



**FOREST
SCHOOL**

COVID-19 Outbreak Management Plan

V 1.0

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1. Introduction

1.1 The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic.

1.2 Measures affecting education and childcare may be necessary in some circumstances, for example:

- to help manage a COVID-19 outbreak within a setting
- if there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- as part of a package of measures responding to a Variant of Concern (VoC)

1.3 This Outbreak Management Plan outlines how Forest School would operate if any of the additional measures due to a VoC were recommended for our setting or area. This plan includes how Forest School will ensure every child receives the quantity and quality of education and care to which they are normally entitled.

1.4 The outbreak management plan will form part of the daily risk assessment committee meeting and may be updated at any time in response to Forest School, local or national changes to infection rates or guidance. Forest School will continue to liaise with the local authority health protection team.

2. Guidance

2.1 Forest School continues to seek guidance from:

- National Government Guidance
- COVID-19 Contingency Framework: Education and Childcare June 2021
- Public Health England (PHE)
- London Borough of Waltham Forest
- Forest School COVID-19 School Risk Assessments

3. Prioritising Education

3.1 The impacts of having missed education during the pandemic are severe for children, young people and adults. In all cases, any benefits in managing transmission should be weighed against any educational drawbacks.

3.2 Forest School will endeavour to keep any additional measures in education and childcare to the minimum, and for the shortest amount of time possible.

3.3 Forest School will keep all measures under regular review and lift them as soon as the evidence supports doing so.

3.4 Measures affecting education and childcare settings across an area should not be considered in isolation, but as part of a broader package of measures in consultation with London Borough of Waltham Forest.

3.5 Attendance restrictions should only ever be considered as a last resort. Where measures include attendance restrictions, the Department for Education (DfE) may advise on any groups that should be prioritised.

3.6 The Government will try to give as much notice as possible of any changes to the way settings should operate.

3.7 Prioritising Certain Year Groups

3.7.1 The DfE has stated that early years and primary settings should be “prioritised to continue to operate as normal”, although the department “may advise that other groups should be prioritised”.

4. Staggering arrival and departures

4.1 Upon approval by the COVID risk assessment team, and as part of a number of measures to reduce contact amongst pupils. The following gates and timings will apply for the beginning and the end of the day:

4.2 Prep School

- Entrance as normal through the black gate, staggered timings by classrooms
- Each class lines up by the demarked area of the playground before entering the building
- Each class must wash their hands or use hand sanitiser before entering the classroom
- At the end of the day, each class will leave at as set time
- Parents will collect their child from the field outside the black gates

4.3 Senior School

Years 7, 8 – Gilderdale Entrance

Years 10, 12 – White gates; Reception

Years 9, 11 – White Gates; Estates

Years 13 – Single SLC Entrance gate

Staff duty rotas will be adjusted accordingly to supervised entrances

5. Prep School

5.1 If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 should still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers should still be allowed to attend. JERS will arrange for suitable staffing to allow for the above criteria's to attend school. All other pupils will be able access remote learning.

5.2 Staff that are working from home will be offered health & safety advice on their workstation set up and welfare support from the PSLT.

6. Senior School

6.1 If some attendance restrictions are needed, all vulnerable children and young people, children of critical 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. If, by exception, attendance is restricted further, vulnerable children and young people and children of critical workers should still be allowed to attend. The Deputy Warden will arrange for suitable staffing to allow for the above criteria's to attend school. All other pupils will be able access remote learning.

6.2 Staff that are working from home will be offered health & safety advice on their workstation set up and welfare support from the LT

7. Sixth Form

7.1 Forest School sixth form will where practical follow the guidance for either sixth forms or FE, according to which type of provision or guidance issued relates to Forest School.

8. Limits on Attendance

8.1 If attendance needs to be restricted further at either phase, vulnerable children and young people and children of critical workers should still be able to attend.

8.2 Limits on attendance will only ever be considered as a last resort.

8.3 As with other periods of restricted attendance, Forest School will provide high quality remote education for all pupils or those not attending. Please refer to Forest Schools Remote Education Policy.

