



**CULCHETH
HIGH SCHOOL**

› THE BEST THAT WE CAN BE

CONTINGENCY AND OUTBREAK MANAGEMENT PLAN

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› RESPECT
› HONESTY
› EXCELLENCE

This document forms part of a suite of COVID-19 school documents which should be read together and includes the COVID-19 School Risk Assessment which can be found [here](#).

COVID-19 is a changing situation and this document will be regularly updated according to local and national policy. School will continue to work with Public Health Warrington publichealth@warrington.gov.uk to ensure that we are as up-to-date as possible. This document has been written in line with the following documents:

- Contingency framework: education and childcare settings August 2021 [Contingency Framework](#)
- Schools COVID-19 Operational Guidance updated 17 August 2021 [DfE operational-guidance](#)

1.0 Introduction

This document outlines what school would do if students or staff test positive for COVID-19, and how Culcheth High School would operate if we were advised to take extra measures to help break chains of transmission.

Given the detrimental impact that restrictions on education can have on children and young people, any measures in school will only ever be considered as a last resort and for the shortest amount of time possible.

Any additional action will be taken on the recommendations of Public Health Warrington and will be consistent with actions described for managing local outbreaks of Coronavirus in the Warrington Outbreak Plan.

2.0 Definition of an outbreak

The DfE Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19 day to day. It states that schools should think about taking extra action if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting.

The thresholds detailed in the DfE guidance as an indication for when to seek public health advice are:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

For special schools, residential settings, and settings that operate with 20 or fewer children, pupils, students and staff at any one time:

- 2 children, pupils, students and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period

Identifying a group that is likely to have mixed closely will be different for each setting. Below are some examples.

For early years, this could include:

- a childminder minding children, including their own
- childminders working together on the same site
- a nursery class

- a friendship group who often play together
- staff and children taking part in the same activity session together

For schools, this could include:

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

For FE, this could include:

- students and teachers on practical courses that require close hands-on teaching, such as hairdressing and barbering
- students who have played on sports teams together
- students and teachers who have mixed in the same classroom

If the thresholds above are reached, school will consult with Warrington Education and Public Health Team to discuss if further measures are needed the mechanism for doing this is detailed below.

Public health advice will be sought if a pupil, student, child or staff member is admitted to hospital with COVID-19. This will be done by contacting Public Health Warrington and Warrington Education Team. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.

3.0 Contingency planning

3.1 Working with Warrington Education and Public Health Team

Where a student or staff member confirms a positive case of COVID-19, this information will be shared as soon as possible with the Education and Public Health team through the online survey tool <https://www.smartsurvey.co.uk/s/wbcschoolsdataset/>

Information shared will allow the local authority who are responsible for managing localised outbreaks to provide timely support and advice.

The Director of Public Health Warrington or the Public Health Team may give schools 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 school to take some or all of the other measures described in this document.

3.2 Baseline Measures

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

- Ensuring good hand hygiene for everyone
- Maintaining appropriate cleaning regimes
- Keeping spaces well ventilated
- Following public health advice regarding testing, self-isolation and managing confirmed cases of Covid-19

At the point of reaching a threshold, school will review and reinforce the testing, hygiene and ventilation measures already in place.

3.3 Details of the types of control measures that could be considered in the event of an outbreak in school

Wherever additional measures are considered, the objective is to maximise the number of children and young people in face-to-face teaching and minimise control measures that disrupt education, balanced against the risks of COVID-19 transmission.

The following measures, which are not in any particular order and are not exhaustive, would be considered in the event of an outbreak in school. Any measures put in place would be for the shortest period of time possible, and as a last resort following consultation with Warrington Public Health and the Education Team:

- Reintroducing face coverings for staff/visitors in all educational settings/staff communal areas and for pupils/students in secondary school and college
- Reinstating on-site lateral flow testing in secondary schools and colleges
- Increasing the frequency of testing
- Limiting educational visits including residential visits and parental attendance
- Restricting attendance such as sending home a class or year group (in extreme cases)
- Reintroducing learning zones

(See Action Plan Template in Appendix 1)

3.4 Ensuring that every child / student receives the quantity and quality of education and support to which they are entitled in the event of an outbreak in school

3.41 Culcheth High School's Remote Learning offer

In the event that students need to work from home, high-quality remote learning will be provided for all students well enough to learn. This will be in line with Culcheth High School's Remote Learning Principles which can be found [here](#).

Culcheth High School predominantly uses Google Classroom for its online learning platform and this will be scaled up or down in line with the needs of the outbreak.

3.42 SEN Students / Vulnerable Students

On-site provision will be retained for vulnerable children and young people and the children of critical workers. This includes pupils who have Special Educational Needs and who have an EHC plan.

If a vulnerable child (defined here as a child with a social worker and/or an EHCP) has to isolate then schools are asked to inform Warrington Education Team of this through the Vulnerable Pupil survey: [Schools COVID update Vulnerable Children \(smartsurvey.co.uk\)](https://smartsurvey.co.uk)

3.43 Safeguarding processes

Where vulnerable children and young people are absent, school will:

- 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 school, 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
- Culcheth High School's COVID safeguarding arrangements can be found [here](#).

Culcheth High School will discuss alternative arrangements for vulnerable children and young people with the local authority.

3.45 Access to school meals

From September, school meals will be provided as per the usual Culcheth High School arrangements with hot and cold food provision available for all students. Where schools encounter an outbreak then the school meals service will work closely with the school leader to agree the best approach for that school around the delivery of school meals whilst the outbreak is contained.

