



WESTBOURNE
ACADEMY

ACADEMY OUTBREAK MANAGEMENT PLAN

Date: SEPT 2021

**CHECKS AND BALANCES: RESPONDING
TO COVID-19 OUTBREAK**

Staying COVID Secure – Our Commitment

- We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in our suite of Risk Assessments and procedures which are published on the academy website.
 - We will put in place appropriate protective measures to ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
 - We will share this Outbreak Management plan and its findings with employees and consult on its contents.
 - We will continue to comply with all relevant Health and Safety Legislation.
 - We will have regard to statutory guidance in particular the guidance issued by the Department of Education regarding school reopening and implementing protective measures in education and childcare settings against COVID-19.
 - We have regard to advice and guidance issued by Public Health England.
 - This plan will only be implemented in the event of an Outbreak and at all times we will follow the appropriate measures of control as outlined by the DFE within the contingency framework.
 - This will be achieved by adopting previous iterations of Risk Assessments and associated extensive measures of control.
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Key Contacts and Responsibilities

Initial Contact

In the event of an Outbreak PHE/DfE/Suffolk County Council (LA) will advise of the severity of the situation and outline the measures of control required at a local level.

They will contact the academy directly at which point the academy must inform one of the following Staff members:

Name	Role	Contact Number	Email
Andy Gannon	Director of Corporate Affairs	07780 190 318	andy.gannon@attrust.org.uk
Edward Thomas	Director of Operations	07876 861 783	edward.thomas@attrust.org.uk
Derek Trimmer	Director of Education	07508 936 801	Derek.trimmer@attrust.org.uk

If you have several confirmed cases within 14 days, you may have an outbreak. In this event you should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. You can reach them by calling the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

Risk Assessment and Measures of Control

The following staff members will assist the Academy in implementing appropriate Risk Assessments and Control measures to mitigate the effect of the outbreak. This will be achieved by adopting the appropriate measures previously in place during each stage of the pandemic to date:

Name	Role	Contact Number	Email
Edward Thomas	Director of Operations	07876 861 783	edward.thomas@attrust.org.uk
Gerard McGrory	Director of Estates	07949 079 046	gerard.mcgrory@attrust.org.uk
Jon Paisley	Regional Estates Manager	07949 079 555	Jon.paisley@attrust.org.uk

Remote Education

The following staff members will support with the transition to remote learning. All educational elements will be led by the Education Director with ATT's ICT department providing the devices, technology and support to enable this

Name	Role	Contact Number	Email
James Howell	Director of ICT	07508 388 838	James.howell@attrust.org.uk
Derek Trimmer	Director of Education	07508 936 801	Derek.trimmer@attrust.org.uk
Allen Mayes	Regional Network Manager	07949 078 242	Allen.Mayes@attrust.org.uk

Staff Specific issues and CEV

The following staff members will support with implementing the correct policy and paperwork in relation to staff and CEV related measures and provide the correct advice and guidance in this area.

Name	Role	Contact Number	Email
Kirsty Woolls	Director of HR	07880 838 870	Kirsty.Woolls@attrust.org.uk
Kristelle Dines	Regional HRBP	078476 834 433	Kristelle.Dines@attrust.org.uk

Safeguarding and Vulnerable Pupils

The following staff members will support you to implement the correct policy and paperwork in relation to safeguarding and supporting vulnerable pupils and provide the correct advice and guidance in this area.

Name	Role	Contact Number	Email
Sarah Bloomer	Director of Safeguarding	07880 389 927	sarah.bloomer@attrust.org.uk
Cathy Cook	DSL	07789 926352	Cathy.cook@westbourne.attrust.org.uk

COVID-19: Outbreak management plan

Please note: this document is an appendix to the school's main risk assessment; it should be undertaken in conjunction with the school guidance updated by the Department for Education on 19th July 2021 as follows: [Actions for schools during the coronavirus outbreak](#). It outlines how schools would operate if any of the approaches for easing and tightening of measures, including possible attendance restrictions, become necessary in their local 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, whether onsite or remotely. **ACTIONS SHOULD ONLY BE INSTIGATED IF ADVISED DIRECTLY BY DfE, PH or the LA.**

Assessment conducted by:	Mark Bouckley	Job title:	Principal	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
Date of assessment:	20 th August 2021	Review interval:	2 weeks from start of term	Date of next review:	15 th September 2021

Related documents

School/Trust/Local Authority documents:	Government guidance: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings This framework is separate to the processes in place for managing outbreaks and operational challenges. Any restrictions on education are always a last resort and should only be initiated following a ministerial decision. Any measures will be kept under review and should be lifted as soon as the public health and scientific advice says it is appropriate to do so.
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Record of Review

Review Date 20th August 2021	Overview of review
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Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	H	H	M
	Severe: Causes physical injury or illness requiring first aid.	H	M	L
	Minor: Causes physical or emotional discomfort.	M	L	L

ATT will follow the above matrix when undertaking risk assessments for implementation and will complete the residual risk section of this plan in the vent of a local outbreak.