8.4 Restrictions on attendance may be advised by local teams for individual settings or clusters of closely linked settings.

8.5 If attendance restrictions are required across an area, the Government will publish detailed operational guidance for schools.

8.6 If restrictions on pupil attendance are needed, Forest School will determine the workforce required onsite and if it is appropriate for some staff to work remotely.

8.7 Vulnerable Children and Young People

8.7.1 Where vulnerable children and young people are absent, Forest 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 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 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

8.7.2 If settings have to temporarily stop onsite provision on public health advice, they should discuss alternative arrangements for vulnerable children and young people with the local authority.

9. Bubbles

9.1 Forest School will reintroduce bubbles if strongly advised to do so by the Local Health Protection Team or if National Government Guidance changes. Forest School has:

- Prepared a second timetable for the senior school to allow a quick transfer back to Year group bubbles. Deputy Warden
- The Prep School, will operate class bubbles (Except YR). Head of Prep School
- Enhanced cleaning between bubbles will be re-introduced and managed by Practical Departments
- Co-Curriculum activities such as sport fixtures, music, etc will produce Risk Assessments per activity demonstrating how bubbles will be kept separate and who will be responsible for the monitoring of the activity. Deputy Head Co-Curricular

10. Additional Measures

10.1 This Outbreak Management Plan outlines how Forest School would operate if any of additional measures were recommended for the school sites from national guidance due to a Variant of Concern or extended lockdown measures.

11. COVID-19 Risk Assessment

11.1 Forest School continues to update site specific COVID-19 Risk Assessments in line with national guidance. COVID-19 Risk Assessments are completed by the Health and Safety & Compliance Director, supported by the COVID-19 Risk Assessment Committee and conducted in consultation with staff and pupils. These are then uploaded regularly to the website.

11.2 COVID-19 Risk Assessments will be updated in the event of:

- Changes to National Guidance
- Updates on COVID-19 Roadmap
- Local outbreaks
- School Related Outbreaks
- Variants of Concern
- Easing or removal of controls

12. Testing

12.1 Forest School is prepared for the reintroduction of Asymptomatic Testing Sites (ATS).

12.2 These measures may be advised:

- for an individual setting or a small cluster of settings only, by Directors of Public Health as part of their responsibilities in outbreak management. In most cases a “cluster” will be no more than 3 or 4 settings linked in the same outbreak
- for settings across areas that have been offered an enhanced response package, where settings and Directors of Public Health decide it is appropriate

12.3 Dedicated Testing Sites

- Forest School can establish dedicated testing facilities following national guidance and previous guidance from Schools, Colleges Testing Handbook V3.7.
- Forest School will reintroduce specific roles to support testing. These roles were identified in the Schools, Colleges Testing Handbook V3.7 and used on sites in January 2021. Refresher training for staff will be made available if required.
- Forest School COVID-19 Risk Assessment Committee will ensure that ATS does not negatively impact on the education provided to students.

12.4 Home Testing

- Forest School will continue to provide testing kits to staff and pupils and to strongly encourage twice a week testing
- Additional use of home testing by staff and pupils may be advised and will be encouraged by Forest School where appropriate
- Evidence of negative test results may be requested for access to school sites for events such as taster days and events

13. Face Coverings

- Forest School will introduce the use of face masks in school for staff and pupils in cases of VoC or local outbreak including communal areas and classrooms.

- COVID-19 Risk Assessments will be updated in line with guidance and parents/carers will be informed of the reintroduction of face coverings.
- The Health and Safety Office will ensure that schools have sufficient stock of PPE including face masks.
- School COVID-19 Risk Assessments still state that all visitors to school sites including parents and contractors are to wear face coverings at all times.

14. Shielding

14.1 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 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.

Risk Assessments will be updated to include shielding and Forest School will support individuals with remote working if required. **Please note: Shielding can only be reintroduced by National Government.**

14.2 Education Workforce

14.2.1 Forest School will continue to support staff and pupils through individual Risk Assessments and support who are:

- Clinically Vulnerable (CV)
- Clinically Extremely Vulnerable (CEV)
- Pregnant/Expectant mothers
- BAME

14.2.2 Forest School will continue to implement the system of controls set out in the COVID-19 operational guidance for educational settings. The COVID-19 Risk Assessments explain to staff the measures that have been put in place to reduce risks to staff, including how these protective measures have been reviewed as part of an updated workplace risk assessment.

