



## Action in the Event of the Outbreak Management Plan being implemented (for SFSC MAC Websites):

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### 1.0 Introduction

The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

Our priority has been to deliver face-to-face, high-quality education to all pupils. However, like all educational settings, we have contingency plans (called outbreak management plans) describing what we would do if children, pupils, students or staff test positive for COVID-19, or how we would operate if we were advised to reintroduce any measures to help break chains of transmission.

Attendance restrictions / partial or full closure of the Academy should only ever be considered as a short-term measure and as a last resort: In such circumstances, priority would continue to be given to vulnerable children and young people **and children of critical key workers to attend to their normal timetables.**

### 2.0 Parent / Carer advice on symptoms, testing and isolation

If your child or **any of your household develop symptoms of COVID-19**, please inform the Academy on the first day possible when symptoms appear, as you would for any absence, and ensure your child does not attend school. It is a legal requirement to self-isolate if told to do so by Track and Trace.

**Symptoms, access to tests and NHS advice can be found here:**

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

## **When to self-isolate**

Self-isolate straight away and get a [PCR test \(a test that is sent to the lab\) on GOV.UK](#) as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

### **You should also self-isolate straight away if:**

- you've tested positive for COVID-19 – this means you have the virus
- [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#)

Information:

You may need to quarantine when you arrive in England from abroad. [Check the quarantine rules when entering England on GOV.UK](#)

## **When you do not need to self-isolate, if you have no symptoms and have not tested positive for COVID:-**

If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:

- you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you're under 18 years, 6 months old
- you're taking part or have taken part in a COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

### **Even if you do not have symptoms, you should still:**

- get a [PCR test on GOV.UK](#) to check if you have COVID-19
- follow advice on [how to avoid catching and spreading COVID-19](#)
- consider limiting contact with [people who are at higher risk from COVID-19](#)

## **Tell people you've been in close contact with that you have symptoms**

Tell people you've been in close contact with in the past 48 hours that you might have COVID-19. You should tell them to follow advice on [how to avoid catching and spreading COVID-19](#). They do not need to self-isolate unless they're contacted by the NHS Test and Trace service. If they get any symptoms of COVID-19, they should self-isolate and get a PCR test as soon as possible.

## **How to self-isolate**

You must not leave your home if you're self-isolating.

### **Don't**

- do not go to work, school or public places – work from home if you can

- do not go on public transport or use taxis
- do not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
- do not have visitors in your home, including friends and family – except for people providing essential care
- do not go out to exercise – exercise at home or in your garden, if you have one

### **How long to self-isolate**

If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days.

Read more about [how long to self-isolate](#).

### **Help and support while you're staying at home**

While you're self-isolating:

- you can get help with everyday tasks, like collecting shopping or medicines, from an NHS volunteer
- you might be able to get sick pay or other types of financial support if you're not able to work

[Find out about help and financial support while you're self-isolating](#)

## **3.0 PARTIAL / FULL CLOSURE**

This may occur when:

- There are extreme cases where other recommended measures have not broken chains of in-setting transmission; or
- Across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS.

In this instance, the Academy will endeavour to trace contacts of a positive case with the aim of minimising the number of people within a bubble / phase / year group / school who will need to self-isolate'

## **4.0 Academy Actions in the event of Outbreak Management Plan being used:**

- The school will liaise with St Francis and St Clare MAC, Public Health England Health Protection team (PHE) and the Local Authority Public Health team'
- If advised to do so, the Academy will trigger their [Outbreak Management Plan](#)
- Where an increase in control measures has been advised (such as wearing of appropriate face coverings), communication using text / messaging systems will be sent to parents and staff.
- School will notify Local Authority Public Health team and/or DfE of any subsequent concerns,
- Letter of communication is sent electronically to all concerned.
- Should the Academy be advised to **close / partially close a school** the following will take place:

- Priority on site provision for children of Critical Key workers and pupils who are more vulnerable.
- Provision of Remote Learning for all pupils (see Remote Learning Policy for your school).
- Areas are deep cleaned in line with infection control policy & procedures.
- Daily safeguarding checks for pupils identified on the Academy risk register.
- Learning / lessons provided to all pupils in line with curriculum and timetable. Please see remote learning policy and acceptable use policies for remote learning.

