



Ryburn Valley High School: Outbreak Management Plan 2021-22

Created: September 2021

Summary

This plan is based on the contingency framework for managing local outbreaks of Covid-19, provided by the Department for Education (DfE).

The [Contingency Framework](#) describes the principles of managing local outbreaks of Covid-19 (including responding to variants of concern) in education and childcare settings, covering:

- The types of measures that settings should be prepared for
- Who can recommend these measures and where
- When measures should be lifted
- How decisions are made

Local Authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) can recommend measures described in the Framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

In most cases a ‘cluster’ will be no more than 3 or 4 settings linked in the same outbreak.

All education and childcare settings should have an outbreak management plan outlining how they would operate if any of the measures described within the Framework were recommended for their setting or area.

This includes how they would ensure every child, pupil or student receives the quantity and quality of education and care to which they are normally entitled.

This document aims to detail Together Learning Trust’s approach to operating under any of the measures of the framework.

This Outbreak Management Plan for Ryburn Valley High School details our operational intentions in relation to the contingency framework and should be read in conjunction with the following information:

- [Actions for early years and childcare providers during the COVID-19 outbreak](#)
- [Actions for schools during the COVID-19 outbreak](#)
- [Get Help with Remote Education](#)
- [Guidance for Schools and Colleges on Maintaining Educational Provision](#)
- [Providing apprenticeships during the COVID-19 outbreak](#)
- [Protective measures for holiday and after-school clubs, and other out-of-school settings during the COVID-19 pandemic](#)

The following documents should be updated in conjunction with the implementation of any part of this plan:

- School’s COVID Risk Assessment
- School’s Asymptomatic Test Site (ATS) Risk Assessment
- Individual Staff Risk Assessments

When settings should consider extra action

For settings testing pupils, students and staff in asymptomatic test sites (ATS) after the summer holidays, this section only applies after the initial two ATS tests are complete. Cases identified in the test-on-return period should not trigger extra measures or escalation to the DfE helpline.

Settings should think about taking extra action if the number of positive cases substantially increases. The thresholds, detailed below, can be used as an indication for when to seek public health advice if you are concerned.

Please use whichever threshold is reached first:

- 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period.

Close Mixing could include:

- A form group or subject class
- A friendship group mixing at break times
- A sports team
- A group in an after-school activity

All settings should seek public health advice if a pupil, student, child or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern (VoC). Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

Actions to consider once a threshold is reached

Action to Consider	Response
Can activities take place outdoors e.g. exercise, assemblies, classes?	Classes will be scheduled wherever possible (within the constraints of the curriculum and appropriate outdoor learning spaces). Assemblies will be delivered remotely via Teams or a Loom presentation.
Ways to improve ventilation indoors, where this would not significantly impact thermal comfort	Teachers will be encouraged to secure adequate ventilation for learning spaces (windows opened, all non-fire doors propped open). Classroom temperatures will be monitored daily and provision made to support thermal comfort (central heating override, electric heaters, enabling staff and children to wear outdoor coats). Use of Air Purifiers if appropriate.
One-off enhanced cleaning focussing on touch points and shared equipment	Increase cleaning schedule as appropriate. Staff issued additional cleaning products for use within the classroom.

Testing

Plans should be in place to reintroduce Asymptomatic Testing Sites (ATS) should it be advised in our area.

Reintroducing ATS would need to be agreed with schools and colleges and DsPH are encouraged to consult and work with schools to identify any support required. Consideration should be given as to how ATS could be implemented in a way that does not negatively impact on the education provided to pupils and students.

Guidance:

- [DfE Resource Drive](#)
- [Reinstating Asymptomatic Test Sites: Notes for DsPH](#)

Actions To Take

Preparation

Action to Take	Response
Identify area ATS would be located	Protocols in place to re-establish ATS within the school.
Identify staff who would operate ATS taking account of roles required: <ul style="list-style-type: none"> - Team Leader/Coordinator - Registration - Test Assistant / Processor - Results Recorder - Cleaner 	Staff identified and assigned to key roles: <ul style="list-style-type: none"> - Team Leader/Coordinator (MTX) - Registration (MTX) - Test Assistant / Processor (Core team) - Results Recorder (SXC) - Cleaner (Mitie)
Ensure relevant staff have taken part in the relevant training	All key personnel undertaken relevant training (records retained).
Stock check of on-site testing equipment	Stock levels monitored by Facilities Officer and Business and Compliance Manager
Risk assessment for ATS is up to date and relevant	Business and Compliance Manager responsible for review and update of ATS Risk Assessment
Process map is in place for dealing with positive tests	Protocol in place for responding to positive tests

Upon Notification of need to Reinstate ATS

Action to Take	By Who	By When
Contact Mitie to reinstate ATS equipment	MTX	Upon notification
Contact CFO if support required	MTX	Upon notification
Ensure testing equipment is brought to ATS	MTX	Upon notification
Brief Staff who will manage the ATS	ICU	Upon notification
Re-issue consent forms	MTX	Upon notification
Create Schedules for testing	ICU	Upon notification

Face Coverings

There is a possibility that schools are advised that face coverings should temporarily be worn more widely in settings in their area. This may include face coverings in communal areas (for pupils) and/or classrooms (for both pupils and staff).

