

Manchester Communication Academy

COVID-19: **Outbreak management plan**



with you, for you, about you.

This document has been approved for operation within	Manchester Communications Academy
Date of last review	September 2021
Date of next review	November 2021
Review Period	Half termly
Date of Approval	15 th November 2021
Person Responsible for Policy	Head of School
Owner	Manchester Communication Academy
Signature of Approval	

Review Date	Changes Made	By Whom
27/09/2021	<ul style="list-style-type: none"> Links to Risk Management Links to Equality, Diversity and Inclusion Updates to the DSL contact details Changed formatting of the document 	Associate Vice Principal Mr A Woolley

Equality, Diversity and Inclusion

The Trust and its academies are committed to complying with the Equality Act 2010 and is committed to the principles of equality and strives to ensure that everyone who wishes to be involved in our Trust whether as learners (and their parents/guardians), staff, trustees, governors or as a general member of the public:

- has a genuine and equal opportunity to do so without regard to their age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion and belief, sex and sexual orientation; and
- can be assured of an environment in which their rights, dignity and individual worth are respected without the threat of intimidation, victimisation, harassment, bullying or abuse.

Under the Public Sector Equality Duty (PSED), the Trust is required to have due regard to:

- the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.
- the advancement of equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics.
- review all of its policies and procedures, through consultation with its academies and institutes, to ensure compliance with education and employment legislation including the Equality Act 2010.

The Trust has an Equality and Diversity Policy which is monitored and review annually as a minimum.

The Covid 19 Outbreak management plan does not and must not contradict the contents of the Equality and Diversity Policy.

Links to Risk Management

This existence, review and adherence to this Policy is a key control of the Trust with regards to risk management. The Trust has defined, in its risk strategy, a key control to be: any control which is in place to mitigate more than one identified risk contained in the Trust's Risk Register.

This Policy is specifically in place to mitigate the following risks listed in the Trust's Risk Register:

<u>Risk ID</u>	<u>Potential Risk from Risk Register</u>
ENV001	Risk of epidemic, pandemic or other widespread public health issue
COM004	Risk of ineffectively discharging Health & Safety responsibilities
OPS007	Risk of inadequate provision of Health and Safety
OPS002	Risk of a disaster recovery scenario
OPS001	Risk of inadequate provision of education and risk of student performance and student attainment being at lower than expected levels
PEO003	Risk of inadequate, inefficient and ineffective use of (human) resources

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1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19 and the [schools operational guidance](#), published by the Department for Education (DfE).

We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), directors of public health (DsPH), Public Health England (PHE) health protection team or the national government.

It may be necessary to implement these measures in the following circumstances:

- To help manage a COVID-19 outbreak within the school. Actions will be considered when either of the following thresholds are met:
 - There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period
 - 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period
- If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission
- As part of a package of measures responding to a ‘variant of concern’ (VoC)
- To prevent unsustainable pressure on the NHS

2. Seeking public health advice

When one of the thresholds above is met, we will review the testing, hygiene and ventilation measures already in place.

We will also seek public health advice from a director of public health or health protection team. Mr Andrew Woolley will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) or by contacting Manchester City Councils infection control team on communityhealthprotectionteam@manchester.gov.uk.

3. Testing

If recommended, we will increase the use of home testing by pupils and staff. If it is advised that we reintroduce an asymptomatic testing site (ATS) at our school, we will consult with the director of public health (DsPH) to discuss any further support we need to do this.

If we reintroduce on-site asymptomatic testing:

- We will inform all parents and carers via letter that we intended to operate onsite testing.
- We will use previously collected consent for testing but we would give the parents/ carers the opportunity to withdraw consent. We would also make contact with parents/ carers that haven't previously consented to see if they would like their child/ren to be included in this around of testing.
- We will publish the testing schedule and outline the time for each year group to be tested.
- Testing would take place in our sports hall, with the maximum capacity of 20 testing bays.
- Our onsite testing Manager is Mr. Andrew Woolley and our onsite testing coordinator is Mrs. Vicky Leigh

4. Face coverings

If recommended, pupils, staff and visitors who are not exempt from wearing a face covering:

- Will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing is difficult to maintain, such as in communal areas

And/or:

- Will be asked to wear a face covering in classrooms or during activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity

5. Shielding

We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the [shielded patient list \(SPL\)](#).

We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning.

6. Other measures

Parents, carers, pupils and staff will be informed promptly about the introduction of control measures. This will be done via email/ Text messages/Social Media and letters sent home with pupils once a decision has been made.

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances
- Mass gatherings, such as assemblies

If recommended, we will reintroduce:

- Bubbles, to reduce mixing between groups

7. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If recommended, we will implement the measures in this section.

7.1 Eligibility to remain in school

If restrictions are recommended, we will stay open for:

- Vulnerable pupils
- Children of critical workers

7.2 Education and support for pupils at home

All other pupils will be required to stay at home and will receive remote education.

We will aim to deliver remote education that meets the same quality and quantity of education that pupils would receive in school, as outlined in our remote learning policy. A link to this policy can be found here: https://056ec476-3322-4c0e-bb08-9cd9b06b4b54.filesusr.com/ugd/41f5a1_9ff9a2c7c11646c8847128964f60f476.pdf

The school will continue to provide vouchers for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.

Parents will receive their weekly free school meal voucher using MCAs Wonde software. An e-voucher will be emailed directly to the parents/ carers. Where parents do not have access to emails a printed copy of the voucher will be provided.

7.3 Wraparound care

We will limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most.

We will communicate who will be eligible to attend once the restrictions are confirmed.

7.4 Safeguarding

We will review our child protection policy to make sure it reflects the local restrictions and remains effective.

We will aim to have a trained DSL or deputy DSL on site wherever possible.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding on site.

When vulnerable pupils are absent, we will:

- Speak to parents/carers and, where appropriate, social workers and the local authority, to work out the reason for absence
- Encourage attendance
- Ensure vulnerable pupils can access appropriate education and support while at home
- Maintain contact, and check regularly that the pupil is able to access remote education provision