



**Tarka Learning Partnership**  
**Covid-19 Outbreak Management Plan**  
**The Plan is written for both Primary and**  
**Secondary Schools in the Partnership**  
**V5**

To be reviewed in line with Government changes and guidelines as required

28<sup>th</sup> February 2022: Version 5

## Introduction

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. The DfE's published COVID Contingency Framework states that schools should have an "outbreak management plan", outlining how they would operate if any of the measures described in the guidance were recommended for their setting or area.

Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

In these cases, the Guidance also states that councils, directors of public health and Public Health England health protection teams can recommend certain measures for individual schools or clusters of settings.

If there is a need to address more widespread issues across an area, "ministers will take decisions on an area-by-area basis".

This plan should be read alongside the latest guidance for education settings operating during COVID (this is not an exhaustive list, and these documents change frequently so the reader should check they have the most up to date guidance).

This guidance should be read alongside the detailed guidance for education and childcare settings and providers operating during COVID-19:

- [actions for early years and childcare providers during the COVID-19 pandemic](#)
- [schools COVID-19 operational guidance](#)
- [providing apprenticeships during the COVID-19 pandemic](#)
- [SEND and specialist settings: additional COVID-19 operational guidance](#)

In applying restrictions to manage COVID-19 infections the following principles will be applied where possible and when they do not contravene the latest Government guidance for schools:-

- Maximise children and young people in setting/school/college and minimise disruption in a way that best manages COVID-19
- Managing transmission should be weighed against educational drawbacks
- Measures should affect the minimum number for the shortest time
- Attendance restrictions is a last resort

## Roles and Responsibilities

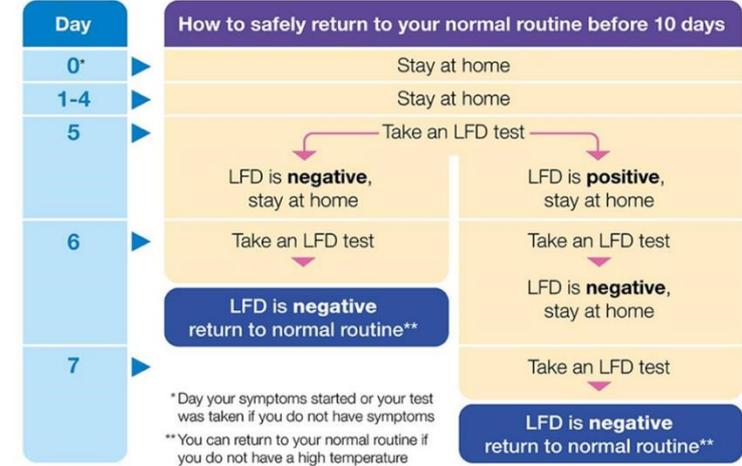
Local authorities, DsPH and HPTs are responsible for managing localised outbreaks. They play an important role in providing support and advice to education and childcare settings. Local authorities, DsPH and HPTs can work with their regional partnership teams (RPTs) to escalate issues from the local level into the central Local Action Committee command structure. RPTs support local areas in managing outbreaks and provide advice and insights from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making. Through the Local Action Committee command structure, ministers consider and take decisions on measures on an area-by-area basis in light of all available evidence, public health advice and the local and national context. In rare circumstances, it may be necessary to escalate issues to ministers through other central government committees (for example incident management teams), but this should be by exception only.

## Baseline Measures

The DfE Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19.

This includes:

