstate testing team</li> <li>• Rota of students:             <ul style="list-style-type: none"> <li>– <i>KS4 and KS5 before school, breaks, lunches and after school</i></li> <li>– <i>KS3 in lesson times</i></li> <li>– <i>If surge testing is required the timing of the school day would be adapted to allow full-role surge testing in one day</i></li> </ul> </li> </ul>	C Borasisnski Cath Machin Charlotte Slattery	<ul style="list-style-type: none"> <li>• Re-schedule lessons and cancel bookings (RC)</li> <li>• Rota of students (RC)</li>   <li>• RC to draw up plan</li> </ul>	
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### 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

### 5. 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.

### 6. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via parentmail and/or text message once a decision has been made.

If recommended, we will limit:

- Residential educational visits

- › Open days
- › Transition or taster days
- › Parents coming into school
- › Live performances

If recommended, we will reintroduce:

- › Bubbles, to reduce mixing between groups

## **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
- › 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 policy

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.

This will be done via the distribution of supermarket vouchers

### **7.3 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 email at [cslattery1@stjosephsmail.com](mailto:cslattery1@stjosephsmail.com) or by Teams message

On occasions where there is no DSL or deputy on site, the headteacher 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

#### Contingency arrangements in the event of an outbreak

In the event of an outbreak	Actions taken as required	PM lead	Operations	Other staff
Increase use of testing at home	<ul style="list-style-type: none"> <li>• Issue advice for increased LFD testing at home</li> <li>• Requirement for students to report results</li> </ul>	Cath Machin	<ul style="list-style-type: none"> <li>• Letter to parents (MLR)</li> <li>• Assemblies (MLR)</li> <li>• Form tutors to check reporting</li> </ul>	HoYs
Enhanced Cleaning	<ul style="list-style-type: none"> <li>• Reinstate additional enhanced cleaning measures throughout the day</li> <li>• Reorder hand sanitiser and wipes for desks</li> </ul>	Chris Capewell Chartwells		
Testing on Site	<ul style="list-style-type: none"> <li>• Order additional test kits from DfE</li> <li>• Re-commission Sports Hall</li> <li>• Reinstate testing team</li> <li>• Rota of students:               <ul style="list-style-type: none"> <li>– <i>KS4 and KS5 before school, breaks, lunches and after school</i></li> <li>– <i>KS3 in lesson times</i></li> <li>– <i>If surge testing is required the timing of the school day would be adapted to allow full-role surge testing in one day</i></li> </ul> </li> </ul>	C Borasisnski Cath Machin Charlotte Slattery	<ul style="list-style-type: none"> <li>• Re-schedule lessons and cancel bookings (RC)</li> <li>• Rota of students (RC)</li>   <li>• RC to draw up plan</li> </ul>	
Face coverings	<ul style="list-style-type: none"> <li>• Reinstate the mandate for universal use of face coverings</li> <li>• Regular use of hand and desk sanitisation</li> </ul>	Melissa Roberts	<ul style="list-style-type: none"> <li>• Letter to parents (MLR)</li> <li>• Assemblies (MLR)</li> </ul>	All staff
Shielding	<ul style="list-style-type: none"> <li>• Conduct risk assessments for staff who were shielding (currently 1) and consider advising temporary reinstatement of shielding</li> </ul>	Melissa Roberts Fiona	<ul style="list-style-type: none"> <li>• RA conducted</li> <li>• Medical Advice sought</li> </ul>	

	<ul style="list-style-type: none"> <li>• Re-allocation of role to shielding member(s) of staff</li> <li>• If stay-at-home guidance is reintroduced, an assessment of home working may be considered</li> </ul>	Uschmann		
Social distancing – bubbles	<ul style="list-style-type: none"> <li>• Reinstate year group bubbles</li> <li>• Reintroduce reduced contact at lunches and breaks</li> </ul>	Rick Christopherson		
Attendance restrictions	<p><b><u>Attendance restrictions would only ever be considered as a last resort and based on public health advice</u></b></p> <ul style="list-style-type: none"> <li>• Rota of year groups considered for non-exam year groups</li> <li>• Pupils in Y10-13 to attend wherever possible</li> <li>• All teachers switch to live teaching on Teams</li> <li>• Students follow normal timetable</li> <li>• Rainbow room established for vulnerable students and children of critical workers</li> </ul>	Melissa Roberts	<ul style="list-style-type: none"> <li>• Rota of year groups (RC)</li> </ul>	
Safeguarding	<ul style="list-style-type: none"> <li>• No change to local multi-agency safeguarding arrangements</li> <li>• All staff to be vigilant and responsive</li> <li>• We will continue to have regard to any statutory safeguarding guidance</li> <li>• Review their child protection policy so that it reflects the local restrictions and remains effective</li> <li>• Wellbeing phone calls in the event of students being at home</li> </ul>	Charlotte Slattery Cath Machin	<ul style="list-style-type: none"> <li>• Charlotte Slattery</li> <li>• Form tutors and mentors</li> </ul>	
Educational visits and events	<ul style="list-style-type: none"> <li>• Educational visits would be cancelled as necessary</li> <li>• Open days will be virtual if necessary</li> <li>• Transition or taster days</li> <li>• Parents coming into school will be asked to adhere to social distancing and to wear a mask</li> <li>• Live performances will be cancelled of necessary</li> </ul>		<ul style="list-style-type: none"> <li>• Letters to parents – trip leader</li> <li>• Letters to parents MLR</li> </ul>	