

Whitley Bay High School Outbreak Management Plan



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Acronyms:

Asymptomatic testing site - ATS
Department for Education – DfE
Department of Health and Social Care - DHSC
Director of Public Health - DPH
Directors of Public Health - DsPH
Designated Safeguarding Lead – DSL
Health Protection Teams – HPTs
Joint Biosecurity Centre – JBC
Local Authority – LA
Public Health England – PHE
Regional partnership teams – RPTs
Senior Leadership Team – SLT
Shielded patient list – SPL
Variant of concern – VoC

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Introduction

This plan is based on the contingency framework for managing local outbreaks of COVID-19, provided by the Department for Education (DfE). We will implement some, or all, of the measures in this plan in response to recommendations provided by our Local Authority (LA), Director of Public Health (DPH), Public Health England (PHE), Health Protection Team or the national government.

It may be necessary to implement measures and activate this plan in the following circumstances, for example:

- To help manage a COVID-19 outbreak within the school,
- Infection rates in the community are extremely high, and other measures have failed to reduce transmission,
- To prevent unsustainable pressure on the NHS,
- As part of a package of measures responding to a 'variant of concern' (VoC).

This plan outlines the steps we will take to ensure every student continues to receive the quantity and quality of education and care that they are normally entitled to.

The government Contingency Framework identifies three principles for outbreak management plans -

1. Prioritising education
2. Collaboration
3. Roles and responsibilities

1. Prioritising education

The impact of missed education during the pandemic is well documented therefore, in all cases, any benefits in managing transmission of COVID-19 will be weighed against educational drawbacks of implementing additional protective measures.

The school, supported by the governing body, will endeavour to keep any disruptive measures to education to the minimum number of groups and for the shortest duration possible. Attendance restrictions will be considered as a last resort.

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2. Collaboration

Multi-agency collaboration and communication remains important to ensure consistency of approach wherever issues occur so that no group of students is unfairly impacted. School established close working relationships with the Local Authority and local Health Protection team during the pandemic and maintains communication with both parties regarding the ongoing impact of COVID-19 within the school setting.

The school's leadership team will keep all measures under regular review and, following consultation with public health authorities, will lift additional temporary measures as soon as there is evidence to support doing so.

Where measures include attendance restrictions, the Department for Education (DfE) may advise on the year groups that should be prioritised. Government state that they will try to give as much notice as possible to any changes to the way settings should operate.

Where decisions about measures in education are made at a national level, the DfE will work with the Department of Health and Social Care (DHSC), Joint Biosecurity Centre (JBC), NHS Test and Trace, the Chief Medical Officer, Public Health England (PHE) and other government departments, as well as affected Local Authorities and Directors of Public Health. The government state that they will take into account the available evidence as well as the judgement of public health professionals.

3. Roles and responsibilities

Local Authorities, Directors of Public Health (DsPH) and Health Protection Teams (HPTs) remain responsible for managing localised outbreaks. They play an important role in providing support and advice to education settings. Local Authorities, DsPH and HPTs can work with their regional partnership teams (RPTs) to escalate issues from a local to regional, and regional to national Action Committee.

RPTs support local areas in managing outbreaks and provide advice and insight from across the country to the Chief Medical Officer and the Secretary of State for Health and Social Care to inform decision making.

Central government 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 (e.g. incident management) but this will be by exception only.

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Individual roles within the setting:

COVID-19 Response Committee (*a task and finish working group reporting to the governing body*) membership:

Paul Mitchell (Chair of COVID-19 Response Committee)
Helen Thompson (Chair of Governors in attendance)
Peter Berry (Chair of Finance and Premises Committee)
Joan Bloomfield (Safeguarding Lead / Curriculum and Student Affairs Committee)
Steve Wilson, Headteacher
Natalie Thorne, School Business Leader (adviser)

In addition, the Chair of Governors has delegated powers to take urgent decisions where necessary, subject to report to the governing body.

Terms of reference:

- To work closely with the Headteacher in developing the school's strategies in responding to the COVID pandemic across all aspects of the school's operation and activity
- To keep up to date with emerging developments and advice from all recognised sources
- To review the implications of national and local requirements and advice (e.g. from government, DfE, Local Authority or Public Health England) and to support the Headteacher in the development and implementation of the resulting strategies
- To assist the Headteacher in monitoring the overall effectiveness of School strategies for responding to COVID and to support the Headteacher in maintaining effective communications with key stakeholders
- To advise the Chair of Governors, full governing body and Sub-Committees of the governing body on any necessary actions requiring their consideration, approval, review, or implementation
- To ensure that the requirements of good governance are maintained for the duration of the COVID health emergency
- In due course to review collegially the school's overall response and to document any lessons learned for the future management of critical incidents.