Actions To Take

Preparation

Action to Take	By Who	By When
Prepare communication to parents	KPA	Upon notification
Prepare communication to staff	KPA	Upon notification
Determine mechanism of communication	KPA	Upon notification
Ensure supplies of masks in school	MTX	Upon notification
Compile list of known exemptions	RRX	Upon notification

Upon Notification of need to reinstate use of masks

Action to Take	By Who	By When
Issue communication to parents	JMX	Upon notification
Issue communication to staff	KPA	Upon notification
Notify pupils of expectations	ICU/HOY	Upon notification
Issue list of exemptions to relevant staff	RRX	Upon notification

Shielding

In the event of a major outbreak, or VoC that poses a significant risk to individuals on the Shielded Patient List (SPL), ministers can agree to reintroduce shielding. Shielding would be considered in addition to other measures to address the residual risk to people on the SPL, once the wider interventions are taken into account.

Actions To Take

Preparation

Action to Take	By Who	By When
Collate list of staff who have previously shielded	JLX	Sep 2021
Ascertain impact of shielding on timetable	SCX	Sep 2021
Ascertain potential cover costs	JLX	Sep 2021
Establish work that can be conducted from home for those expected to Shield	CEV	Upon notification
Prepare wellbeing resources and support for shielding colleagues	JLX	Sep 2021

Upon Notification of need to reinstate Shielding

Action to Take	By Who	By When
Implement cover plans as planned in 'before' stage	SCX	Upon notification
Manage wellbeing of Shielding colleagues	JLX	Upon notification

Extra-curricular Activities

Local Authorities, Directors of Public Health and PHE Health Protection Teams may recommend that limitations and precautions are observed with regard to events such as residential educational visits, open days, transition or taster days, parental attendance in settings, performances in settings. This advice may be given to one setting, a cluster of settings or across an entire area.

Actions to Take

Before arranging extra-curricular activities

Action to Take	By Who	By When
Is the activity necessary / instrumental to the wellbeing, educational outcomes or progression of pupils?		Yes / No
Check cancellation policies of external providers e.g. coach companies	MRX	As part of revised trip and event planning process
Check activity covered by insurance should financial loss be incurred	MRX	As part of revised trip and event planning process
Establish communication channels should the event be cancelled	Trip Leader	As part of revised trip and event planning process
Assess the current 'COVID landscape' for the area / region to risk assess whether it is likely an event could take place	Trip Leader	As part of revised trip and event planning process
Establish what mitigation factors could be put in place to enable an event to take place e.g. masks, social distancing	Trip Leader	As part of revised trip and event planning process
Check current government guidance before arranging events	Trip Leader	As part of revised trip and event planning process

Upon Notification of need to limit extra-curricular activities

Action to Take	By Who	By When
Contact External Suppliers to cancel bookings	MRX	Upon notification
Liaise with Insurance Company where necessary	MRX	Upon notification
Communicate cancellation to stakeholders	Trip Leader	Upon notification

Attendance Restrictions

This section outlines the types of attendance restrictions that may be recommended, depending on the scientific and public health advice. If attendance restrictions are advised across an area, the government will publish detailed operational guidance for settings.

High-quality remote education should be provided for all pupils or students not attending.

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.

Decision making principles

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.

Where local authorities, DsPH or HPTs judge that wider containment action is needed and wish to limit attendance across an area, they should work with their Regional Partnership Team (RPT) to escalate a proposal to the central Local Action Committee command structure.

In most cases a “cluster” will be no more than 3 or 4 settings linked in the same outbreak, but RPTs should exercise judgement based on the local context.

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.

Secondary schools

If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, students 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.

Out-of-school settings and wraparound childcare

If attendance restrictions are needed, vulnerable children and young people should be allowed to attend. For all other children, parents and carers should only be allowed to access these providers for face-to-face provision for their children for a limited set of essential purposes, such as to allow them to go to or seek work, attend a medical appointment, or undertake education and training.

