

# NORTHOLT HIGH SCHOOL

## COVID-19

### *Outbreak management plan*

September 2021

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**Committed to excellence**

## BACKGROUND AND INTRODUCTION

The DfE have published a [Contingency Framework](#) to support schools in planning the actions they will take in the event of an increase in numbers of students or staff with COVID-19. The contingency framework includes measures that schools are asked to consider putting in place where one of the following thresholds are met:

- 5 or 10 percent (whichever is lower) of students or staff who have mixed closely test positive for COVID-19 within a 10-day period; or
- A student or staff member is admitted to hospital with COVID-19.

The definition of 'close mixing' for schools which we will be following should this scenario arise is given as:

- a form group or subject class
- a friendship group mixing at breaktimes
- a sports team
- a group in an after-school activity

## WHEN AND HOW WOULD WE SEEK PUBLIC HEALTH ADVICE TO SUPPORT US IN PLANNING ACTIONS IN OUR SCHOOL?

At the point at which thresholds are met, the Headteacher and Senior Team would immediately review the current measures in place and take the initial actions outlined in the section below.

Should infections continue to increase above the thresholds, the Headteacher or a member of the SLT will contact Ealing's Public Health Team through Raj Chowdhury or Steve Dunham so that they are able to jointly review our measures.

Any significant measures such as closing a class or year group would be a last resort, with the decision taken following discussions between the school, Public Health Ealing and the London Coronavirus Response Centre.

## WHAT ACTIONS WILL WE TAKE AS A SCHOOL IMMEDIATELY ANY THRESHOLD IS MET?

We will work closely with Ealing Local Authority and Public Health staff if COVID-19 cases rise so that we can determine appropriate actions to take. The table overleaf shows the initial actions which will be taken should the thresholds above be met.

Action	How soon could this be implemented?	How would we communicate this?
Review the testing measures currently in place and determine how best to strengthen the message about twice weekly testing to families.	Review on the same day as the threshold is reached.	Letters to families sent home via the Synergy system.  Presentations to students via form tutors in morning registration.
Review the hygiene measures currently in place and take action to strengthen these where appropriate. We may put in place one off additional cleaning and / or fogging of affected places and shared equipment.	Review on the same day as the threshold is reached.  Measures could be implemented on the same day.	Email / face to face dialogue with staff.  Presentations to students via form tutors in morning registration.
Review the ventilation measures currently in place and take action to strengthen these where appropriate. For example, any physical education lessons could take place outside. Assemblies may return to being remote in order to avoid large groups of students being in the hall at the same time.	Review on the same day as the threshold is reached.  Measures could be implemented within one day.	Email to staff.  Letter to parents sent home via School Synergy.  Presentation to students via form tutors in morning registration.
Contact the DfE for additional advice.	Within an hour of reaching a threshold.	Headteacher or Deputy Headteacher would communicate advice received with relevant staff immediately.

### WHAT FURTHER ACTIONS MIGHT WE TAKE IN CONJUNCTION WITH EALING AND/OR LONDON PUBLIC HEALTH ADVICE?

We will work closely with Ealing Local Authority and Public Health staff if COVID-19 cases rise so that we can determine appropriate actions to take. Potential actions which could be taken are detailed on the table overleaf.

Action	How soon could this be implemented?	How would we communicate this?
<p>Review the testing measures currently in place and determine how best to strengthen the message about twice weekly testing to families.</p> <p>This could include setting up our in school test centre for a period of time or providing enhanced communication with families about the importance of testing.</p> <p>We could also increase the frequency of testing so that we're testing more than twice a week if necessary.</p>	<p>Review on the same day as the threshold is reached. Test centre could be re-established within two days. Communications with students and families within one day.</p>	<p>Letters to families sent home via the Synergy system.</p> <p>Presentations to students via form tutors in morning registration.</p>
<p>Temporarily reinstate face coverings for students, staff and visitors in indoor and/or communal spaces, for a two week period (followed by a review).</p>	<p>Letters will be sent out to parents within one day. Face coverings will be provided on entry to school to students and staff the following day.</p>	<p>Letters to families sent home via the Synergy system.</p> <p>Presentations to students via form tutors in morning registration.</p> <p>Emails to staff.</p>
<p>We could review and limit some or all of the following:</p> <ul style="list-style-type: none"> <li>● residential educational visits,</li> <li>● open days,</li> <li>● transition or taster days,</li> <li>● parental and visitor attendance to the school site;</li> <li>● live performances.</li> </ul>	<p>Review on the same day as the threshold is reached. Measures could be implemented within one day.</p>	<p>Email to staff.</p> <p>Letter to parents sent home via School Synergy.</p> <p>Presentation to students via form tutors in morning registration.</p> <p>Individual emails to students if necessary.</p>

### OTHER ACTIONS WE COULD TAKE

In the 'recommended control measures' column of our [September 2021 COVID Risk Assessment](#), we have identified a number of further measures which could be taken if necessary, such as:

- returning to year group bubbles;
- mandating our one way system at all times of the school day.

## ROLES AND RESPONSIBILITIES

The table below outlines staff roles and responsibilities for our outbreak management plan.

Staff	Responsibility
Headteacher or delegated deputy headteachers	<ul style="list-style-type: none"> <li>Monitor COVID-19 cases on a daily basis and receive updates during the school day.</li> </ul>
Headteacher or delegated deputy headteachers	<ul style="list-style-type: none"> <li>If a threshold is met, review measures as outlined above. Make and communicate decisions and liaise with Ealing Public Health team.</li> </ul>
Attendance and Medical Needs Officer and Office Staff	<ul style="list-style-type: none"> <li>Receive and log communications from students and families about COVID-19 cases;</li> <li>Pass this information on to the Headteacher and/or delegated deputy headteachers.</li> </ul>
Headteacher's PA	<ul style="list-style-type: none"> <li>Communicate with families of positive cases and if necessary close contacts to share appropriate PHE/NHS advice and guidance.</li> </ul>
Headteacher's PA/Office Manager	<ul style="list-style-type: none"> <li>Ensure that letters to families are issued promptly and that checks are made that these have been received.</li> </ul>
Form tutors	<ul style="list-style-type: none"> <li>Adapt morning registration periods if required to show students any assemblies or videos communicating changed messaging about how the school is managing COVID-19.</li> </ul>
Pastoral leaders	<ul style="list-style-type: none"> <li>Check that all form tutors remember to show any relevant assemblies communicating new information to students.</li> </ul>
Facilities and cleaning managers	<ul style="list-style-type: none"> <li>Ensure that the school has sufficient stocks of face coverings, hand sanitiser and disinfectant so that we can put the outbreak management plan enhanced measures in place immediately.</li> </ul>
Deputy Headteacher	<ul style="list-style-type: none"> <li>Ensure we have sufficient stocks of lateral flow tests to be able to put the outbreak management plan in place immediately.</li> </ul>