



Student Culture Policy

COVID-19 Addendum

Context

On 19th June 2020 the Government announced all students, in all year groups, will return to school full-time from the beginning of the autumn term. The Department for Education (DfE) issued guidance on 2nd July 2020 stating that schools, in preparation for a full opening, will need to update their behaviour policy to reflect the new rules and routines, and communicate these changes to members of staff, students and parents.

The addendum to the school's culture policy details the system of controls that will be applicable for all students, parents and staff as of the 1st September 2020. There is a clear expectation that all stakeholders will adhere to these protective measures. Whilst initially published to all stakeholders as of the 20th July, the policy was subject to change depending on any changes to the guidance between July and September 2020. [Since then, the Government issued updated guidance on 13th August 2020 increasing the self-isolation period for those displaying symptoms from 7 to 10 days. In addition, the DfE issued updated guidance on 28th August 2020 which included the wearing of face coverings in school. This policy has been updated to reflect both updates. Whilst published to all stakeholders as of the 1st September, this policy may be subject to change depending on any changes to the guidance from September 2020 onwards.](#)

Introduction

Following schools being closed to the majority of students and then a phased re-opening in the summer term, the Department for Education have announced a full reopening of schools from 1st September 2020. This policy addendum is informed by the Department for Education Guidance released in July 2020 regarding the re-opening of schools and other education establishments.

This policy addendum is specifically intended to:

- ensure the safety of every member of staff and student during this time
- encourage young people to take responsibility for their behaviour during this time
- tackle incidents/instances of poor behaviour effectively and fairly during this time
- allow students and members of staff to feel safe and supported during this time
- foster an environment where all members of the school community respect and adhere to the social distancing guidance during this time

This addendum sets out the standards of behaviour expected from students at Upton Court Grammar School whilst protective measures are in place as a result of the coronavirus pandemic. It provides clear direction to students and families on the expectations for social distancing and behaviour to and from school and during the school day. In light of the need for students to behave differently when they return to school, and any new systems we have put in place to support that, we have made the following changes to our culture policy to be enacted during the coronavirus pandemic.

We will communicate these changes and the information in this policy addendum:

- with students - in the letter sent home on Tuesday 1st September and during the induction day/s when students return to school in September. It will be repeated weekly as a refresher for all.
- with staff – in the training day on Tuesday 1st September, and in the relevant section of the school's website.
- with parents - in the letter sent home on Tuesday 1st September and in the relevant section of the school's website.
- NB: This may be subject to change between July and September in line with DfE guidance and any changes will be communicated in a timely manner.

This addendum will detail the following:

1. minimising the contact with individuals who display coronavirus (COVID-19) symptoms
2. school instructions on hygiene, such as handwashing and sanitising
3. use of personal protective equipment
4. health and safety of the school premises
5. routines for arrival or departure
6. information on class or group sizes
7. movement around the school
8. expectations in classroom and study areas
9. expectations at break and lunch time
10. rules about sharing any equipment
11. clear rules for students at home about conduct in relation to remote education
12. rewards
13. step system
14. students with SEND
15. visitors
16. information for parents
17. response to any infection

It also outlines the expectations on staff to adhere to a system of controls. This addendum must be read in conjunction with the Department for Education's [Guidance for full opening: schools](#).

A range of approaches and actions should be employed to prevent the spread of coronavirus either directly or indirectly. In line with the **system of controls** that, when implemented, create an inherently safe system, this addendum details actions that should be taken to substantially reduce the risk of transmission of infection.

System of Controls

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

- The school will ensure that students, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the [last 10 days](#), and will ensure anyone developing those symptoms during the school day is sent home. These are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All stakeholders must follow this process.
- We will not be routinely taking the temperature of pupils as Public Health England is clear that this is an unreliable method for identifying coronavirus (COVID-19).

See Appendix A: protocol if someone becomes unwell at school.

2. Hygiene and hand washing

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. We will ensure that students clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

- Hand sanitisers, tissues, disinfectant wipes and lidded bins will be provided in every classroom and workspace and social area, including the restaurant.
- Members of staff will supervise the use of hand sanitisers.
- Students with special educational needs will be supported to clean their hands if necessary.

All students will be reminded how to practise good hygiene and hand washing habits.

