



The Wythenshawe Catholic Academy Trust

# CORONAVIRUS POLICY AND PROCEDURE

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St Paul's Catholic High School

St Elizabeth's Catholic Primary School

St Anthony's Catholic Primary School

SS John Fisher and Thomas More Catholic Primary School

Document Record	
Title	Coronavirus Policy & Procedure
Date	9 <sup>th</sup> November 2020
Supersedes	2 <sup>nd</sup> November 2020
Purpose	To ensure that schools within the Trust follow LA, DfE and Public Health Guidance in relation to COVID-19. To ensure consistency of approach across the Trust.
Author	Wythenshawe Catholic Academy Trust
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Schools within the Wythenshawe Catholic Academy Trust:

- St Paul's Catholic High School
- St Anthony's Catholic Primary School
- St John Fisher and St Thomas More Catholic Primary School
- St Elizabeth's Catholic Primary School

This policy will be published on the school's website under the staff section.

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## 1. Introduction

- i. The Wythenshawe Catholic Academy Trust (referred to hereafter as the Trust) will follow advice from DfE and Public Health England with regards to COVID-19.

## 2. Scope of the policy

- i. This policy applies to all employees working within the Trust, as well as pupils attending its schools. The Trust currently comprises Saint Paul's Catholic High School, St Anthony's Catholic Primary School, SS John Fisher & Thomas More Catholic Primary School and St Elizabeth's Catholic Primary School.

## 3. Principles

- i. The Trust will follow all advice in the DfE guidance documents relating to COVID-19 (referred to hereafter as "DfE guidance") where it is able to do so whilst maintaining the safety of pupil and staff. The DfE guidance is reviewed daily and any updates will be considered to determine whether schools need to take any additional action.
- ii. Where Greater Manchester Health guidance differs from DfE guidance, the Trust will follow the local protocols.
- iii. The Trust will also take into consideration advice from Trade Unions, Local Authority and Diocese of Shrewsbury.
- iv. In addition to following the DfE guidance, the Trust will take additional steps to protect its most vulnerable staff and pupils.

## 4. Roles and Responsibilities

- i. The **Executive Committee** of the Trust will be responsible for decision-making in relation to school closure and school reopening. Decisions will be taken in consultation with key stakeholders.
- ii. The **CEO** will be responsible for reviewing the Coronavirus policy on a regular basis and making amendments in light of changes to DfE guidance, or updates from Public Health England or the Local Authority.
- iii. **Headteachers** are responsible for ensuring advice contained within the DfE guidance is understood and followed by employees and pupils.
- iv. **Headteachers** are responsible for ensuring the policy is implemented with immediate effect and in its entirety.

## 5. Full opening

- i. Schools will reopen to all pupils from September 2020.

- ii. In order to ensure it remains safe for schools to reopen, a detailed risk assessment has been undertaken in each school to determine the local arrangements. Whilst this has been undertaken at a local level, several common principles have been applied:
  - The essential measures undertaken at each schools are as follows:
    - A requirement that people who are ill stay at home
    - Robust hand and respiratory hygiene
    - Enhanced cleaning arrangements
    - Active engagement with NHS Track and Trace
    - Formal consideration of how to reduce contacts and maximize distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practical
  - At the primary schools, pupils will be taught in class bubbles. At Saint Paul's, pupils will be taught in year group bubbles
  - Staff will be able to operate across different classes and year groups, maintaining 2m distance where possible
  - There will be at least one isolation room within each school. Staff dealing with a pupil who becomes unwell with symptoms of coronavirus while in their setting will be provided with PPE
  - Staff and pupils will not wear masks in the Trust's primary schools, except for those who are clinically vulnerable, who will have the option of wearing a mask. This is because transmission is believed to be lower for younger children and because the wearing of masks is more likely to impact on the well-being of pupils and learning outcomes.
  - Visitors to the setting will be restricted to those that are absolutely necessary.
  - During periods when Tier 2 or Tier 3 restrictions apply, face coverings will be worn by adults and pupils at Saint Paul's when moving around, such as in corridors and communal areas. Staff and pupils will have the option of wearing masks in classrooms too.
- iii. Further information on local arrangements at each school can be obtained from the Headteacher

## 6. Curriculum

- i. Schools will teach an ambitious and broad curriculum from the start of the Autumn Term, but will make use of existing flexibilities to create time to cover the most important missed content

