

Jubilee High School Covid-19 outbreak contingency plan

Name of person completing this plan:	Mark Conroy, Headteacher	Date of completion:	26.08.21
Plan approved by:	Penny Alford	Date of approval:	31.08.21
Date plan to be reviewed by:		Version no:	1 (August 2021)

This plan assumes reference to and should be read in conjunction with the school’s September Covid Operational Risk Assessment ([Click here to view Covid Risk Assessment](#)).

Contents

Aim 3

Roles and responsibilities 3

Thresholds for considering extra action (after initial onsite testing) 4

Contacts 4

Potential control measures..... 5

Aim

Prioritising education: the overarching objective is to maximise the number of children in face-to face education minimise any disruption, in a way that best manages the COVID-19 risk.

Roles and responsibilities

Roles	Staff	Responsibilities
Lead	Mark Conroy (MC)	<ul style="list-style-type: none"> ▪ Overall responsibility for effecting plan and co-ordinating team ▪ Workforce ▪ Comms
Deputy leads	Natalie Bower (NB) Joanne Orchard (JO)	<ul style="list-style-type: none"> ▪ Alongside and deputising in case of absence of lead ▪ Site ▪ Finance
Covid Co-ordinator	Anita Lawlor (AL)	<ul style="list-style-type: none"> ▪ Organising ATS and home testing (staff and students) including audit and ordering stock ▪ Co-ordinating distance learning with Natalie Bower
Co-ordinating team	<ul style="list-style-type: none"> ▪ SLT ▪ HOYs ▪ Admin team (AL) ▪ Site (RF) ▪ IT (NB/AS) ▪ SEND/DSL (AR/SK) 	<ul style="list-style-type: none"> ▪ Role-dependent, and as available for day-to-day realisation ▪ Comms with tutors and students in school ▪ Medical, comms with parents, all associated admin including maintenance of permission levels ▪ Site preparation, sensitisation, cleaning ▪ Ensuring technology for distance learning or alternative provision ▪ Priority of vulnerable and key worker families

Thresholds for considering extra action (after initial onsite testing)

Whichever of these is reached sooner:

1. 5 students or members of staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
2. 10% of students or members of staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Contacts

- Rob Isaac, BET Operations Director 020 8974 0409 isaacr@bourne.education
- DfE helpline: 0800 046 8687
- Covid helpline 119
- Emergency services 999
- SE Health Protection Team
 - Email ICC.SurreySussex@phe.gov.uk
 - Telephone 0344 225 3861
 - Out of hours urgent enquiries 0844 967 0069

Potential control measures

Measure	Details	Actions	Responsible
1. Testing	<ul style="list-style-type: none"> ▪ Increase of staff and student testing ▪ Reintroduction of ATS 	<ul style="list-style-type: none"> ▪ Maintain audit of stock ▪ Consider sites in addition/as an alternative to OG (liaise with PA) 	AL/MC
2. Face coverings	Reintroduction of face coverings	<ul style="list-style-type: none"> ▪ Consider stages: staff/students ▪ Consider areas: classrooms/communal areas ▪ Communication with parents ▪ Maintain audit of stock 	MC AL
3. Shielding	Reintroduced by government only	<ul style="list-style-type: none"> ▪ Review working from home arrangements ▪ Organise teaching cover ▪ Assess school's ability to function (eg site/admin absence) 	NB MC/NB
4. Other measures	<ul style="list-style-type: none"> ▪ Residential educational visits ▪ Open days ▪ Transition or taster days ▪ Parental attendance in settings ▪ Live performances in settings 	<ul style="list-style-type: none"> ▪ Ensure staff awareness when planning and ensure all comms refer to potential cancellation/alteration 	MC/NB
5. Attendance restrictions	<p>As a 'last resort':</p> <ul style="list-style-type: none"> ▪ School: on public health advice in cases where other measures have not broken chains of transmission ▪ Locally: on government advice 	<ul style="list-style-type: none"> ▪ Maintain daily audit of cases and patterns of spread ▪ Refer to thresholds ▪ Prioritise vulnerable and keyworker children (see below) 	JJ/MC MC NB/AR
6. Arising out of attendance restrictions	<ul style="list-style-type: none"> ▪ Remote provision ▪ Workforce ▪ DSL 	<ul style="list-style-type: none"> ▪ Reinstate adapted timetable, policies and the reintroduction of year group 'bubbles' ▪ Consider onsite rota ▪ Maintain DSL onsite or easily accessible 	MC/NB NB SK

Measure	Details	Actions	Responsible
	<ul style="list-style-type: none"> ▪ Vulnerable and keyworker children ▪ Catering and FSM ▪ Visits 	<ul style="list-style-type: none"> ▪ Reinstate SBL provision ▪ Maintain onsite provision and reinstate Wonde or similar ▪ Only available to SBL - consider if necessary, depending on scale of restriction 	NB AL MC/NB