



**W A T E R T O N**  
ACADEMY TRUST®



# Outbreak Management Plan

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## **1.0 Introduction**

1.1 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, for example:

- To help manage a COVID-19 outbreak within a setting.
- As part of a package of measures responding to a Variant of Concern.
- The government announces local or national lockdown measures if there is an extremely high prevalence of COVID-19.

1.2 This Outbreak Management Plan outlines how Waterton Academy Trust would operate if a partial or full closure was recommended for any of our schools.

Waterton Academy Trust is a multi-academy Trust comprising of 13 schools and 1 pre-school, across 2 local authorities and counties (West and South Yorkshire). Our school cohorts range from 3-11 years of age. The schools within the Trust are:

- Walton Primary Academy (Wakefield, West Yorkshire)
- Normanton Common Primary Academy (Wakefield, West Yorkshire)
- Normanton Junior Academy (Wakefield, West Yorkshire)
- Lee Brigg Infant and Nursery School (Wakefield, West Yorkshire)
- Crofton Infants' School (Wakefield, West Yorkshire)
- Charlston Community School (Wakefield, West Yorkshire)
- South Kirkby Academy (Wakefield, West Yorkshire)
- Wrenthorpe Academy (Wakefield, West Yorkshire)
- Cherry Tree Academy (Wakefield, West Yorkshire)
- Ackworth Mill Dam School (Wakefield, West Yorkshire)
- West End Academy (Wakefield, West Yorkshire)
- King's Meadow Academy (Wakefield, West Yorkshire)
- Wrenthorpe Pre-School (Wakefield, West Yorkshire)
- Churchfield Primary School (Barnsley, South Yorkshire)

## **2.0 Guidance**

Waterton Academy Trust will continue to respond to the latest guidance and advice from:

- Government.
- COVID-19 Contingency Framework: Education and Childcare August 2021.
- Public Health England (PHE).

## **3.0 Prioritising Education**

- The impact of having missed education during the pandemic is still unknown for many children and adults. It is clear however that there is still work to be done to ensure all children are where they should be academically and that any gaps in their attainment and progress are being rapidly addressed.
- All measures put in place will be regularly reviewed and changed as and when it is safe to do so. Schools will continue to respond to the evidence being provided at a local and national level and act accordingly in line with guidance.

- Attendance restrictions should only ever be considered as a last resort. The Department for Education (DfE) may advise on any groups that should be prioritised.
- The Government will try to give as much notice as possible of any changes to the way settings should operate.

## 4.0 Scenario Examples

### Scenario 1 – Single Confirmed Covid-19 Case

Any member of the school community (pupils, staff and other adults) should not come to school if they:

- Have Covid-19 symptoms.
- Have tested positive for Covid-19.
- Have been contacted through NHS Track and Trace and been advised to stay at home (10 days since contact with positive case).
- If a member of the school community becomes symptomatic during the school day they will be sent home and told to book a Covid-19 test.

If there is a single positive case identified in a school, the following steps will be taken in line with the latest guidance:

- From 16 August 2021, 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.
- Remote learning plan will be implemented for those isolating.
- From 16 August 2021, 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.
- Any individual who has tested positive must isolate in line with Government guidelines.
- Schools will follow their Local Authority reporting guidance.

### Scenario 2 – Multiple Confirmed Covid-19 Cases

If there are several confirmed cases within 14 days, the school **may** have an outbreak.

The school must inform the Trust, who in turn should call the dedicated DfE advice service who will escalate the issue to local health protection teams where necessary and advise if any additional action is required.

In collaboration with Public Health England, local health protection teams and the Trust Senior Leadership Team, a decision will be made as to what measures may need to be put in place.

### **Scenario 3 – Significant increase in infection rates in the local community resulting in ‘enhanced support’ from Public Health.**

In the event of a localised outbreak where local public health teams identify an area in as requiring ‘enhanced support’, previous restrictions may be reintroduced in order to minimise the risk of transmission. The following systems **may** be introduced in communication with Public Health:

- Face coverings may be advised for staff in communal areas, including classrooms.
- Bubbles may need to be reintroduced, resulting in the issuing of new timetables to minimise movement around the school site. One-way systems may also need to be reintroduced if this is the case.
- Mass gatherings such as assemblies may be suspended.
- Educational visits will be reassessed to determine if they are still appropriate and safe.
- Shielding would only be reintroduced in the event of a major outbreak and would be done so on the advice of the government ONLY, not the school.
- Access to the school site by visitors will be reassessed to consider if the event/visit is still appropriate and safe.

In the event that some attendance restrictions are advised in primary schools, pupils in Pre-School Reception, year 1 and year 2 may still be able to access site along with children of critical workers or those identified as vulnerable.

If further restrictions were required, those identified as vulnerable or children of critical workers would still be allowed to attend settings unless told otherwise. As with other periods of restricted attendance, schools will provide high quality remote education for all pupils not attending settings. Letters to parents/carers will be ready to send at short notice with instructions on how to access remote learning.

### **Scenario 4 - National Lockdown**

In the event of a national lockdown, children of critical workers and those identified as being vulnerable could still attend school. All other pupils would receive their education remotely.