Restrictions on attendance may need to vary depending on whether provision will be operating during school term-time and/or school holidays, when schools are otherwise closed to ensure sufficient childcare provision remains available to those that need it most. Therefore, the advice outlined above could be subject to change. Further advice will be provided should this be the case.

In the meantime, providers should continue to refer to guidance on protective measures for holiday, after school clubs and other out-of-school settings for children during the coronavirus (COVID-19) pandemic.

Actions

Preparation

Action to Take	By Who	By When
Identify those children that would be classed as vulnerable or those of key workers	AMI	Sep 2021
Establish arrangements for accommodating the above pupils as well as identified year groups in school: <ul style="list-style-type: none"> - Timetable - Staffing (consideration to DSL, First Aid) - Meals - IT Requirements 	CEV CEV MRX MTX	Sep 2021
Ensure remote learning plans are in place, in line with government guidance, and all staff are able to transition quickly	YMA	Sep 2021
Establish requirements for remote learning: <ul style="list-style-type: none"> - Home learning packs / stationery - IT requirements - Establish arrangements for providing FSM pupils with meals or vouchers if accessing remote learning 	YMA MTX MRX	Sep 2021
Draft communication for parents regarding arrangements (onsite / remote learning)	CEV	Sep 2021
Identify DSLs available both on site and remote	ICU	Sep 2021

Upon Notification of need to restrict attendance

Action to Take	By Who	By When
Confirm which pupils will be on-site	AMI	Upon notification
Communicate with parents about arrangements for their child	AMI	Upon notification
Liaise with IT Department regarding requirements	YMA	Upon notification
Collate resources required for home learning e.g. IT, stationery	YMA	Upon notification
Distribute resources required for home learning	CEV	Upon notification
Liaise with Catering Team regarding requirements	MRX	Upon notification
Order FSM vouchers if required	MRX	Upon notification
Update School's COVID Risk Assessment	KPA	Upon notification of updated guidance
Update safeguarding arrangements e.g. DSL contact information	ICU	Upon notification

Site Management

Should any of the above restrictions be reintroduced or the school be notified that they will be affected by Calderdale implementing their Outbreak Control Plan then the site team should be notified and arrangements should be put into place to ensure that the environment of the school is kept safe in a way that is proportionate to the risk it faces.

Actions To Take

Before

Action to Take	By Who	By When
Ensure minimum levels of cleaning products are maintained	MTX	Ongoing
Ensure minimum levels of hand soap are maintained	MTX	Ongoing
Ensure minimum levels of hand sanitiser are maintained	MTX	Ongoing
Determine additional cleaning capacity required should infection rates require an increase in cleaning hours	MTX	Ongoing
Draft communication for parents regarding arrangements (onsite / remote learning)	KPA	Sep 2021
Ensure process in place for emergency cleaning following confirmed case	MTX	Sep 2021 (liaise with SPIE)
Ensure PHE posters available for display e.g. guidance / Catch it, bin it, kill it	MTX	Checked and maintained weekly

Upon notification of implementation of restrictions or significant impact from increase in COVID cases

Action to Take	By Who	By When
Liaise with headteacher regarding cleaning requirements	MTX	Upon notification
Order additional cleaning supplies if required	MTX	Upon notification
Order additional sanitisation products e.g. hand sanitiser if required	MTX	Upon notification
Liaise with headteacher regarding an alterations to site layout	MTX	Upon notification
Display relevant PHE posters	MTX	In situ

Social Distancing / Bubble Management

It is no longer recommended that it is necessary to keep children in consistent groups ('Bubbles'). This means that bubbles will not be needed in schools from the Autumn Term. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid missing at lunch.

It may be necessary in some areas to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.

Actions To Take

Before

Action to Take	By Who	By When
Determine ways in which 'bubbles' could operate eg year group / class / form group	KPA	Sep 2021
Further impact assessed: <ul style="list-style-type: none"> - Assemblies - Lunch times - Break Times 	KPA	Sep 2021
Review staffing requirements	KPA	Sep 2021
Curriculum impact assessed – curriculum offer	KPA	Sep 2021
Determine additional cleaning that may be necessary e.g. shared toilets	MTX	Sep 2021

Upon Notification of need to reintroduce 'bubbles'

Action to Take	By Who	By When
Communicate with staff regarding arrangements	KPA	Upon notification
Communicate with pupils and parents regarding arrangements	KPA	Upon notification
Liaise with Site Management Team regarding school organisation e.g. movement of furniture	MTX	Upon notification
Liaise with Catering re lunch arrangements	MTX	Upon notification
Implement new break rotas and segregation arrangements	CEV	Upon notification
Inform Site Management Team of any additional cleaning requirements	MTX	Upon notification