

## **Appendix 2. The Manchester College's Covid-19 response 2020/21**

The Manchester College and Total People have introduced a risk-based approach to continuing to provide learning and support to all UCEN Manchester Total People and TMC students via online platforms, then with the addition of on-site delivery for the most vulnerable students and the children of key workers who cannot be supported at home in line with government guidance.

Features of this support include:

- Delivery of learning for the majority of 16-18 and 19+ TMC, Total People and UCEN students is via online platforms, supplemented by direct telephone contact from teachers, tutors and support workers
- Support colleagues are contacting all young people with an EHCP, Looked After Children and or who are known to social services and or considered high-risk, to assess their needs and personally invite them to Shena Simon campus where appropriate, to continue to engage with on-site learning and support
- All students categorised as L4 and L3 'at-risk' on the College's risk register will receive a welfare phone call from their designated safeguarding person on Monday, Wednesday and Friday of each week, regardless of their attendance or not at Shena Simon campus
- All L1 and L2 'at-risk' students will receive a phone call every week from their designated support person
- The same entitlement to on-site teaching and support is available to our PRU and SEMH students
- Communications have been issued to all children of key workers requiring additional support to contact a support line, where their needs will be assessed and if necessary they will be invited to take part in on-site delivery at Shena Simon
- In line with the guidance above, we have taken steps to restrict the volumes of staff at Shena Simon and to ensure only essential staff are on site – this being agreed on the basis of the government advice in relation to those colleagues who are self-isolating
- TMC Nurseries at Openshaw, Lightbowne and Harpurhey remain open
- The public library at Harpurhey remains open in line with a council agreed access plan
- My Futures students remain in their current workplace where a Covid-safe environment can be assured. Where this is not possible students have transitioned to home working. They will continue to be paid in line with the agreement with MCC colleagues
- In line with current government guidance all 16-18 study programme work placements have been suspended. This will be reviewed at the end of January 2021
- BTEC, A Level and GCSE examinations have now been cancelled. License to practice examinations will continue to go ahead to ensure students are supported to progress

- Students are following their normal timetable with Achievement Tutors are contacting students who do not participate in learning to work with them and to offer support.

**The Manchester College will follow the following procedures to support/monitor vulnerable students at Shena Simon Campus:**

- The Senior Management safeguarding lead is Marie Stock (07703 601079) during the period of lockdown
- A designated manager is present at all times at Shena Simon campus to ensure the safe delivery of provision to vulnerable students
- A cross-specialism working group has been established including those managers with responsibility for Safeguarding, High Needs, Welfare/Hardship and 14-16 provision. This group meet regularly via skype to review the provision for and support needs of vulnerable students
- All staff have been signposted to training to refresh their understanding of the Safeguarding and GDPR policies when working remotely with students and parents/carers
- Manchester City Council safeguarding guidance on working from home has been issued to all teaching and support staff
- 'My Concern' safeguarding referral procedures and Designated Safeguarding Persons' (DSPs) contact details has been issued to all staff to ensure continued and effective reporting of safeguarding concerns
- All DSPs have been provided with updated external agencies' referral contact details and procedures
- DSPs ensure that those students identified as L1 and L2 'at-risk' students (including LAC/CL) receive welfare checks once a week
- DSPs ensure that students identified as L3 and L4 'at-risk' receive welfare checks every Mon/Wed/Fri (and any concerns recorded through My Concern
- Learning Support team are ensuring that High Needs students are supported in line with their EHCP plan and any concerns recorded through My Concern
- 14 – 16 teams will ensure that school aged pupils within the College setting are supported in line with Manchester City Council guidance and any concerns recorded through My Concern
- Career and Welfare teams are ensuring that ongoing welfare support/guidance is provided to all students/families and any concerns recorded through My Concern
- FSM students and adults in receipt of Discretionary Learner Support Funds are being contacted and supported with a weekly payment direct to their bank account. For eligible students, we are providing free school meals for 16-18 year olds on site and an increased amount of £15.00 per week to those studying remotely. In some cases, students who do not have a bank account will be sent a Tesco Voucher
- The College provided essential IT equipment to 1,178 between September and December 2020. In January a further 605 were distributed and between Jan- March the College expects to deliver a further 700 devices. We are continuing our work to ensure students who need a device to study from home can still access their course. However, this is an ongoing challenge as there is a national shortage currently. We have over 700 devices on order which are due to be delivered over the next two weeks and have been notified

of a 750 laptop allocation from the DfE and have received 25 from the GM Mayor's support campaign.

**College risk register categories:**

- L1 Support – Student Experience Worker and or Student Mentor
- L2 Support – Designated Support Person and Multi Agency Support
- L3 Support – External safeguarding referrals with Designated Support Person
- L4 Support – Highest risk Prevent or Excalibur