



**St Michael's Catholic College**  
**COVID-19: Health and Safety Expectations**  
**and**  
**Outbreak Management Plan**  
**Autumn Term 2021**

**Completed by:**

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College Principal

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**Last reviewed on:**

31<sup>st</sup> August 2021

**Next review due by:**

22<sup>nd</sup> October 2021

## **Staff Health and Safety Expectations in relation to Covid-19**

All staff must follow the procedures outlined below to maintain the health and wellbeing of everyone in our college and wider community.

- All staff to take home LFD Covid-19 tests twice weekly from 31st August until the end of September and report results on the google form <https://forms.gle/4UTPjvEK9qHcGV8C6>
- All students to take 2 onsite LFD Covid 19 tests at the start of term and then move to 2 x weekly home testing until the end of September. The first test will take place before face to face teaching starts, the second test will take place within the college day.

### **The college will implement the following control measures**

- Staff and students have the option to wear face coverings at any time. Depending on the local case rate the college may choose to mandate this if necessary.
- Electronic seating plans for all students must be created by staff for all classes and strictly adhered to. They must be uploaded to the relevant folder on google drive.
- Students will move around the college to lessons, but there will be allocated routes for each year group.
- There will be continued regular cleaning of high frequency areas of the college.
- Staff and students will continue to sanitise hands upon arrival, when entering and leaving classrooms and before and after lunch.
- Ventilation will be monitored daily across both college buildings using inbuilt computer systems(BMS) this will include the monitoring of Co2 levels and temperatures.
- Classroom doors will remain open to support with effective ventilation.
- Students will have year group zones at break and lunch time and will not mix. All groups will be outside.
- Use of larger spaces e.g. the hall or sports hall for staff briefing and staff meetings.

### **Covid Symptoms/positive results**

- No student, nor staff member, should be in school if they have covid symptoms or a positive lateral flow test. If this is the case, they should follow NHS guidance on this which is to get a PCR test and isolate until the result is received. If symptoms remain then they should continue to isolate and get a second PCR. Negative PCRs only override positive Lateral Flows if the test is taken within 2 days of the lateral flow test.
- Staff and students in Year 13 aged 18+6 months or more and who are double vaccinated are now not required to isolate if they are identified as a contact of a positive case. They are advised to book a precautionary PCR test, wear a face covering in enclosed spaces and social distance for 10 days post contact.
- Students aged below 18 years and 6 months old are not required to isolate if they are identified as contacts of a positive case. They are asked to book a precautionary PCR test.
- Staff and Students aged 18+6 months or more who are not vaccinated or only single vaccinated are legally required to isolate for 10 days if identified as a contact of a positive covid case. These staff will be expected to follow working from home protocols which for teachers means undertaking live registration and live teaching every day in line with their usual timetable. Year 13 students will be required to meet remote learning expectations. We encourage all staff and students aged over 16 to get vaccinated.
- The college is legally required to set work for any student isolating due to a positive Covid-19 result.
- NHS Track and Trace are responsible for the contact tracing of positive cases and the college will support them and the local public health team as needed e.g. if thresholds of case numbers are reached.

## 1. Introduction

This plan is based on the [contingency framework for managing local outbreaks](#) of COVID-19, 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), director 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 (5 or more connected cases or 10% of the college population.
- 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)

## 2. Testing

In line with DfE guidance we have asked staff to continue home testing before coming onsite during the summer break. Staff have also been asked to resume twice weekly home testing until the end of September at the earliest. If we are also asked to return to home testing for students in the academic year 21-22 we will arrange deliveries via the dedicated website, distribute tests via afternoon form time and collect results via a google form as we have previously done.

Please note we have been asked to reintroduce asymptomatic testing on the college site at the start of the autumn term. All students will be offered one test before they start back in September and one test during the college day 3-5 days after the first. Letters and guidance re: consent were sent out in August 21.

In the event of an outbreak we may be required to resume asymptomatic testing onsite at any point in the year and we will consult with the director of public health (DsPH) to discuss any further support we need to do this.

If we have to reintroduce on-site asymptomatic testing:

- Testing will take place during the college day or ahead of any return to face to face lessons if the college has been required to close or limit attendance as a result of local or national guidance to do so.
- Testing will take place in either the college main hall or sports hall depending on how long testing will be required to be carried out for. Both spaces meet the required guidelines and we have a number of support staff, parents and Governors who are trained to carry out the testing.
- If necessary we can offer onsite tests to all staff and students, however in order to speed up the process staff can be asked to carry out tests at home and upload results on google forms.
- Parents have been sent letters re: consent for start of term tests and should any further onsite testing be required at any stage in the academic year parents will be informed and they (or students aged 16 or over) will have an opportunity to change their consent permissions should they wish to do so.

### 3. Face coverings

If recommended, students, 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

### 4. 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.

### 5. Other measures

If recommended, we will limit:

- Residential educational visits
- Open days
- Transition or taster days
- Parents coming into school
- Live performances

The college has the infrastructure in place to move many of these to remote events if required.

### 6. Attendance restrictions

Attendance restrictions will only be recommended as a last resort. If they are recommended, we will implement the measures in this section and we will risk assess the situation and provision onsite using specific operational and health and safety risk assessments that meet DfE/government guidelines as required.

#### 6.1 Eligibility to remain in school

In the first instance, we will stay open for:

- Vulnerable pupils
- Children of critical workers
- Year 10 and 11 pupils
- Year 12 and 13 pupils
- Any other pupils due to take external exams this academic year

This will require staff to work from the college site to deliver lessons to year groups in college and space will be made available for the delivery of remote learning via google classroom to KS3 students. The only exceptions will be any staff required to shield or isolate.

If further restrictions are recommended, we will stay open only for:

- Vulnerable pupils
- Children of critical workers

Provision available may be dependent on the numbers we can safely accommodate in line with risk assessments carried out at the time.

In this instance a rota will be put together for the supervision of students on the college site by college staff and a designated member of SLT will be onsite to oversee this provision. Teaching staff will be expected to deliver a full programme of remote learning in line with college remote learning guidelines and the majority of staff will be asked to work from home. Some support staff e.g. premises, cleaning, admin etc will also be required to work onsite whenever students are present. Arrangements for this will be confirmed at the time.

## **6.2 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 college, as outlined in our remote learning provision document:

<https://www.stmichaelscollege.org.uk/wp-content/uploads/2021/01/website-FAQs-on-Remote-education-at-St-Michaels.pdf>

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

## **6.3 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.

## **6.4 Safeguarding**

We will review our child protection policy to make sure it reflects the local restrictions and remains effective. An Covid-19 addendum has been added to the college safeguarding policy which details the safeguarding procedures that will be followed if students are required to attend college remotely.

<https://www.stmichaelscollege.org.uk/wp-content/uploads/2020/09/St-Michaels-Catholic-College-Safeguarding-and-Child-Protection-Policy-2019-20-Covid-Addendum-1.pdf>

If our DSL (or deputy) can't be on site, they will be able to be contacted remotely by email or on their dedicated safeguarding mobile numbers.

Jo Nottage (DSL) [j.nottage@stmichaelscollege.org.uk](mailto:j.nottage@stmichaelscollege.org.uk) safeguarding mobile 07553032192  
Debbie Freegard (Deputy DSL) [d.freegard@stmichaelscollege.org.uk](mailto:d.freegard@stmichaelscollege.org.uk) safeguarding mobile 07713014341

On occasions where the DSL or deputy is not onsite, a senior leader appointed by the Principal will take responsibility for coordinating safeguarding on site and for contacting the DSL/Deputy DSL who will advise them on any action required.