15. Other Measures

15.1 Residential Educational Visits

15.1.1 Risk Assessments for trips include COVID-19 procedures and are updated following national guidance.

- Educational Day Visits were able to resume from 12th April 2021. Any educational day visits must be conducted in line with relevant COVID-secure guidelines and regulations and a full risk assessment in relation to all educational visits must be undertaken to ensure they can be undertaken safely. As part of this risk assessment, Forest School will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Forest School will continue to refer to the health and safety guidance on educational visits when considering visits.
- Educational Day Visits will be reviewed and potentially postponed in the event of a VoC, local outbreak or outbreak within the destination.
- Domestic Residential Educational Visits can be undertaken from 17th May 2021. Any domestic residential educational visits must be conducted in line with relevant COVID-19 guidance and regulations and risk assessments should be undertaken.
- Domestic Residential Educational Visits will be reviewed and potentially postponed in the event of a VoC, local outbreak or outbreak within the destination.

- International Visits: The Government has now published red, amber and green list rules for entering England. Given the complexities attached to international travel at this stage of the pandemic, the Government recommends schools do not go on any international visits this academic year up to and including 5th September 2021. The position beyond 5th September 2021 will be reviewed again in advance of Step 4.
- International Visits will be reviewed and potentially postponed in the event of a VoC either locally or at the destination or planned stops along the route.

15.2 Open Days

In the event of a VoC or local outbreak, transitional, taster and open days will be managed through the completion of a thorough risk assessment in line with agreed system of controls and align with the advice contained from the Government roadmap out of lockdown.

- Open days will be reviewed and potentially postponed/reduced/cancelled in the event of a VoC or a local outbreak.
- In the event of cancellation, remote transitional, taster and open days will be managed by the appropriate lead member of staff.

15.2.1 Forest School covid-specific risk assessments will be completed and will include:

- parents/carers will be asked to produce a negative COVID-19 test before entry to site
- separate entry and exit points to school, staggered timings and departures
- minimum number of participants (if any)
- All visitors to wear face coverings and regularly wash/sanitise hands
- Focus on outdoor provisions, tours
- Any indoor areas may have set capacity numbers and increased ventilation

15.3 Parental Attendance

15.3.1 In the event of a VoC or outbreak, parents/carers will be advised to limit their access to site as much as possible.

- Parents/carers or visitors permitted on school site by invitation only and must have an arranged appointment.
- Visitors will be collected from reception as soon as possible to avoid unnecessary waiting.
- All visitors will be expected to wear a face covering and will be informed of this when a meeting is booked. This can be removed in the venue for the meeting if social distancing (2m) is possible.
- Where possible conversations with parents/carers staff will be either over the phone or via Teams.
- Parents/carers will not be permitted to attend school fixtures such as football matches etc on the main campus but may be permitted at The Park, so long as national guidance for spectators is being followed.

15.4 Performances

- If the school is planning an indoor or outdoor face-to-face performance in front of a live audience, staff should continue to follow the latest performing arts guidance, and the guidance on delivering outdoor events.
- Performances will be reviewed and potentially postponed/reduced or cancelled in the event of a VoC or local outbreak

15.5 Events

- Outdoor events are generally lower risk. Once the school have undertaken a risk assessment and planned the event in line with the system of controls, the school may consider an outdoor event (for example a leavers' celebration or prom) that caters for more than one bubble or consistent group, as long as the groups continue to be kept separate.
- Events will be reviewed and potentially postponed/cancelled in the event of a VoC or a local outbreak.

15.5.1 Local authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) may recommend these precautions in one setting, a cluster of settings, or across an entire area.

15.6 Sport Fixtures

Following the advice of the LHPT or our own risk assessment, the following controls maybe implemented where require in the event of a VoC or local outbreak within Waltham Forest or the away fixture location.