Where students are eligible for benefits-related free school meals and are required to self-isolate at home, the service will continue to provide good quality lunch parcels. This will ensure that eligible pupils continue to be supported whilst they are unable to attend school. Where school leaders would prefer vouchers for families, please contact the service and we will work with you to put in place.

For the provision of food parcels / vouchers the school will be required to email the following information to SchoolMealsManagement@warrington.gov.uk:

- Child's name
- DOB / Year Group
- Isolation start and end date
- Preference of food parcel / voucher.

If you have any issues, please contact the service on 01925 443082 or at:

SchoolMealsManagement@warrington.gov.uk

3.46 School systems to provide access to FSM if a child is isolating

If there is a student eligible for FSM isolating the Pupil Premium team will make direct contact with the family to make bespoke arrangements for meal provision throughout the period of isolation.

3.47 School Transport

All school transport will remain running throughout the entirety of any outbreak unless informed by Public Health Warrington that this needs to change. Students and parents are encouraged to continue to wear face coverings on all school and public transport. Any changes to transport arrangements or any face covering directive will be communicated to students and parents in a clear and timely manner.

3.48 Communication about changes to control measures

Good communication is key to outbreak management. Communicating advice and guidance is an important public health tool to ensure that parents/carers, students and staff have a clear understanding on the current situation and if any changes are to be implemented in response to the outbreak. School will communicate these changes in a timely manner through the following mechanisms:

- a) KKS Messaging system
- b) Parental Emails
- c) School letters and newsletter items
- d) Website information
- e) Culcheth High School app messages
- f) Individual communications to students/parents
- g) Gmail student communications
- h) Google Classroom remote learning communications

Appendix 1 – Action Plan:

Control measure (examples listed below – this list is not exhaustive)	Rationale for implementing measure	Actions to be taken	Date control measure was implemented	Date to review control measure	Responsible person
Increased use of testing	Outbreak threshold met and PHE Warrington advise that increased use of testing for targeted cohorts are a necessary step.	Onsite Testing Stations used. Testing arrangements implemented. Testing arrangements and rationale communicated to relevant persons. Ongoing monitoring and communications with PHE Warrington.	TBC	TBC	JMR/KPH
Use of AST	Outbreak threshold met and PHE Warrington advise that AST for targeted cohorts are a necessary step. Provide assurance that the larger cohort group have not become COVID positive.	Onsite Testing Stations used. Testing arrangements implemented. Testing arrangements and rationale communicated to relevant persons. Ongoing monitoring and communications with PHE Warrington.	TBC	TBC	JMR/KPH
Reintroduction of face coverings for staff in educational settings/staff communal areas and students in secondary school and college.	Outbreak threshold met and PHE Warrington advise that face coverings would be an effective measure to reduce transmission in communal areas/educational settings.	Full communications to students/parents detailing rationale and decision to reintroduce face coverings in line with PHE Warrington advice. Ongoing monitoring and reviewing in line with COVID data and PHE advice.	TBC	TBC	CHU/SLT
Additional measures for clinically extremely/clinically vulnerable staff and students.	Outbreak threshold met and PHE Warrington advise additional measures for clinically extremely/clinically vulnerable staff and students are needed to ensure safety and reduce risk of transmission.	Bespoke risk assessments and measures implemented in line with PHE Warrington advice. Clear communications and plans implemented for relevant staff and students. Monitoring and reviewing measures in place.	TBC	TBC	CHU/SLT

Attendance restrictions	Outbreak threshold met and PHE Warrington advise that restrictions are needed for groups of students or all students to reduce the risk of transmission. Remote learning/face to face rotas may be needed to support attendance restrictions.	In line with PHE Warrington advice, attendance restrictions will be implemented in line with direct instruction and guidance following an outbreak. Restrictions will be time limited and fully communicated to all parents and students. Remote learning will be utilised in line with CHS' Remote Learning Principles.	TBC	TBC	SLT
Improved ventilation	Outbreak threshold met and PHE Warrington advise a review of school ventilation measures due to identified issues.	Review ventilation measures Identify ways of improving ventilation Inform PHE Warrington of actions taken Monitor and review impact of new ventilation measures.	TBC	TBC	JMR/CHU
Limiting educational visits including residential visits and parental attendance (Open Evenings/Parents' Evenings)	Outbreak threshold met and PHE Warrington advise a review of limiting visits and parental events to reduce COVID transmission for a time limited period.	Identify visits or events affected in time limit period. Risk assess postponement, cancellation or switching to online versions. Communicate decisions and arrangements to relevant students, parents and organisations. Fully implement alternative identified plans. Monitor and review impact of changes.	TBC	TBC	SLT
Restricting the education Workforce Consideration of essential operational roles: safeguarding	Outbreak threshold met and PHE Warrington advise restriction of the workforce. Reduction of workforce may lead to key changes to school's operational role and safeguarding.	In line with PHE Warrington advice, restrict the school workforce. Risk assess impact of reduction and introduce measures to support all elements of school operations including remote learning, face to face learning, blended approaches and safeguarding practices.	TBC	TBC	CHU/SLT

		These would all operate in line with CHS' Remote Learning Principles and Safeguarding Practices which can be found on the school website.			
Reintroduction of Learning Zones	Outbreak threshold met and PHE Warrington advise that CHS reintroduce learning zones to reduce the risk of COVID transmission	Implement learning zone plan as per September 2020. Teachers would remain in subject teaching rooms. Full communications to students and parents to inform of rational and time limited period. Monitor and review in line with PHE Warrington guidance and advice.	TBC	TBC	CHU/SLT