- ii. Where a pupil, class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, schools will immediately offer them access to remote education. Schools will ensure remote education, where needed, is high-quality and aligns as closely as possible with in-school provision.
- iii. When teaching PE, outdoor sports will be prioritised where possible, and large indoor spaces used where it is not. Pupils will be kept in their bubbles and sports equipment thoroughly cleaned between each use by different bubbles.
- iv. When singing, chanting, shouting or playing brass or wind instruments, this will take place outdoors where possible and group sizes will be limited to 15

## 7. Illness

- i. If a pupil or member of staff displays general cold-like symptoms, they will be expected to stay in school, unless they are not well-enough to work.
- ii. However, if a pupil or member of staff develops symptoms compatible with coronavirus i.e.
  - a high temperature
  - a new, continuous cough
  - loss of or change to your sense of smell or taste

they should be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.

- iii. If a pupil develops the above symptoms, staff must follow the procedure outlined in Appendix 2.
- iv. All staff and pupils who are attending school will have access to a test if they display symptoms of coronavirus, and are expected to get tested in these circumstances either through the NHS self-referral or employer-referral route.
- v. Staff and pupils will be expected to provide evidence of their test appointment for their absence to be authorised.
- vi. Where the member of staff or pupil tests positive, schools will immediately contact the local health protection team and based on their advice will send home those people who have been in close contact with the person who has tested positive.
- vii. Household members of those contacts who are sent home do not need to self-isolate themselves unless they develop symptoms.

## 8. Employees

- i. Clinically Extremely Vulnerable (CEV) members of staff will work from home during periods of national lockdown (see Appendix 1). Employees

who live with those who are CEV should continue to come into work, but will be offered an individual risk assessment.

- ii. Employees who are over 60, or Clinically Vulnerable (see Appendix 1), or who belong to the BAME group, will be offered individual risk assessments.
- iii. Pregnant staff will be required to work from home when they reach 28 weeks in their pregnancy.
- iv. Staff will need to be available to work in school and therefore need to understand any quarantine restrictions which will be imposed prior to travelling abroad.
- v. Staff who are self-isolating may be directed to work from home, as long as they remain well enough to do so. The staff member will continue to receive full pay and the leave will not be classed as “sickness absence”.
- vi. Where a role is conducive to home working, for example some administrative roles, school leaders will consider what is feasible and appropriate.
- vii. The Trust’s Leave of Absence policy provides discretion to Headteachers to grant up to 3 days paid leave in any one year to enable staff to care for dependents, or for compassionate, emergency or exceptional circumstances. This will be extended to 5 days during the current coronavirus outbreak.
- viii. In the event that a staff member is required to stay at home because their child is self-isolating, they will be granted up to 10 days paid leave. In order to be entitled to this leave, the staff member must provide evidence that their child is required to self-isolate and the child is under 14. We would also expect childcare responsibilities to be shared with other household members.
- ix. The Trust recognises that this is an incredibly worrying time for everyone within our community. If employees are anxious about their own situation, they should be directed to email Marion Fletcher, Trust HR Officer, at [marion.fletcher@wcatrust.co.uk](mailto:marion.fletcher@wcatrust.co.uk) who will then make contact in order to provide support.

## 9. Pupils

- i. All pupil will be expected to return to school unless they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has had coronavirus.
- ii. The Trust recognises that this is also an incredibly worrying time for pupils. If pupils are feeling anxious, Headteachers should ensure that appropriate support is provided by pastoral members of staff.

## Appendix 1

### Adults with the following conditions are automatically deemed “Clinically Extremely Vulnerable”:

- solid organ transplant recipients
- those with specific cancers:
  - people with cancer who are undergoing active chemotherapy
  - people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer
  - people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
  - people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
- those with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
- those with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
- those on immunosuppression therapies sufficient to significantly increase risk of infection
- adults with Down’s syndrome
- adults on dialysis or with chronic kidney disease (stage 5)
- women who are pregnant with significant heart disease, congenital or acquired
- other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions

*NB: If are CEV, you should have received a letter from the NHS during the first national lockdown and will receive a new letter during the November lockdown*

### Clinically vulnerable people are those who are:

- aged 70 or over (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy



- diabetes
- a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant

**Appendix 2 – Procedure for dealing with pupils who develop symptoms compatible with Coronavirus**