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Senior leads within the school setting have responsibility for overall operation and delivery of the school's Outbreak Management Plan, as follows:

SMW, Headteacher:

- With advice and support from the school's leadership team develop a strategic response to COVID-19 across all aspects of the school's operation and activity.
- Keep up to date with emerging guidance and respond accordingly.
- Monitor the effectiveness of the school's strategic response and make adjustments where necessary.
- Agree overall workforce requirements for onsite and offsite working.
- Respond to the introduction of attendance restrictions.
- Remote learning, assessment and teacher assessed grades.
- Communication to parents, staff and other stakeholders including unions.
- Educational visits (approval).
- Open evening and parent events.
- Reporting to Staffing Committee, Finance & Premises Committee, Covid Committee and Full governing body.

LB, Deputy Headteacher:

- Advise and support the Headteacher with the development of a strategic response to COVID-19 across all aspects of the school's operation and activity.
- Keep up to date with emerging guidance and advise on areas of expertise accordingly.
- Lead on safeguarding as Designated Lead for child protection, including leading a team of Deputy Designated Leads.
- Link with Pastoral SLT regarding welfare of vulnerable students.
- Maintain regular contact with Lead Governor for Safeguarding.
- Remote learning, assessment and teacher assessed grades.
- HR support for teaching staff including pregnant workers.
- Curriculum lead/contact for teaching staff.
- Reporting to Headteacher, Curriculum and Student Affairs Committee and Full governing body.

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AAS, Deputy Headteacher:

- Advise and support the Headteacher with the development of a strategic response to COVID-19 across all aspects of the school's operation and activity.
- Keep up to date with emerging guidance and advise on areas of expertise accordingly.
- Co-ordinate the teaching staff rota for onsite working during periods of attendance restrictions.
- Issue Microsoft form to identify/confirm Clinically Extremely Vulnerable and Clinically Vulnerable staff.
- Oversee the IT provision (for staff and students) including access to devices and connectivity.
- Remote learning, assessment and teacher assessed grades.
- Curriculum lead/contact for teaching staff.
- Oversee the school's extra-curricular programme.
- Manage communications via website and social media.
- Reporting to Headteacher, Staffing Committee and Full governing body.

NJT, School Business Leader:

- Advise and support the Headteacher with the development of a strategic response to COVID-19 across all aspects of the school's operation and activity.
- Keep up to date with emerging guidance and advise on areas of expertise accordingly.
- Completion, monitoring and updating of the school's COVID-19 risk assessment.
- Completion, monitoring and updating of the school's Outbreak Management plan.
- Monitor the effectiveness of the school's risk reducing measures and management plans and make adjustments where necessary.
- Asymptomatic testing lead, lateral flow risk assessment and home testing arrangements.
- Agree workforce requirements (support staff) and rota for onsite working during periods of attendance restrictions.
- Site management including physical adjustments to accommodation, measures to define bubbles, cleaning and hygiene regimes & PPE.
- Advice for shielding and vulnerable groups (staff) including working from home arrangements.
- Provision of school meals including liaison with NTC Catering Services regarding amended offer.
- Out of hours community programme including risk assessments.
- Budget holder for COVID-19 and management of COVID grant funding schemes.
- Health and Safety Policy and whole school risk assessments (e.g. home visits, use of the transport, site management and compliance etc).
- Reporting to Headteacher, Covid Committee, Finance and Premises Committee and Full governing body.

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SEL, SEW, JDM, SRF as Pastoral SLT –

- Co-ordination of the whole school pastoral team to support all young people.
- Co-ordination of the specialist pastoral support for vulnerable young people.
- Co-ordination of the Learning Support Team to support students with additional needs.
- Safeguarding duties as Deputy DSLs, reporting concerns to the DSL and recording via CPOMS.
- Providing ongoing advice, guidance and support to Heads of Year, including with regard to parental enquiries.
- Overseeing the pastoral tutor programme promoting positive student mental health (including during periods of remote learning).
- Facilitate temporary re-introduction of control measures including bubbles and face coverings.
- Transition and taster days for new Year 9 and Year 12 and other events.
- Reporting to Headteacher, Curriculum and Student Affairs Committee

PEL, Testing & Educational Visits Co-ordinator

- Keep up to date with emerging guidance and advise on areas of expertise accordingly.
- Educational visits advice and risk assessments including transport.
- Asymptomatic testing lead with School Business Leader.
- Arrangements for distribution of home testing kits and monitoring/ordering supplies.
- Review community group risk assessments and complete shared document confirming status.
- Reporting to Headteacher and School Business Leader.