- No spectators permitted within school grounds, The Park or away fixtures (proportionate based decision)
- Teams to operate within bubbles, including training and transport
- Fixtures postponed or cancelled
- Guidance to be followed for AfPE or national governing bodies

15.7 Out-of-School Activities and Wraparound Childcare

15.7.1 If attendance restrictions are needed, vulnerable children and young people should be allowed to attend. For all other children, parents and carers 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 and training.

15.7.2 Restrictions on attendance may need to vary depending on whether provision will be operating during school term-time and/or school holidays, when schools are otherwise closed to ensure sufficient childcare provision remains available to those that need it most. Therefore, the advice outlined above could be subject to change.

15.7.3 Further advice will be provided should this be the case. In the meantime, providers should continue to refer to guidance on protective measures for holiday, after school clubs and other out-of-school settings for children during the coronavirus (COVID-19) pandemic.

16. Cleaning

16.1 Forest School continues to follow robust cleaning regimes in schools such as:

- Enhanced cleaning of school sites
- Enhance Touch-Point cleaning processes
- Deployment of Rapid-10 Sanitising Spray for depts with higher touch points and shared equipment

16.2 Following the identification of the person with COVID-19 symptoms, Chartwells will clean and disinfect:

- All surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with body fluids; and
- All potentially contaminated high-contact areas such as toilets, door handles, telephones, grab-rails in corridors and stairwells

16.3 In the event of a VoC or local outbreak cleaning will be enhanced further:

- Deep cleans of whole school and specific areas
- Additional cleaning support
- Additional training of cleaners

16.4 In addition to Chartwells, Forest School uses Fire Safety and Solutions for the use of Rapid -10 portable sanitising extinguishers. charlotte@fsss-gb.com 01480 417008

17. Waste

17.1 Forest School continues to manage effective waste management on site. All waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues), should be:

- Put in a plastic rubbish bag and tied when full. That plastic bag should then be placed in a second bin bag and tied.
- Stored safely and kept away from children. Waste should not be put in communal waste areas for at least 72 hours. It can then be disposed of normally.

17.2 Infection Prevention and Control Precautions

17.2.1 Infection prevention and control precautions continue to be implemented including:

- Good hand hygiene before entering and after leaving the setting, as well as regularly throughout the day.
- Ensuring that everyone (staff and pupils) catch coughs and sneezes in tissues. If a tissue is not available, then the crook of the elbow should be used rather than hands.
- Dispose of tissues promptly in a waste bin and then perform hand hygiene.

17.2.2 In the event of a positive case. All affected rooms will be thoroughly cleaned as soon as we become aware. HS&C Dir will coordinate with Chartwells.

18. Hand Hygiene

Forest School will be able to reinstate the hire of portable hand wash stations. HS&C Dir will coordinate delivery and locations through Fortis Hire. (m.allan@fortishire.co.uk 01525 643850)

19. Seating plans

For the Michaelmas term, classroom and home to school transport seating plans and registrations for co-curriculum clubs will continue to be required in order to support the NHS with any track and trace process. MEK (Classrooms, Deputy Head Co-Curricular (Co-Curriculum), JP (H2S transport))

20. School Transport

As of 19th July the DfE still advise pupils that take home to school transport will be required to wear a mask at the start of the Autumn term.

Forest School, if advised by the Local Health Protection Team or as part of a localised outbreak may suspend or amend home to school transport to reduce the spread of infection.

Alternatively, if bubbles are re-introduced, the transport manager will liaise with the coach operators to re-institute seating plans

21. One way System

Forest School has a map ready to reinstate the successful one-way system used during 2020/21. HS&C dir will coordinate upon approval by the Risk Assessment Committee.

22. Staff Measures

Upon a VoC or local outbreak, the following measures will be discussed and agreed by the risk assessment committee:

- Closure of the School common room
- Staff must be off-site by a set time
- 2m taped zones within classrooms reinforced
- Masks where social distancing cannot be maintained
- Allow some staff to work from home where possible
- Relocate staff from shared offices where possible
- Install screens/dividers within offices, masks to be worn where 2m cannot be maintained.