<b>The Basic measures</b>	<ol style="list-style-type: none"><li>1. Follow and promote public health advice on testing, self-isolation and managing confirmed cases of COVID-19</li><li>2. Continue good <b>hygiene</b> measures for everyone, maintain appropriate <b>cleaning</b> regimes, keep occupied spaces <b>well ventilated</b> and make appropriate use of PPE</li><li>3. Continue <b>strong messaging</b> about signs and symptoms, isolation advice and testing to support prompt isolation of suspected cases</li><li>4. Encourage <b>vaccination</b> uptake for all eligible staff and students</li></ol> <p><b>Vaccination information</b></p> <p>For staff if eligible for the vaccine you can <b>book your vaccine</b> through the NHS portal <a href="https://www.nhs.uk">Book or manage your coronavirus (COVID-19) vaccination - NHS (www.nhs.uk)</a> or attend one of several walk in sites <a href="#">Find out where your nearest walk-in vaccination site is</a></p> <p>All adults have now been offered vaccination. If you have staff who have concerns about vaccination support is available for staff to ask questions on a one-to-one basis from specially trained nurses in Devon. If staff would like to discuss concerns, they can contact Lindsay Hemming or Sarah Manton (<a href="mailto:lindsay.hemming1@nhs.net">lindsay.hemming1@nhs.net</a> and <a href="mailto:sarahmanton@nhs.net">sarahmanton@nhs.net</a>).</p> <p>Vaccinations for 12-15 year olds are being offered via school clinics and appointments are also available to be booked via the mass vaccination sites. Please see the guide shared by the DfE <a href="#">How to guide for vaccinations in 12-15 year olds</a></p> <p> DfE How to Guide for Vaccines.pdf</p>
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	<p>Should schools experience any anti-vaccination activity this should be reported via completion and submission of this SBAR incident report form</p>  <p>Education Devon SBAR Incident repor</p>	
<p><b>Who to isolate</b></p>	<p><b>Possible case:</b> new continuous cough and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia)</p> <p><b>Confirmed case:</b> LFD or PCR COVID-19 positive person with or without symptoms</p> <p><b>Partially or unvaccinated close contacts aged over 18 years and 6 months of age</b> (unless medically exempt from vaccination)</p> <p><b>How to safely return to your normal routine before 10 days</b></p>  <p>*Day your symptoms started or your test was taken if you do not have symptoms **You can return to your normal routine if you do not have a high temperature</p>	<p>Isolate and send home to take a PCR test if still at your setting.</p> <p>10 days isolation from onset of symptoms (or positive test if asymptomatic) or by following chart to left earlier if testing is completed.</p>

<p><b>Contact tracing</b></p>	<p>Contact testing has now ended.</p>
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## When our School will consider extra action

**If the Head Teacher or relevant school leader feels the school has reached one of the points set out below, then they should contact the CEO to discuss next steps before taking further action(s)**

<p><b>When to take extra action</b></p>	<p><b>Seek Public Health Advice/DCC if (CEO first) :</b> For most education and childcare settings may consider seeking advice when:</p> <ul style="list-style-type: none"> <li>• a higher than previously experienced and/or rapidly increasing number of staff or student absences due to COVID-19 infection</li> <li>• evidence of severe disease due to COVID-19, for example if a pupil, student, child or staff member is admitted to hospital due to COVID-19</li> </ul>
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	<ul style="list-style-type: none"> <li>• a cluster of cases where there are concerns about the health needs of vulnerable staff or students within the affected group</li> <li>• where absence of staffing prevents the safe opening of the school</li> </ul>
<p><b>Who should I inform</b></p> <p> Schools Flowchart V23 feb 22.pdf</p> <p> Warn and inform V13 TLP.docx</p>	<p>Inform the <b>CEO</b> first prior to the health team</p> <p>Inform the <b>local Public Health Team</b> using the <a href="#">smart survey</a> form outlining a summary of cases and indicate if support is required in the additional comments section</p> <p>Inform the <b>DfE helpline (0800 046 8687 – available until end of March 2022 DCC)</b> if conditions are met to enforce part or full closure of the school</p> <p><b>Parents</b> Provide a warn and inform letter to parents across the school when relevant.</p>

## Actions to consider

When the above point(s) is/are reached, the school will review current Covid 19 management measures with the CEO of Tarka Learning Partnership and reinforce the testing, hygiene and ventilation measures they already have in place. There is more detail on these in the annex to the DfE guidance document [Contingency framework: education and childcare settings \(publishing.service.gov.uk\)](#) and in the guidance for each sector.

We may wish to seek additional public health advice if we are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements. A Director of Public Health or an HPT may give settings advice reflecting the local situation. In areas where rates are high, this may include advice that local circumstances mean that the thresholds for extra action can be higher than set out above. If they judge that additional action should be taken, they might advise the setting to take some or all of the other measures described in this document, for example extra testing. We will ensure that contingency plans cover how they would operate if any of the measures described below were recommended for our setting or area.