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Initial response to a suspected or confirmed positive case:

Onsite Process

Control measure 4 - Follow public health advice on testing - self-isolation and managing confirmed cases of COVID-19 of the school's COVID-19 risk assessment (September 21) outlines the process for managing a suspected or confirmed case of COVID-19 in the school setting. This process is subject to regular review and amendment to ensure it remains in line with national guidance provided by the DfE.

At what point of the response will public health advice be requested?

If the number of positive cases substantially increases, this could indicate transmission is happening in the setting. The thresholds, detailed below, will be used as an indication as to when school will seek public health advice if leaders are concerned. Whichever of these thresholds is reached first:

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

A group will rarely mean a whole setting or year group. It is more likely to be a subject class, friendship group, sports team etc.

When the above thresholds are reached, school will review and reinforce the testing, hygiene and ventilation measures already in place. School will also consider whether any activities can take place outdoors, ways to improve ventilation indoors that would not significantly impact on thermal comfort, and one-off enhanced cleaning focussing on touch points and any shared equipment.

In areas where rates are high, the thresholds for extra action may be higher than those set out above. This will be discussed with public health as part of a review of local circumstances. Public health will advise when it is appropriate to cease additional measures or if they should be extended.

School maintains contact with the Local Authority and Health Protection Team regarding positive case numbers and close contact isolations within the school setting. School will proactively respond to recommendations from either the Local Authority or Health Protection Team to revise COVID-19 protocols within school in response to reported case numbers. School will also seek public health advice if a student is admitted to hospital with COVID-19 as this may indicate increased severity of illness or a new variant of concern.

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How will communication lines with parents/carers be established?

School has maintained effective lines of communication during the pandemic and uses a variety of forms including text, email, letter, social media, press release and the school website. The general school email address and telephone number remain active including during periods of restricted attendance to ensure individual queries are responded to.

Measures that education settings should plan for:

The government's contingency framework describes the measures that all education settings should have in their outbreak management plans including how they will operate if any of the measures described below were recommended for their school or local area.

The outbreak management plan for Whitley Bay High School details our operational intentions in relation to each of the measures identified within the contingency framework and should be read in conjunction with the most recent COVID-19 risk assessment for the school (September 2021). We recognise that these documents are fluid and that education settings play a vital role in helping the immediate and wider community come to terms with learning to live with COVID-19.

On activation of the outbreak management plan, school will consider the implementation of some, or all of the control measures listed below. In the majority of circumstances, the decision about the implementation of some of the control measures will be made by central government, or local authorities (including Public Health), and not the school.

This plan will be updated as and when government and public health advice changes.

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CONTROL MEASURE	ACTIONS/CONSIDERATIONS TO IMPLEMENT THE MEASURE	RESPONSIBLE INDIVIDUAL(S)
Testing (ATS)	<p>In the event that reintroduction of a mass asymptomatic testing site (ATS) was advised for an individual school, a small cluster of schools, or in an area that is in receipt of an enhanced response package, this will be discussed and agreed with the Director of Public Health (or her delegated party), including any additional support that may be required to achieve this. The Director of Public Health will also be responsible for informing the Department for Education (DfE) of this recommendation, via the Regional School's Commissioner. It is likely onsite testing would be for a two week period to encourage greater uptake of twice weekly home testing.</p> <p>The school very successfully delivered mass asymptomatic testing in March 2021, therefore existing processes, plans and documentation will be reviewed and updated accordingly by NJT and PEL and shared with the school's Leadership, admin and testing team (staff). The DfE's shared Google drive will be reviewed for the latest updates and resources by NJT and PEL. Staff training will be refreshed via the testing training portal (online) with certificates retained by PEL.</p> <p>PEL has retained the volunteer register and will arrange to refresh this information with support from the school's admin team and issue a new request (via Microsoft Form) to recruit additional parental volunteers and also to confirm the availability of previous volunteers. As with school staff, access to the online training modules will be provided to volunteers as well as onsite training led by NJT and PEL. It may be necessary to draw upon volunteer support from other agencies as last time. Contact details have been retained by NJT and PEL to request this, if required.</p>	NJT & PEL

