

Outbreak Management Plan

Nottingham Girls' Academy

Plan Owner: DTU

Date Reviewed: 19 July 2021

Principles

Prioritising education

The impacts of having missed education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

Decision-makers should endeavour to keep any measures in education and childcare to the minimum number of settings or groups possible, and for the shortest amount of time possible.

Decision-makers should keep all measures under regular review, and lift them as soon as the evidence supports doing so.

Measures affecting education and childcare settings across an area should not be considered in isolation, but as part of a broader package of measures.

Attendance restrictions should only ever be considered as a last resort.

Where measures include attendance restrictions, 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.

All education and childcare settings should have outbreak management plans outlining how they would operate if any of the measures described below 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 outlines the outbreak management plans in place at Nottingham Girls' Academy. It should be seen as indicative only; in the event of an outbreak of Covid-19, school leaders will respond to advice from Public Health officials and implement and adapt plans accordingly.

Testing

Further measures may be advised:

- for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or
- for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate.

Reintroducing ATS would need to be agreed with schools. Public Health officials will consult settings and work with them to identify what support may be needed to do this. Schools and colleges should consider how ATS could be implemented in a way that does not negatively impact on the education they provide to their pupils and students.

Possible Measure	Implementation Details (person responsible indicated in brackets)
An increase the use of home testing by staff, pupils and students at NGA.	<ul style="list-style-type: none"> • Additional LTF test kits ordered. (STA) • Communication of increased testing advice to parents via SMS, email and school website (DTU).
Reintroduction of an Asymptomatic Testing Site (ATS) at NGA	<ul style="list-style-type: none"> • Gym to be set up as a ATS. (STA) • Additional staff will be recruited via an agency as required (STA/KAS) • New staff will complete required training and share evidence with Quality Lead. (STA) • Pupils will be allocated time slots for attending testing (based on bubble if this measure has been reintroduced) (DTU) • Pupils will enter the site via Gate B. Barriers will indicate a one-way system to the closest entrance to the gym. (JWE) • Pupils will exit via Gate B, Barriers will indicate a one-way system from the farthest exit from the gym. (JWE) • Further requests for consent for testing will be sought via SMS, email and the website. Consent will be provided by an online MS Form (HTH).

Face coverings

Secondary schools and colleges should make sure their outbreak management plans cover the possibility that it is 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 students) and/or classrooms (for both pupils, students and staff).

Any guidance should allow for reasonable exemptions for their use.

These measures may be advised:

- for an individual setting or a small cluster of settings only, by directors of public health as part of their responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak), or
- for settings across areas that have been offered an enhanced response package, where settings and directors of public health decide it is appropriate.

In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.

Possible Measure	Implementation Details (person responsible indicated in brackets)
Reintroduction of face-coverings in communal areas.	<ul style="list-style-type: none">• Communication of requirement to wear face coverings (except for those exempt) to parents via SMS, email and school website (DTU).• Procurement of additional face-coverings for those pupils that forget, lose or damage their own.• Exempt pupils and staff asked to wear orange lanyards. Additional exemption lanyards issued as required. (HoYs)
Reintroduction of face-coverings in communal areas including outside (unless eating or drinking)	<ul style="list-style-type: none">• As above, but with the inclusion of outside areas due to poor social distancing by pupils.
Reintroduction of face coverings in communal areas, including classrooms	<ul style="list-style-type: none">• As above but with the inclusion of classrooms.

Shielding

Shielding is currently paused. 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.

Settings should make sure their outbreak management plans cover this possibility.

Shielding can only be reintroduced by national government.

Possible Measure	Implementation Details (person responsible indicated in brackets)
Staff on the SPL will be asked to work from home.	<ul style="list-style-type: none">• Teaching staff will be asked to deliver lessons from home via Teams. Supply staff will act as their eyes and ears in the classroom. (KAS)• Support staff will be asked to work from home and/or for hours where contact with others on site is negligible (in which case an individual vulnerable persons RA will be carried out and agreed first).<ul style="list-style-type: none">○ Where duties cannot be performed at home, alternative duties will be agreed with the employee, their LM and the Principal (LMs/DTU).○ If their absence has a negative impact on the running of the academy, replacement cover will be sought from GAT or an agency (LM/DTU).

Attendance

Attendance restrictions should only ever be considered in extreme circumstances and as a last resort.

Settings should make sure their outbreak management plans cover the possibility they are advised to limit attendance.

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.

Possible Measure	Implementation Details (person responsible indicated in brackets)
If some attendance restrictions are needed, all vulnerable children and young people, children of critical workers, pupils 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.	<ul style="list-style-type: none">• KS4 and KS5 lessons will continue as timetabled.• All KS3 lessons will revert to Teams. Teachers will deliver these lessons from the classroom they would have taught the class in. Attendance at online lessons will be recorded in ClassCharts. Pastoral teams will chase up non-attendance and non-engagement with online learning. (Teachers)• Children attending the VC/CW group(s) will access the same online lessons as their peers. (Teachers)• A VC/CW registration form will be sent to all KS3 parents in order to plan onsite provision capacity. Parents may be asked to prove the CW status. (HTH)• VC/CW provision covered by cover staff, SLT and supply if required. (KAS)• Mental health support will continue as programmed, via Teams. (ZSC/DHA)• Safeguarding staff will conduct regular welfare calls with any vulnerable pupils not attending site. (ASH/HCA)• Safeguarding staff will also:

	<ul style="list-style-type: none">○ follow up with the parent or carer, working with the local authority and social worker (where applicable), to explore the reason for absence and discuss their concerns○ encourage the child or young person to attend educational provision, working with the local authority and social worker (where applicable), particularly where the social worker and the Virtual School Head (where applicable) agrees that the child or young person's attendance would be appropriate○ focus the discussions on the welfare of the child or young person and ensuring that the child or young person is 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● Hot and cold meals will continue to be provided to all pupils attending site, but Breakfast Club and Breaktime provision may be suspended and the menu for lunch time may be restricted. Meals will be available free of charge to all pupils who meet the benefits-related free school meals eligibility criteria. (VBR/BGR)● FSM Vouchers that can be used at local supermarkets will be provided to all pupils who meet the benefits-related free school meals eligibility criteria in KS3 or are not attending school because they:<ul style="list-style-type: none">○ are self-isolating○ have had symptoms or a positive test result themselves○ are a close contact of someone who has COVID-19 (VBR/HTH)● Educational visits for pupil in KS3 will be suspended and for pupils in KS4 and KS5 will be carefully reviewed. Any attendance restrictions should be reflected in the visits risk assessment and setting leaders should consider carefully if the educational visit is still appropriate and safe. Only children who are attending the setting should go on an educational visit. Education settings should consult the health and safety guidance on educational visits when considering visits.(KAS)
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If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend.

- As above, but with lessons in all key stages being delivered via Teams with teachers delivering from home.
- VC/CW provision covered by cover staff, SLT and volunteers. (DTU/KAS)
- A trained DSL will be on site every day. (DTU/ASH/HCA)
- A trained First-aider will be on site every day. (DTU/TWI)

Bubbles

Outbreak management plans should cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.

Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

Possible Measure	Implementation Details (person responsible indicated in brackets)
Reintroduction of bubbles	<ul style="list-style-type: none">• Contingency rooming for 2021/22 timetable planned (NWA/DGR)• 2020/21 operating practices reviewed and adapted for 2021/22 academic year.• Communication of reintroduction of restrictions including:<ul style="list-style-type: none">○ staggered start and end times of day○ school entrances and exits○ staggered break and lunch times○ bubble locations (inside and outside the buildings) to all pupils, parents and staff (DTU).