<p><b>What additional outbreak management actions might a school implement within an outbreak?</b></p>	<p><b>Additional measures:</b></p> <ul style="list-style-type: none"> <li>• In addition to day-to-day control measures, additional 'outbreak control measures' may be advised by DsPH (or their teams) or UKHSA Health Protection Team following an individual risk assessment.</li> <li>• Measures may include: <ul style="list-style-type: none"> <li>• Warn and inform information to setting, or group within the setting.</li> <li>• Measures to promote social distancing, reduce crowding or inter-group mixing</li> </ul> </li> </ul>	<p><b>DfE helpline</b> <b>0800 046 8687</b></p> <p><a href="#">smart survey</a></p>
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	<ul style="list-style-type: none"> <li>• Measures to reduce mixing of staff</li> <li>• Temporary limits on visits in and out of setting (e.g. performances, educational visits)</li> <li>• Temporary reintroduction of face coverings in communal areas and/or classrooms</li> <li>• One off targeted outbreak testing of staff and pupils/students (in yr 7 and above). This may include temporary onsite LFD testing in SEND settings,</li> <li>• Attendance restrictions. A Contingency/Outbreak Management planning tool is available via your Local Authority</li> </ul>	
<b>Frequently Asked Questions</b>	<a href="#">primary and early years,</a> <a href="#">secondary schools, further education and higher education</a>	
<b>Google Drive - DfE document sharing</b>	<a href="#">Early Years and Primary Schools Document Sharing Platform - Google Drive</a> <a href="#">Resources- Further Education &amp; Secondary Schools - Google Drive</a>	

## Safeguarding

- It is expected that all schools have a DSL on site, if this is not possible a senior leader will take on the responsibility for coordinating safeguarding and remote support will be given by the TLP's Director for Inclusion and Safeguarding
- Wellbeing calls will be made regularly (in line with individual pupil risk assessments and the TLP Addendum for C19 safeguarding policy) to ensure that pupils are safe and well at home
- The Trust Director of Inclusion & Safeguarding will consider enacting/reviewing the addendum to the trust's child protection and safeguarding policy

## Meals

- Meals will continue to be provided for those on site, those in receipt of free school meals who are not on site will either be provided with vouchers or food for the time the pupil is isolating, or the school is restricting attendance.

## IT Access

- As part of the school remote learning plan, details will be held of who requires a device to be provided. These will be available to be collected from school or, if there is prior warning, they will be distributed prior to class/school closures.
- Part of the wellbeing calls will be to monitor this provision and pupil access to the remote learning so that support can be given as required

## Public Exam and Tests

- If an outbreak occurs during a public exam or test period, advice will be sought from the exam board/government agency to support contingency plans

## Additional action that could be advised by public health experts

If you have called the DfE helpline and a Director of Public Health (DsPH) or a Health Protection Team (HPT) subsequently judges that additional action should be taken because they have assessed that transmission is likely to be occurring in the setting, they may advise settings take extra measures.

They may also recommend the actions listed under Other Measures in the contingency framework, or other proportionate measures to support continuing face-to-face education. In extreme cases, and as a last resort where all other risk mitigations have not broken chains of in-school transmission, a DPH may advise introducing short-term attendance restrictions in a setting, such as sending home a class or year group (as they could any workplace experiencing a serious infectious disease outbreak). High-quality remote learning should be provided for all students well enough to learn from home. On-site provision should in all cases be retained for vulnerable children and young people and the children of critical workers. Where they have advised settings to take extra measures, DsPH and HPTs will work closely with their Regional Partnership Teams and keep the situation under regular review. They will inform settings when it is appropriate to stop additional measures, or if they should be extended.

## Staffing Shortages – Closure of Onsite provision

The CEO can consent, in collaboration with the respective Head Teacher and Chair of TLP Trustees, to close a year group, class or school where there is insufficient staff to run a school safely. Parents will be informed as soon as possible through the school comms systems.

Where pupils are sent home the school will endeavour to provide remote education to every pupil off site if there are sufficient staff to do so. The school will liaise with parents to ensure there are clear expectations set for remote working.

Each school in the partnership has a current remote working policy and will implement where relevant.

**A. Cotton 27.2.2022**