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	<p>Site Team will be responsible for setting up the mass testing site under the direction of NJT and PEL. A stock take will be taken of resources (led by PEL) and supplies ordered by the Finance Team if required (most likely to be consumable items). School will expect test kits and PPE to be provided by the DfE as they were previously.</p> <p>With advice and guidance from NJT and PEL, the school's admin team will collate and check student data (including new Year 9 and Year 12) to ensure consent and registration information is requested and appropriately processed prior to testing.</p> <p>Support staff will be requested to undertake registration and recorder roles, as last time, with refresher training provided if required. After tests are completed, the main office will upload test results via bulk upload to the DfE and NHS Test and Trace as they did previously.</p> <p>Members of the Leadership team will be available to respond to any positive cases in school including liaising with parents if necessary. The Leadership and Pastoral Teams will also assist with supervision of the test area (internal and external) via a rota completed by AAS and PEL.</p> <p>To minimise disruption to education, the testing programme will be structured to take into account the year group, then the timetable for each group of students. PEL will lead on this planning exercise and share this with staff. If students are not onsite at the time of their test, the school's admin team will notify students and their parents of their test appointment(s) via email.</p> <p>A mass testing risk assessment is available and will be reviewed and updated by NJT to ensure it continues to reflect testing arrangements. This will be published on the school's website with a link included in a letter to parents.</p>	
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<p>Testing (home testing)</p>	<p>In the event school is advised to increase the use of home testing by staff and students, school already has in place an efficient system for test kit distribution and communication to parents, students and staff (with distribution taking place during tutorial for students and by collection from JGP for staff, with batch records retained).</p> <p>Included with each kit is an instruction leaflet pertaining to the specific kit (e.g. Orient Gene). Parents will be informed via letter and text of any change to home testing arrangements and staff will be notified via email. Students will be advised during tutorial. Communications will be strengthened to encourage home testing and reporting. Follow up communications will be issued to remind parents, students and staff of the importance of ongoing testing. Information will also be shared with parents regarding how to access test kits for their families and a reminder regarding how to interpret and report results to the NHS and school (if positive).</p> <p>School is familiar with the procedure to order additional test kits and has sufficient storage in school (at the correct ambient temperature) to accommodate additional deliveries. As staff and students have been advised to recommence home testing when they return in September, a further stock of test kits will be issued at the beginning of the new term to ensure individuals have a supply of tests available for use at home. This will provide sufficient contingency until additional kits can be distributed.</p> <p>Staff involved with delivery of mass testing in March remain available to provide a supervised test and advice/guidance regarding the use of home test kits to those who require additional support. A small ATS also remains available on the school site. Additional advice and support can also be acquired from the Local Authority's Health and Safety team, Health Protection team and/or via the DfE's Google Platform for testing.</p>	<p>NJT & PEL</p>
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Face Coverings	<p>It is possible that school will be advised that face coverings should temporarily be worn more widely in school again in communal areas and/or in classrooms (for both students and staff). Reintroducing face coverings may be advised:</p> <ul style="list-style-type: none"> • for an individual school or a small cluster of schools at the discretion of the Director of Public Health as part of her responsibilities in outbreak management (in most cases a 'cluster' will be no more than 3 or 4 schools or settings linked in the same outbreak), or • for schools and settings across areas that have been offered an enhanced response package, where schools/settings and the Director of Public Health decide it is appropriate. <p>In addition, school may take the decision to temporarily reintroduce face coverings in response to case rates within school. This decision will be taken by SMW after receiving external advice from the Local Authority or Health Protection team. Temporary reinstatement would be for two weeks in the first instance, pending regular review.</p> <p>In all cases any educational drawbacks in the recommended use of face coverings will be balanced with the benefits in managing transmission.</p> <p>The school's COVID-19 risk assessment will be updated by NJT to reflect a change to the school's policy on face coverings and this will be brought to the attention of staff via email, parents via letter and the school website and to students via tutorial. Pastoral SLT will provide guidance to Heads of Year regarding communication to students and ongoing monitoring arrangements.</p> <p>NJT will instruct the Finance Team to increase stock of single use face masks to supply to those who arrive in school without a face covering or to those whose covering is lost or damaged during the school day.</p> <p>Visitors to the school (including contractors and parents) will continue to be advised of the school's policy regarding face coverings via registration information and signage displayed at the entry point to reception.</p> <p>Any change in guidance will allow for reasonable exemptions, as outlined in the school's COVID-19 risk assessment.</p>	SMW/SLT
