

Wimbledon College outbreak management plan

This management plan is based on Schools [COVID-19 operational guidance](#) (December 2021) and [Contingency framework: education and childcare settings](#) (3 December 2021). *[Changes to previous plan are highlighted in yellow.]*

UK Coronavirus Alert Level increased to Level 4 as of 12 December 2021

The current DfE principles for outbreak plans are:

- 1) Prioritising education
- 2) Multi-agency collaboration and communication

We are working closely with the Merton Public Health team in our ongoing monitoring of Covid-19 cases.

[Initial contact with Merton PH is via the Merton Public health inbox (CYPcov19@merton.gov.uk) which is monitored Monday – Friday. Any urgent matter at weekends school will contact MASCOT out of hours (020 8543 9750), which is monitored 8am –6pm.]

Key : C-19 = Covid-19; PSV = pupils, staff and visitors

Situation	Measures in place	School notes/actions (including identifying key people)
School operating with enhanced measures in place	<ul style="list-style-type: none"> • Hand sanitiser, wipes and tissues available in each classroom/area. Hand wash stations remain on playground areas. • Pupils/Staff/Visitors [PSV]to wash hands/use sanitiser as they arrive to school. • Frequent and thorough hand cleaning with soap and water or hand sanitiser. • Encouraging the ‘catch it, bin it, kill it’ approach • Regular cleaning of areas and equipment with a particular focus on frequently touched surfaces. • Pupils to wipe down keyboards, etc. at the beginning and end of lessons • Keep occupied spaces well ventilated. Identify any poorly ventilated spaces and take steps to improve fresh air flow in these areas. • Use CO2 monitors to check CO2 levels and ensure air flow. • PSV must all wear face coverings in communal areas, unless exempt • Clear communication with pupils/staff/parents about measures – reminders/reassurances • Regular review of risk assessment [in particular as situation changes and/or new guidance is received]- communicated as above 	Staff to inform Site Team if any of hand sanitiser/wipes/tissues are missing from a classroom

Symptomatic pupil/staff member/visitor on arrival at school	<ul style="list-style-type: none"> Guidance given to pupils, staff and visitors [PSV] that access to school will not be permitted if they have C-19 symptoms and have not received a negative PCR test result for C-19. [Both in advance, wherever possible and by notices at the school gate, reception and contractors sign in] On arrival at school all PSV to wash hands/use sanitiser On arrival to school Visitors asked to confirm they do not have symptoms of C-19. If they have symptoms then they will be asked to leave the site. Pupil/staff member to be sent home, and kept separate from rest of school while waiting to be picked up. Advise take PCR and self-isolate (because symptomatic) 	<p>AJL/Reception staff/ Site staff</p> <p>Reception staff/Site staff</p> <p><i>N.B. Self-isolation includes the day symptoms started and the next 10 days</i></p>
Pupil/staff member identified as close contact by NHS Test & Trace WITH EFFECT FROM 14.12.21	<ul style="list-style-type: none"> All pupils and staff are to self-test [LFD] each day for 7 days following notification from NHS Test & Trace that they are a close contact. 	<p>Pupils and staff to ensure that they have LFD test kits at home for testing</p>
Pupil/staff member/ visitor who has been identified as a close contact by NHS Test & Trace and is not exempt from isolation	<ul style="list-style-type: none"> Guidance given to staff and visitors that access to school will not be permitted if they have been identified as a close contact by NHS Test and Trace and DO NOT fall into any of the following categories: <ul style="list-style-type: none"> <i>they are fully vaccinated</i> <i>they are below the age of 18 years 6 months</i> <i>they have taken part in or are currently part of an approved COVID-19 vaccine trial</i> <i>they are not able to get vaccinated for medical reasons</i> On arrival to school Visitors asked to confirm that the above does not apply to them. If it does then they will be asked to leave the site. Pupil/staff member to be sent home, and kept separate from rest of school while waiting to be picked up. Advise take PCR and self-isolate 	<p>AJL/Reception staff/ Site staff</p> <p>Reception staff/Site staff</p>
Individual develops symptoms on site	<ul style="list-style-type: none"> Visitor asked to leave site immediately Member of staff to be isolated and leave site as soon as possible Pupil to be isolated in isolation room. Parents contacted to collect pupil as soon as possible. All above advised to take PCR and self-isolate Provision in place for thorough cleaning of isolation room once individual has left the site. 	<p>Staff and parents requested to inform school of outcome of test – if negative can return to school [AJL]</p>
Notification of an individual positive case (LFD or PCR positive)	<ul style="list-style-type: none"> Individual is to self-isolate If positive LFD test, then individual advised to take PCR test If PCR test taken within 48 hours of LFD test and the PCR result is negative then self-isolation to cease 	<p><i>N.B. Self-isolation includes the day of the first positive test and the next 10 days</i></p>