- As with other periods of restricted attendance, schools will provide high quality remote education for all pupils or those not attending. Letters to parents/carers will be ready to send at short notice with instructions on how to access remote learning.
- Each school will determine the workforce required onsite and if it is appropriate for some staff to work remotely.
- Although schools have previously offered remote education to vulnerable children and the children of critical workers all families wishing to access the provision will be required to request a place, provide up to date evidence of critical worker status and will be offered a place for the days/sessions required only.
- Families without a device to access remote education will be invited to request one from the school, each school will review these requests and prioritise by needs.
- All live lesson attendance and completion of work will be tracked by teachers in each school.
- All communications and/or changes to school arrangements will be communicated to all stakeholders through the usual channels, letters, newsletters, websites etc.

## **5.0 Vulnerable Children**

Where vulnerable children and young people are absent, the Trust and School Leaders will:

- Follow up with the parent/carer and work with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns.
- Encourage the pupil to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Headteacher (where applicable) agrees that the pupil's attendance would be appropriate.
- Focus the discussions on the welfare of the pupil and ensure that they are 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.

### **Safeguarding**

- It is expected that all schools will have a DSL on site during any restricted attendance measures imposed by the government. If this is not possible, a senior leader will take on the responsibility for coordinating safeguarding and remote support.
- Well-being calls will be made to all children on a weekly basis as a minimum (in line with individual pupil risk assessments) to ensure that pupils are safe and well at home.
- All contact with pupils on SEND/vulnerable registers will be recorded and tracked weekly by senior leaders. Where contact is not made, local authority, social workers and other relevant agencies will be informed to agree next steps.
- Home visits may be conducted, if appropriate, in agreement with any external agencies involved in the safeguarding of the particular pupil.

### **6.0 School Meals**

Waterton Academy Trust will continue to provide meal options for all pupils who are in school. Meals will be available free of charge to all pupils who meet the related free school meals eligibility criteria.

Waterton Academy Trust will continue to provide free school meals support 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.

The meal support provided in this scenario will be by hampers provided by the school kitchen.

### **7.0 Covid-19 Risk Assessment**

Waterton Academy Trust continues to update school specific Covid-19 risk assessments in line with national guidance. Covid-19 risk assessments are updated in consultation with school leaders and signed off at Trust level.

Covid risk assessments will be updated in the event of:

- Changes to national guidance.
- Local outbreaks.
- School related outbreaks.
- Variants of concern.

### **8.0 Testing**

- All schools will ensure they remain well stocked with lateral flow tests (LFTs).
- Schools will continue to provide testing kits to staff for twice a week testing.
- Additional use of home testing by staff may be advised in the event of rising case numbers.
- In the event of a positive lateral flow test result, any staff or pupil must isolate according to the latest government guidance and obtain a PCR test to confirm their positive result.

## 9.0 Shielding

- Shielding is currently paused. In the event of a major outbreak, or new variant of concern that poses a significant risk to individuals on the shielded patient list, the government can agree to reintroduce shielding.
- The Trust will support individuals on the advice of the government who are advised to shield with remote working/learning if required.
- **Please note:** Shielding can only be reintroduced by the government and not the school.

In addition, Waterton Academy Trust will continue to support staff and pupils through individual risk assessments who are:

- Clinically Vulnerable (CV).
- Clinically Extremely Vulnerable (CEV).
- Pregnant/Expectant mothers.
- BAME.

## 10.0 Infection Prevention and Control

The following measures are not an exhaustive list:

- Good hand hygiene before entering and after leaving the setting, as well as regularly throughout the day.
- Ensuring that everyone (staff and pupils) catch coughs and sneezes in tissues using “Catch it, Bin it, Kill it”. If a tissue is not available, then the crook of the elbow should be used rather than hands.
- Dispose of tissues promptly in a lidded waste bin and then perform hand hygiene.
- Ventilation.
- Use of PPE when required.
- Enhanced cleaning in line with guidance and cleaning partner arrangements.
- Face coverings in limited areas may be re-introduced if advised by national guidance or local public health.

Risk assessments should be in place to cover the following additional risks:

- Educational Visits will be continually reviewed and potentially postponed in the event of a variant of concern or a local/national infection control measure as part of any imposed lockdown.
- Open Days will be managed through the completion of a thorough risk assessment in line with an agreed system of controls and aligned with any advice from the government. Open days will be reviewed and potentially postponed/cancelled in the event of a variant of concern or local/national lockdown. In the event of cancellation, remote transitional, taster and open days will be managed by school leaders.
- Parental visits in the event of a variant of concern or lockdown - parents/carers will be advised

to limit their access to the school site as much as possible. Visitors may be expected to wear a face covering in some areas and will be informed of this when a meeting is booked. This can be removed in the venue for the meeting if social distancing is possible. Where possible, conversations with parents/carers and staff will be either over the phone or via Microsoft Teams. Parents/carers will not be permitted to attend school events such as plays, sports days etc.

- If the school is planning an indoor or outdoor face-to-face performance in front of a live audience, staff should continue to follow the latest guidance available to minimise infection spread.

## **11.0 Cleaning**

Waterton Academy Trust continues to follow robust cleaning regimes in schools such as:

- Additional Covid-19 response cleaners where required.
- Enhanced cleaning of school sites, including deep cleans.

Following the identification of the person with Covid-19 symptoms, cleaners will clean and disinfect:

- All surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with body fluids.
- All potentially contaminated high-contact areas such as toilets, door handles, grab-rails in corridors and stairwells.

In the event of a variant of concern or local outbreak, cleaning will be enhanced further and include:

- Deep cleans of whole school.
- Enhanced cleaning of frequently touched areas.
- Additional cleaning support.
- Additional training of cleaners.