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Shielding	<p>Shielding is currently paused. In the event of a major outbreak or Variant of Concern that poses a significant risk to individuals on the shielded patient list (SPL), ministers can agree to reintroduce shielding. Shielding will 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. Shielding can only be reintroduced by national government.</p> <p>We will adhere to national guidance on the reintroduction of shielding and will inform staff and students of any change to guidance via letter, email and the school website.</p> <p>For staff, AAS will issue a confidential questionnaire via Microsoft Form to confirm existing information regarding those within the Clinically Extremely Vulnerable and Clinically Vulnerable groups. SLT (listed right) will review the data and agree appropriate working arrangements with individuals based upon an assessment of their role, the availability and suitability of protective measures and individual support required. This group will also consider amending roles where necessary to facilitate home working and will maintain contact with individuals to ensure arrangements continue to be appropriate, achievable and supportive. This includes pregnant workers (LB for teachers, NJT for support staff).</p> <p>Agency supply staff will be engaged where staffing numbers fall below the required levels to operate safely and to continue to provide quality education and pastoral support to students, including remotely. Agency teachers will be arranged by RLT, agency support staff will be arranged by NJT or JGP.</p> <p>Information will be requested from parents to confirm those students on the shielded patient list. Heads of Year will agree shielding and learning from home arrangements, including ascertaining the availability of suitable devices and connectivity for home learning and any pastoral support that may be required.</p>	SMW/AAS/LB/NJT Heads of Year
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<p>Attendance restrictions</p>	<p>As part of their outbreak management responsibilities, the Local Authority, Director of Public Health and Health Protection Team may advise an individual school/s, or a cluster of closely linked settings, to limit attendance.</p> <p>Where the Local Authority, Director of Public Health and Health Protection Team determine that wider containment action is needed and wish to limit attendance across an area, they will work with the regional partnership team (RPT) to escalate a proposal to the central Local Action Committee command structure. In most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak, but RPTs will exercise judgement based on the local context.</p> <p>For individual settings, attendance restrictions would be on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission. Across an area, government may advise attendance restrictions to suppress or manage a dangerous variant or to prevent unsustainable pressure on the NHS.</p> <p>The cohorts described below will be used to guide decisions about restricting attendance, as well as prioritising groups to return to face-to-face education.</p> <p>The DfE may advise that other groups should be prioritised.</p> <ul style="list-style-type: none"> • If some attendance restrictions are needed, all vulnerable young people, children of critical/key 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. • In all circumstances, priority will continue to be given to vulnerable young people and children of critical/key workers to attend to their normal timetables (<i>see Vulnerable Young People</i>). 	<p>SMW/SLT</p>
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	<p>Parents will be notified regarding attendance restrictions via letter and information on the school's website. Staff will be notified via email.</p> <p>Attendance restrictions will only be considered as a last resort in extreme circumstances.</p> <p>The type of attendance restrictions that may be recommended will depend on scientific and public health advice. If attendance restrictions are advised across an area, the government will publish detailed operational guidance for schools to follow. This will be reflected in a revised COVID-19 risk assessment by NJT.</p> <p>In the event 'bubbles' are reintroduced for a temporary period, school will return to previous year group bubble arrangements with timetables modified by RLT to reflect the changes, site modified by the Site Team under the direction of NJT and the school's COVID-19 risk assessment updated by NJT, shared with staff and published on the school's website. Students will be notified by the most appropriate method according to attendance status (e.g. email, tutorial etc). Parents will be notified via letter.</p> <p>High quality remote education will be provided for all pupils or students not attending (<i>see Remote Education</i>). This includes students who have tested positive for COVID-19 but are well enough to learn from home.</p> <p>SLT will determine the workforce required onsite and if it is appropriate for some staff to work remotely (<i>see Education Workforce</i>).</p>	
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<p>Out of school activities</p>	<p>If attendance restrictions are needed, vulnerable young people will be allowed to attend. For all other students, there is a possibility that parents may only be allowed to access face-to-face activities 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 and training. This will be communicated to parents via letter and published on the school's website.</p> <p>Restrictions on attendance may need to vary depending upon whether the provision will be operating during term-time and/or school holidays. Extra-curricular activities will be reviewed by AAS and most likely reduced or suspended in the event of attendance restrictions. Further advice will be provided should this be the case and will be communicated to parents via letter and published on the school's website. Staff will be notified via email.</p> <p>Use of facilities for community activities will reflect any local or national restrictions. Community groups will be asked to update their risk assessments in line with any changes to guidance pertaining to their activity and to submit this to the school prior to sessions commencing. Communication will be via email using information provided by NJT. PEL will review risk assessments and confirm their status with NJT and BDW.</p> <p>In the event community activities negatively impact the wider school risk assessment, a thorough review will be undertaken by NJT to identify appropriate additional control measures, or cessation of sessions if absolutely necessary. This will be communicated via email.</p>	<p>SMW AAS NJT PEL</p>