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	Please mark Y/N/NA for each bullet poin	Further actions/comments needed only if N is put by a bullet point	Residual risk rating (H/M/L)
1. Minimizing Transmission					
1.1 General					
Direct or Indirect transmission of COVID-19 virus	H	<ul style="list-style-type: none"> The main risk assessment, detailing the prevention and response system of controls in place, continues to be reviewed on a two - weekly basis 	Y	<ul style="list-style-type: none"> In the event of an Outbreak, the Academy should revert to March 2021 Risk Assessments and Procedures. Academy to undertake 2 weekly reviews of RA and associated measures with the Director of Operations/Director of Estates and your Regional Estates Manager. 	LM
1.2 Directed to restrict attendance					
Extremely high prevalence of COVID-19 and existing measures have failed to reduce community transmission	H	<ul style="list-style-type: none"> If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions. 	All control measures will be NA until directed to action by DfE/PH/LA	<ul style="list-style-type: none"> In the event of an Outbreak direction to close or return to reduced capacity on site will be determined and 	L

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		<ul style="list-style-type: none"> No educational setting should move to implement restrictive measures of the kind set out in the contingency framework without the explicit approval of DfE. 	Y	<p>outlined by PHE and the DFE.</p> <ul style="list-style-type: none"> ATT Estates will assist academies in putting the appropriate measures and risk assessments in line with PHE/DFE requirements. 	
1.3 Asymptomatic testing of staff					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	H	<ul style="list-style-type: none"> When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will ramp up targeted testing in that geographical area to help suppress and control any possible new cases and better understand the new variants. An increased use of home testing by staff may also be advised. 	Y All control measures will be NA until directed to action by DfE/PH/LA	<ul style="list-style-type: none"> ATT Estates will assist academies in putting the appropriate measures and risk assessments in line with PHE/DFE requirements. 	M
1.4 Face Coverings					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	H	<ul style="list-style-type: none"> Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use. Where social distancing cannot be maintained in indoor locations, face coverings will be worn by staff and visitors, unless they are exempt. Face visors or shields will not be worn as an alternative to a face covering. They will only be worn where they have been identified as appropriate following risk assessment and will be thoroughly cleaned between uses. Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings but can, if they choose, wear transparent face coverings. 	Y All control measures will be NA until directed to action by DfE/PH/LA	<ul style="list-style-type: none"> Academy to revert to March 2021 Risk Assessment and control measures. In the event of an outbreak ATT Estates will provide PPE in line with local requirements and the measures detailed within our March 2021 Risk Assessments and ATT procedure for PPE. 	M
1.5 Out-of-school settings and wraparound childcare					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	<ul style="list-style-type: none"> Providers who run community activities, holiday clubs, breakfast or after-school clubs, tuition and other out-of-school or childcare provision (including wraparound childcare), for children should be able to continue to open for both indoor and outdoor provision. If attendance restrictions are needed, vulnerable children should be allowed to attend. For all other children, parents and carers 	Y All control measures will be NA until	<ul style="list-style-type: none"> ATT Estates will assist academies in putting the appropriate measures and risk assessments in line with PHE/DFE 	M

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		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 or training.	directed to action by DfE/PH/LA	requirements.	
1.6 Educational visits					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	<ul style="list-style-type: none"> 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 			M
1.7 Clinically extremely vulnerable pupils					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	H	<ul style="list-style-type: none"> Shielding was paused on 1 April, and those who are clinically extremely vulnerable (CEV) are no longer advised to shield. 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. 	Y All control measures will be NA until directed to action by DfE/PH/LA	<ul style="list-style-type: none"> In the Event pf an outbreak the Director of Corporate affairs and Director of HR will advise on the correct measures and paperwork to follow should shielding or other measures affecting vulnerable staff/Pupils to be implemented 	M
1.8 Education workforce					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	<ul style="list-style-type: none"> Employers should continue to implement the system of controls set out in our guidance. They should explain to staff the measures they are putting in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment. Employers should have regard to the guidance on clinically extremely vulnerable people. Schools should also consider if the COVID-19 education contingency framework offers more opportunities for staff to work at home, given reduced numbers of pupils onsite and the use of remote education for pupils scheduled to be at home. Employers should have regard to staff work-life balance and wellbeing. This includes considering how best to balance the demands of on-site teaching and support for remote education, which should be done within the terms and conditions of teachers' and staff employment. 		<ul style="list-style-type: none"> If the Academy is contacted by the DFE please notify the Director of Operations/Director of Affairs/Education Director who will inform senior team colleagues. Director of HR and Central HR team will advise on all workforce matters to be implemented during an outbreak. Director of Operations 	L