	<ul style="list-style-type: none"> • Individual to self-isolate • Implement remote education offer for pupils – ensure that all pupils have access to internet and to Chromebook • Provide lunch pack for those receiving free school meals • School will inform the Merton PH team of all cases • If a member of staff tests positive the school will notify the Self-Isolation Service Hub 	
Absence of vulnerable child	<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 pupil 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 pupil's attendance would be appropriate • focus the discussions on the welfare of the pupil and ensuring that the pupil is able to access appropriate education and support while they are at home • If pupil continues to be absent from school then the following will be put in place: <ul style="list-style-type: none"> - Regular communication with parent and pupil - Regularly check that access to remote education have in place and that pupil is accessing learning - Provide support to ensure pupil has access to Chromebook and internet 	Contact will be coordinated by the HoL in communication with the DSL and the SENDCo.
Pupil or staff member is admitted to hospital with COVID-19	<ul style="list-style-type: none"> • School to contact Merton PH • DfE helpline (0800 046 8687, option 1) can also be contacted if required, but if contact made with local team this is not necessary. 	
Threshold reached, for mainstream schools: <ul style="list-style-type: none"> • 5 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; OR	<ul style="list-style-type: none"> • Consider definitions of 'close mixing' [DfE examples below]: <ul style="list-style-type: none"> - a form group or subject class - a friendship group mixing at breaktimes - a sports team - a group in an extra-curricular activity • Continue to inform Merton PH team of new cases • Review and reinforce the testing, hygiene and ventilation measures already in place • Contact Merton PH at CYPcov19@merton.gov.uk to arrange a meeting to discuss possible further measures needed (see below). • Following discussion with Merton PH adopt identified green, amber or red measures as appropriate. This may be for whole school or specific groups. • DfE helpline (0800 046 8687, option 1) can also be contacted if required, but if contact made with local team this is not necessary. 	<i>N.B. cases identified in the test-on-return period for secondary schools should not trigger extra measures or escalation to the DfE helpline. Threshold measures to be considered once above testing is completed</i>

<ul style="list-style-type: none"> 10% of pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period 	<ul style="list-style-type: none"> If cases amongst staff mean a setting meets the threshold, described below, the school will provide [to the Self-Isolation Service Hub] the 8-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. 	
Trained DSL not available on site	<p>Provision in place is that we have 12 staff trained as Deputy DSLs in addition to the DSL. In the situation that no DSL is available on site the following will be put into place:</p> <ul style="list-style-type: none"> a trained DSL (or deputy) from the school will be available to be contacted via phone or online video support will be sought from trained DSLs (or deputies) at other Merton secondary schools (via phone or online video) <p>Where there is no trained DSL (or deputy) on site, in addition to one of the above options the Headteacher or most senior member of SLT on site will take responsibility for co-ordinating safeguarding on site.</p>	

Additional measures that may be needed

These measures will be discussed with the local PH team. The DPH may ask schools directly to implement some/all of these measures in the context of local case rates.

Where they have advised settings to take extra measures, the DPH and local PH will work closely with their Regional Partnership Team and keep the situation under regular review. They will inform settings when it is appropriate to stop additional measures, or if they should be extended.]

As measures are required, we will review our child protection policy so that it reflects the local restrictions and remains effective.

Additional Measure needed	To consider:	Actions to implement measure	Actions to ensure pupils receive education	Actions to communicate
Increased Testing OR Onsite testing	<ul style="list-style-type: none"> To be advised by DPH More frequent testing of staff and pupils Set up ATS again for on-site testing, minimising impact on pupils' learning 	<ul style="list-style-type: none"> Ensure supply of testing kits in reserve [P. Cray] Testing kits distributed to pupils and staff to ensure frequency of testing can be increased [P. Cray] 	<ul style="list-style-type: none"> Lessons continue as normal Timetable for testing shared with pupils and staff 	<ul style="list-style-type: none"> Decision shared as below [AJL]: - Inform all parents via SchoolComms