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<p>Remote Education</p>	<p>A remote learning strategy is in place to ensure continuity of education in the event of a local or national lockdown, leading to a partial or whole school closure. This is published on the school's website via the following link and is driven by research from the Education Endowment Foundation –</p> <p>https://www.whitleybayhighschool.org/lower-school/remote-learning</p> <p>Remote education will be high quality and linked to curriculum expectations. Interaction, assessment and feedback will be provided to students by class teachers and led by Heads of Department following advice and guidance from SMW, LB and AAS. Remote education will be equivalent in length to the core teaching hours students will receive in school.</p> <p>Staff and students will be supported in the use of IT by the school's IT technical support team, led by AAS. IT technical support undertake ongoing health checks and updates to the school's IT infrastructure, to ensure systems are operational and able to fulfil both onsite and remote learning, as far as is reasonably practicable. Specialist support contracts are also in place in the event of significant infrastructure failures. Such contracts are managed by the IT Technical Co-ordinator.</p> <p>The school's remote learning strategy is based upon 2 scenarios –</p> <ol style="list-style-type: none"> 1. Full lockdown where staff and students are at home <i>all lessons will be provided for and be a combination of live lessons and recorded presentations which will include videoed voice overs of PowerPoints or slides through the use of Microsoft Teams or Stream. This will incorporate modelling and teacher explanations, and also allow students to pause and rewind if required.</i> 2. Full year group bubbles sent home <i>this can be all year groups or individual, but staff are able to attend school as normal. Our strategy will be to deliver Teams live lessons from the desktop computer in the timetabled room.</i> 	<p>SMW/AAS/LB/SLT</p>
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	<p>Staff workload and the requirement to deliver learning in alternative formats will be considered and supported by SLT when planning staff deployment for partial or full opening.</p> <p>Year group TEAMS have been set up by the IT team and organised by subject groups to enable delivery of blended learning in the form of live and pre-recorded lessons and tasks for students to complete offline (including for those without online access). Teaching staff have been trained in the delivery of live and pre-recorded lessons and have access to ongoing advice and support from AAS, DNT and the IT team.</p> <p>Remote learning will be accessible on several platforms including desktop computers, laptops, tablets and mobile phones with larger display screens. Content from Office 365, including email and Teams, will also be available on the PS4 and X Box. A short video on the school website explains how to access this.</p> <p>Students can choose to complete the work outside school hours if this helps to manage shared devices within the household.</p> <p>If a family is without access to a device or internet, they can contact their child's Head of Year to access support. Hard copies of resources can also be made available via post.</p> <p>Additional laptops, provided by the government for use by Pupil Premium students, will be made available to students. School also has a limited stock of additional devices, which can be loaned to other students, if required. This will be managed by the IT technical team, led by AAS.</p> <p>Class teachers, Heads of Department and Heads of Year will continue to monitor student engagement and will speak with parents and carers when concerns are raised. SLT will be available in the event further intervention is required.</p>	
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	<p>School will work collaboratively with families and put in place reasonable adjustments so that students with special educational needs and disabilities can successfully access remote education. The Learning Support Team will maintain contact with students through keeping in touch emails or via a Microsoft Teams call, on a more frequent basis, to ensure support for their learning and wellbeing.</p> <p>Students will continue to participate in the school's pastoral curriculum and assembly programme. This will include video assemblies and other initiatives such as Mental Health Monday which encourages students to adopt strategies that promote positive wellbeing.</p>	
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<p>Education Workforce</p>	<p>School will continue to implement the system of controls set out in the COVID-19 Operational Guidance for Schools provided by the DfE. The protective measures documented in the guide have been reviewed and form the basis of the school's specific COVID-19 risk assessment which continues to be updated by NJT and shared with staff via email and is available as an open document on the school's website. This includes information regarding working safely and the use of work areas.</p> <p>If restrictions on student attendance are needed, SMW, LB, AAS and NJT will discuss and agree workforce requirements onsite and, if it is appropriate, for some staff to work remotely. Teaching staff will be informed via group email by SMW/LB/AAS, whilst support staff will be consulted individually/in teams (with support from line managers) by NJT as arrangements are likely to vary according to role. SLT will be available to discuss individual queries or concerns (in person or via email and phone). Arrangements for clinically extremely vulnerable, clinically vulnerable, pregnant workers and any other groups or individuals identified as higher risk will follow national guidance (see Shielding).