Please note:

- Bubble members and any household members of any bubble members who develop symptoms do need to isolate and get a test should they too become symptomatic.

### **5.0 Action for parents in the event of the Outbreak Management Plan being used (including during partial / full closure):**

- Please ensure that you are supporting your child (if at **secondary school**) with **twice weekly Lateral Flow Testing** (LFD testing) at home. Should your child test positive, they must isolate and PCR test - please DO NOT come into school.
- Should your child develop symptoms, please ensure that your child is tested at the earliest opportunity and please inform the school of the result of the test.
- When you receive communication from the Academy about increased measures being taken to reduce infection - **please explain this to your child and support its implementation.**
- If anyone in your household develops symptoms of COVID-19. Should your child (or household member) develop symptoms, please ensure that your child (or household member) is PCR tested at the earliest opportunity and please inform school of the result of the test.
- Ensure the Academy has the most up to date contact information for you. Please **read all letters of communication** and share appropriate information with your child.

Should the Academy be advised to **close / partially close the school** please support the following taking place:

- Academy is closed, but will should be allowed full-time attendance on site to our priority groups only: vulnerable children and the children of critical workers. All other pupils should not attend on site.
- Have correct contact details, enabling immediate communication using text / messaging systems from school to parents and staff.
- Academy remains closed until further notice.
- Daily safeguarding checks for pupils identified on the Academy risk register.
- Contact all pupils fortnightly.
- Daily learning / lessons provided to all pupils in line with curriculum and timetable. Please see remote learning policy and acceptable use policies for remote learning.
- Face coverings to be worn by pupils (of critical workers and vulnerable children still attending the Academy) in Year 7 and above and all staff whilst in the Academy.

## 6.0 Key Contacts

Key Academy Contacts (email):

Academy Safeguarding: [office@stmichaels-academy.co.uk](mailto:office@stmichaels-academy.co.uk) - marked "CONFIDENTIAL: FAO D.S.L."

Remote Learning Support: please use class email addresses -

[Nursery@stmichaels-academy.co.uk](mailto:Nursery@stmichaels-academy.co.uk)

[Reception@stmichaels-academy.co.uk](mailto:Reception@stmichaels-academy.co.uk)

[year1@stmichaels-academy.co.uk](mailto:year1@stmichaels-academy.co.uk)

[year2@stmichaels-academy.co.uk](mailto:year2@stmichaels-academy.co.uk)

[year3@stmichaels-academy.co.uk](mailto:year3@stmichaels-academy.co.uk)

[year4@stmichaels-academy.co.uk](mailto:year4@stmichaels-academy.co.uk)

[year5@stmichaels-academy.co.uk](mailto:year5@stmichaels-academy.co.uk)

[year6@stmichaels-academy.co.uk](mailto:year6@stmichaels-academy.co.uk)

Free School Meal Support: [office@stmichaels-academy.co.uk](mailto:office@stmichaels-academy.co.uk)

SEND Support: [senco@stmichaels-academy.co.uk](mailto:senco@stmichaels-academy.co.uk)

Key Workers support: [office@stmichaels-academy.co.uk](mailto:office@stmichaels-academy.co.uk)

General enquiries: [office@stmichaels-academy.co.uk](mailto:office@stmichaels-academy.co.uk)

Multi Agency Safeguarding Hub, [Wolverhampton City Council](#):

If you are concerned about a child's welfare, please contact the MASH using the phone numbers.

Daytime 8.30-5.00pm (Mon-Thurs) and 4.30pm (Fri) **01902 555392**

If you are concerned about an adult, please contact the MASH using the phone number below.

Daytime 8.30am -5.00pm (Mon-Thurs) and 4.30pm (Fri) **01902 551199**

Out of hours please call Emergency Duty Team on **01902 552999**