		<ul style="list-style-type: none"> Order additional Testing kits once decision taken [P. Cray] Have equipment and testing kits available to ensure ATS can be set up promptly – Hall to be used as testing site [P. Cray/Site Team] Engage staff to administer testing [own support staff and agency staff] Testing timetabled to minimise disruption to learning 	<ul style="list-style-type: none"> Blended learning in place for pupils who test positive [self-isolating] 	<ul style="list-style-type: none"> - Inform pupils via Tutor Period/ Assembly - Inform staff via email/briefing - Information on website/Twitter
Face coverings	<ul style="list-style-type: none"> Temporarily to be worn in classrooms by Pupils/Staff 	<ul style="list-style-type: none"> Stock of single use face coverings to enable immediate implantation if necessary [B. Wright] Pupils/Staff and Parents informed of measure in place [AJL] 	<ul style="list-style-type: none"> N/A 	As above
Shielding	<ul style="list-style-type: none"> This can only be recommended by national government 	<ul style="list-style-type: none"> Liaise with parents [HOL] Maintain regular contact with pupil/parents [HOL] 	<ul style="list-style-type: none"> Blended learning in place and available to pupils not able to attend school due to shielding 	<ul style="list-style-type: none"> Contact with individual parents Staff informed of shielding pupils
Limit residential educational visits	<ul style="list-style-type: none"> All educational visits should continue to be risk assessed as usual, assessment to include Covid related risks 	<ul style="list-style-type: none"> All educational visits risk assessed [CRM] Communication with place of visit re risk assessment [Trip Leader] 	<ul style="list-style-type: none"> Arrangements made for pupils to access necessary information/ fulfil exam requirement [HOD/PJM] 	<ul style="list-style-type: none"> Any change in arrangements communicated with all parties as above
Limit open evenings, transition or induction days	<ul style="list-style-type: none"> Alternatives for events involving large number of visitors 	<ul style="list-style-type: none"> Develop outline plan for online delivery of event [PMC] Reorganise event if required [PMC] Online resources/links made available [PMC/ P. Cray] Subject materials and remote learning links prepared for online induction days [PJM] 	<ul style="list-style-type: none"> Online Open Evening will not impact learning Online 6th Form induction – remote learning and resources available [PJM] 	<ul style="list-style-type: none"> As appropriate announce via website and by email [if possible] For Open evenings contact feeder schools
Limit parental attendance in settings	<ul style="list-style-type: none"> Online parent teacher meetings/ parent briefings 	<ul style="list-style-type: none"> Set up parent teacher meeting via SchoolCloud [PMC] Set up parent briefing via Google Meet [PMC] Share links with parents [PMC] 	<ul style="list-style-type: none"> Limited impact to learning – information shared with parents through online communication 	<ul style="list-style-type: none"> As for testing Links to events shared with parents [PMC]

Limit live performances	<ul style="list-style-type: none"> • Cancellation of performance • Consult with PH Merton for additional guidance as necessary 	<ul style="list-style-type: none"> • All events ticketed • Ensure contact details requested for anyone receiving tickets for events • Inform all involved parties of cancellation 	N/A	<ul style="list-style-type: none"> • As for testing • Contact non school members by contact details
Limit attendance	<ul style="list-style-type: none"> • Only to be considered as a short-term measure and as a last resort • Priority should continue to be given to vulnerable children and young people and children of critical workers to attend to their normal timetables • Other priority groups may be advised by the government 	<ul style="list-style-type: none"> • Equipment for all teacher to deliver remote lessons [M Pechey] • Ensure all pupils have access to Chromebook/Internet • Individual contact with parents of vulnerable pupils [HOL/SENDCo] • Arrangements for Vulnerable/Priority pupils to attend school in place - including staffing 	<ul style="list-style-type: none"> • Learning online for all pupils who cannot attend school • Vulnerable pupils supported in school 	<ul style="list-style-type: none"> • As for testing
Bubbles	<ul style="list-style-type: none"> • Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on pupils' education. 	<ul style="list-style-type: none"> • Maintain 'shadow' plan for Bubbles, i.e. <ul style="list-style-type: none"> - Allocate areas for each year group - Reallocation of resources - Allocation of laptops to Bubbles - Staggered start and break/lunch - Access to refectory 	<ul style="list-style-type: none"> • Ensure that examination classes have access to Science/ Arts/ Computing rooms 	<ul style="list-style-type: none"> • As for testing