</p> <p>For those working onsite, rotas will be put in place to facilitate the activities taking place onsite (by AAS for teaching staff and NJT/JGP for support staff). This will be monitored and updated on an ongoing basis. Staff rotas will give due consideration to roles such as Designated and Deputy Designated Safeguarding Leads, first aid, fire warden etc to ensure sufficient cover is provided. Staff will come onto site for specific and agreed purposes only in order to ensure occupancy levels are managed.</p> <p>In the event of whole school closure, NJT will work with the Site Team to ensure school buildings are closed, the boiler remains operational at low set points, access control programmes (i.e. electronic gates and doors) will be amended, gas shutoffs will be activated in practical subject areas, mechanical ventilation will remain active, scheduled contracts will be notified (e.g. catering teams, waste collections, sanitary services, grass cutting etc). Site Team will continue to attend site to complete scheduled compliance checks and perimeter checks for signs of trespassing. Cleaners will also continue to attend site with attendance and pay arrangements agreed with the third-party contractor by NJT.</p>	<p>SMW/LB/AAS/NJT</p>
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Safeguarding	<p>There will be no change to local multi-agency safeguarding arrangements, which remain the responsibility of the safeguarding partners including:</p> <ul style="list-style-type: none"> • Local Authorities • Clinical Commissioning Groups • Chief Officers of Police <p>If attendance restrictions are needed, the school will continue to be vigilant and responsive to all safeguarding threats with the aim of keeping vulnerable young people safe, particularly as more young people will be learning remotely.</p> <p>School will continue to have regard to statutory safeguarding documents, including:</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education • Working Together to Safeguard Children <p>LB, the school's Designated Safeguarding Lead (DSL), will review the Child Protection Policy to ensure that it reflects local restrictions and remains effective. This will be shared with the governing body Safeguarding Lead along with regular keeping in touch calls thereafter.</p> <p>Where possible, school will have a trained DSL (or Deputy) available on site. However, if this is operationally challenging, a trained DSL (or Deputy) will be available to be contacted via phone or TEAMS whilst working from home. Contact details are listed in the Staff Handbook or from the main office.</p> <p>Where a trained DSL (or Deputy) is not on site, in addition to the above, a Senior Leader will take responsibility for co-ordinating safeguarding onsite. Records will be maintained via CPOMS and information will continue to be shared with the Pastoral Team, as appropriate.</p>	LB (DSL) / Deputy DSL Safeguarding Governor
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<p>Vulnerable young people</p>	<p>Where vulnerable young people are absent, the SLT Pastoral Team will put together an experienced and skilled team of pastoral staff (including Heads of Year, School Counsellor, Attendance Officer, Pastoral Admin, Behaviour Manager, Learning Mentor, Learning Support and Alternative Education Team) to monitor the education and welfare of vulnerable students. Together they will:</p> <ul style="list-style-type: none"> • discuss, share information and allocate vulnerable young people to key workers (staff) to ensure regular contact is maintained, ensuring a reporting back procedure is in place (e.g. regular meetings). • follow up with the parent or carer (if appropriate) and work with the Local Authority and social worker (where applicable), to explore the reason for absence and discuss their concerns. • encourage the young person to attend school and work with the Local Authority and social worker (where applicable), particularly where the social worker agrees that the young person's attendance will be appropriate. • focus discussions on the welfare of the young person and ensure that they are able to access appropriate education and support while they are at home. • conduct home visits only if strictly necessary and following completion of a risk assessment. • ensure records are maintained as required (for example via CPOMS) and report any concerns to Designated/Deputy Designated Safeguarding Leads. • have in place procedures (such as keeping-in-touch call plan) to maintain contact, ensuring young people are able to access remote education support, as required, and regularly check if they are doing so. • speak with the Learning Support department where there are barriers to learning that can be improved through additional intervention. • discuss and agree support with IT should a barrier to learning be identified as a lack of appropriate technology. • if the school is required to close temporarily, discuss alternative arrangements with the Local Authority e.g. attendance at another setting (if appropriate). 	<p>SLT Pastoral Team LB (DSL)</p>
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Transport	<p>Transport provided via the Local Authority (Home-School) will follow the risk assessment provided by North Tyneside Council (NTC) and contracted transport providers.</p> <p>SMW may consider adjusting start and end times to the school and working day to avoid peak travel times on public transport. This will be communicated to staff and NTC via email and to parents via letter and published on the school's website.</p> <p>Staff and families will be encouraged to refer to the safer travel guidance for passengers for further information https://www.gov.uk/guidance/coronavirus-COVID-19-safer-travel-guidance-for-passengers#safer-travel-information-sheet and https://www.nexus.org.uk/covid-secure referred to in the school's risk assessment and available online. Updates will be monitored by NJT.</p> <p>Use of the school minibus may continue but will be subject to risk assessment review by NJT and potential adjustments including capacity limits to enabling distancing, wearing masks whilst travelling and the installation of a Perspex screen between the driver and others onboard.</p> <p>Staff may be reminded not to car share with colleagues due to the risk of transmission whilst in close proximity. This will be communicated to staff as part of the COVID-19 risk assessment amendments by NJT.</p> <p>Risk assessments for staff undertaking home visits and transporting students in private vehicles will be reviewed and updated to reflect updated guidance. NJT will support staff with this risk assessment process.</p>	Local Authority SMW NJT