				<p>and Director of Estates will assist you in implementing the required Risk Assessments and Control Measures in line with the severity of the Outbreak.</p> <ul style="list-style-type: none"> • Academy to revert to March 2021 Risk Assessment and control measures including bubble groups, Staggered attendance times and enhanced cleaning. • In the event of an outbreak ATT Estates will provide PPE in line with local requirements and the measures detailed within our March 2021 Risk Assessments and ATT procedure for PPE. • ATT Estates will ensure Daytime cleaners are on site to clean touch points and high traffic areas throughout the day. • Should PHE/DFE put restrictive attendance in place we will revert to our Key worker/Vulnerable Pupil Risk Assessments. 	
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<p>Extremely high prevalence of COVID-19/variant of concern (VoC)</p>	<p>L</p>	<ul style="list-style-type: none"> High quality remote education should be provided for all pupils not attending. Refer to Remote Learning policy 		<ul style="list-style-type: none"> The Director of ICT and Regional Network Manager will ensure the required number of pupil and staff devices are available for home learning. They will support in the facilitation of a smooth transition to remote learning and be on hand to support with any technical issues. 	<p>L</p>
<p>1.10 Other measures</p>					
<p>Extremely high prevalence of COVID-19/variant of concern (VoC)</p>	<p>M</p>	<ul style="list-style-type: none"> Settings should make sure their outbreak management plans cover the possibility they are advised to limit: <ul style="list-style-type: none"> - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings Local authorities, DSPH and PHE Health Protection Teams may recommend these precautions in one setting, a cluster of settings, or across an entire area 		<ul style="list-style-type: none"> In the event of an Outbreak notify the Director of Operations/Director of Estates will work with you to implement the correct level of mitigation and advise which risk assessments, procedures and control measures to implement. 	<p>L</p>
<p>1.11 Safeguarding and designated safeguarding leads</p>					
<p>Extremely high prevalence of COVID-19/variant of concern (VoC)</p>	<p>H</p>	<ul style="list-style-type: none"> If restrictions are implemented in any education or childcare setting, we would expect all local safeguarding partners to be vigilant and responsive to all safeguarding threats and ensure vulnerable children and young persons are safe, particularly as more children and young people will be learning remotely. Schools (ideally led by the designated safeguarding lead (DSL) or a deputy) should review their child protection policy so that it reflects the local restrictions and remains effective. In some cases, a COVID19 annex or addendum that summarises any key local restriction related changes might be more effective than re-writing and reissuing the whole policy. It will be important that all staff working in the school are aware of 		<ul style="list-style-type: none"> In the event of an Outbreak, The Director of Safeguarding will assist in putting the required measures in place for the severity of the outbreak. This will likely be a move back to the arrangements currently in place in ATT 	<p>M</p>

		the revised policy		Academies.	
1.11 Vulnerable children					
Extremely high prevalence of COVID-19 / variant of concern (VoC)	M	<ul style="list-style-type: none"> Where vulnerable children are absent, education settings should: <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 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's attendance would be appropriate. Focus the discussions on the welfare of the child and ensuring that the child 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. If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children with the local authority 		<ul style="list-style-type: none"> Director of Safeguarding and Director of Education will provide advice and guidance on the correct steps to take in relation to Vulnerable pupils during an outbreak. Director of Education, Principal and ATT ICT dept will support academies to transition back to remote learning 	M
2. Additional site-specific issues and risks					
<p>In the event of an Outbreak contact the Director of Operations and the Director of Corporate Affairs who will assist with comms, informing other senior colleagues and implementing measures outlined within this plan.</p> <p>In the event of an Outbreak contact the Director of Operations/Director of Estates for assistance in implementing the correct safety measures and risk assessments</p> <p>The DOO and DOE will assist academies in mitigating site-specific issues and risks and will complete this section of the outbreak plan on an Academies behalf.</p>					

Academy Leadership Use Only

Approved by (Principal/ Chair of LAC)	Mark Bouckley	Date of Approval	20 th August 2021
Date Available to Unions	31 st August 2021	Date of Review	