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School meals	<p>In the event students are unable to attend school due to self-isolation, symptoms or a positive test result or having been identified as living with someone who has COVID-19, a meal continues to be provided for those in receipt of free school meals.</p> <p>School has a Service Level Agreement with North Tyneside Council Catering Services to provide paid and free school meals. The school acted as a free school meal hub for the local area during previous lockdowns and will be willing to fulfil this role again in the future. This will be agreed between SMW/NJT and NTC Catering Services and communicated to the Site Team to confirm access arrangements.</p> <p>The school has worked with Catering Services to provide pop-up catering facilities across the school site when mixing of groups has been restricted or students are instructed not to leave site during lunchtime. This provision can be replicated if required through agreement with NTC Catering Services and SMW/NJT.</p> <p>School continues to be registered with Edenred voucher scheme and members of the admin team are trained and familiar with the system to issue vouchers to parents for those entitled to free school meals. The admin team also have contact details for the Local Authority team regarding the food grant that has been made available to families during periods of attendance restrictions. NJT will support the admin team with this.</p> <p>In the event food hampers are recommended due to attendance restrictions, school accessed staff volunteers to deliver packages to families and can also request access to delivery transport (taxi) via the Local Authority. This can be reintroduced if necessary.</p> <p>Arrangements regarding catering services and free school meals will be communicated to parents via letter and published on the school website.</p>	SMW NJT NTC Catering Services
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<p>Educational Offsite Visits</p>	<p>Any attendance restrictions will be reflected in the educational visits risk assessment and school will consider carefully if the visit is still appropriate and safe. Only students who are attending the setting will go on an educational visit.</p> <p>All educational visits will be conducted in line with relevant COVID-19 secure guidelines and regulations in place at that time, including any limitations applied to residential and international visits. This includes the system of controls and COVID-secure measures in place at the destination e.g. –</p> <ul style="list-style-type: none"> - Risk assessment/management - Accommodation – sleeping arrangements, kitchen, bathroom, shower provision & dining - Other parties at the venue - Transport - Outbreak management - Shared equipment and frequent touch surface. <p>PEL will ensure full and thorough risk assessments are completed in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, PEL will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. PEL will consult the health and safety guidance on educational visits when considering visits and advice from the Local Authority when required.</p> <p>SMW and PEL monitor local and national advice regarding offsite activities and update staff regarding safe practices via email, verbally if changes are imminent and within the educational visits paperwork accessed from the staff shared area. Contact details are held for parents of students during trips by SMW in the event that urgent contact is required.</p>	<p>PEL SMW</p>
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Parental attendance in school including open evening, parent evenings and performances	<p>School has provided alternative methods to deliver parent events throughout the pandemic. It may be necessary to reintroduce such methods in response to local or national recommendations where in-person events must be cancelled or postponed beyond an acceptable timeframe. This would be discussed and agreed by the SLT.</p> <p>This includes hosting virtual parent evenings/consultations via SchoolCloud, providing a video for Open Evenings for new Year 9 and Sixth Form and streaming concerts/performances via the school's YouTube channel. Staff would be notified via group email.</p>	SLT
Transition and taster days	<p>For students joining Year 9 and Year 12 in the new academic year, transition and taster days will run in line with the school's COVID-19 risk assessment which aligns with the government's operational advice to schools regarding risk reducing measures.</p> <p>In the event amendments to operational guidance leads to restricted attendance, transition and taster days may be restricted due to mixing of student groups from a number of feeder schools. In the event this were to occur, school will look to offer remote and/or virtual transition and taster experiences and to incorporate additional opportunities at a time when restrictions have eased. Support will be provided for students with additional needs and vulnerable groups in place of transition and as part of an amended induction programme.</p> <p>Parents will be notified of changes to transition and taster days via letter and the school website. Year 12 students will be notified by the Sixth Form team via email.</p>	SMW SEL SEW JDM SRF

Sources:

<https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings#contents>