- All students will use hand sanitizer provided:
 - on entry to school
 - before and after each break
 - before and after any movement around the building
 - before dismissal
 - before and after going to the toilet, and
 - after sneezing, coughing, etc.
- All students will be reminded about good personal hygiene which will cover the following:

Do:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately ('catch it, bin it, kill it').
- wash your hands with soap and water or hand sanitiser often
- try to avoid close contact with people who are unwell

Do not:

- touch your eyes, nose or mouth if your hands are not clean

Any students with complex needs will have a risk assessment in place to support these pupils and the staff working with them.

3. Personal protective equipment (PPE) including face coverings and face masks

The World Health Organisation (WHO) published a new statement on 21st August 2020 on when children should wear face coverings. They now advise that 'children aged 12 and over should wear a mask under the same conditions as adults.' As a result, on 28th August 2020 the DfE updated its guidance on face coverings for staff and children and year 7 and above. While the DfE is not recommending universal use of face coverings, schools that teach children in years 7 and above and which are not under specific local restriction measures will have the discretion to require face coverings for pupils, staff and visitors in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances.

The DfE also stated that based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.

In line with the WHO statement and DfE guidance, **students in Key Stage 3, Key Stage 4 and Key Stage 5** can wear a face covering when moving around the school and in communal areas (e.g. Study Centre).

- When in a classroom (during a lesson or lesson changeover) and any dining areas, face coverings are to be removed.

- When collecting lunch and moving to a table, a face covering can be worn.
- Where a student has a medical condition that may require additional PPE to be worn, they will be asked to provide a letter from their medical professional to detail what is required. Where this is the case, that information will be provided to the staff who work with that individual.

For a face covering to be effective students should ensure the following:

- The face covering should cover your nose and mouth while allowing you to breath comfortably.
- You should wash your hands or use hand sanitiser before putting it on and taking it off.
- When wearing the face covering, you should avoid touching your face at all times.
- Temporary face coverings must be disposed of in a 'black bag' waste bin (not recycling bin) or placed in a plastic bag that can be taken home.
- You should also follow other safety measures, including social distancing and regular hand washing.

All face coverings worn in school should be plain, or have a simple pattern, and they should not include text, logos, images or deemed to be offensive.

Members of staff can choose to wear a face covering when in school. This will take the form of a visor when staff are undertaking student-facing work and a face covering at other times.

4. School premises

- The timetable will be organised to reduce movement needed around the school or building.
- All unnecessary items from classrooms and other learning environments will be removed and stored elsewhere. Soft furnishings will also be removed.
- All spaces will be well ventilated by opening classroom doors and windows. As the autumn progresses, this will be balanced with a comfortable classroom temperature.
- Where safe to do so (bearing in mind fire safety and safeguarding), doors should be propped open to limit the use of door handles and aid ventilation.
- An enhanced cleaning schedule will be in place, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Please see risk assessment on the school website.

5. Routines for arrival and departure

- In arranging their child's travel to school, parents should avoid the use of public transport in accordance with Government guidelines: [Safer travel guidance for passengers](#). Face coverings are required at all times on public transport (for children, over the age of 11).
- There will be hand sanitiser available and lidded bins at the entrance to the school / classroom that must be used immediately on arrival.
- Students should be encouraged to walk or cycle, wherever possible. Where this is not possible, parents should drop off their child by car.
- All students must maintain 2 metre distancing between themselves and others, including other students, parents, members of staff or members of the public by moving swiftly into school and into their designated areas.
- In order to protect the health and safety of all others, we expect students to follow the social distancing measures outlined by the Government outside of school at all times.
- Students should not socialise with each other in groups outside school at any time.
- Students should not congregate together in groups either before or after school sessions.
- The school day will commence at 8.30am for Years 7-12 with all students expected to arrive at school for 8.25am. Students arriving after 8.30am will be marked in late and issued a step 2 for lateness by their form tutor. Students must ensure they arrive to school on time.
- Year 13 students will be expected to attend one tutor time per week which will commence at 8.30am with students expected to arrive at school for 8.25am on their designated day. Year 13 students will be expected to arrive at school for their first timetabled lesson for the remaining four days of the

week. Pastoral support and support with UCAS, etc, will continue throughout the day from the Sixth Form Leadership Team.

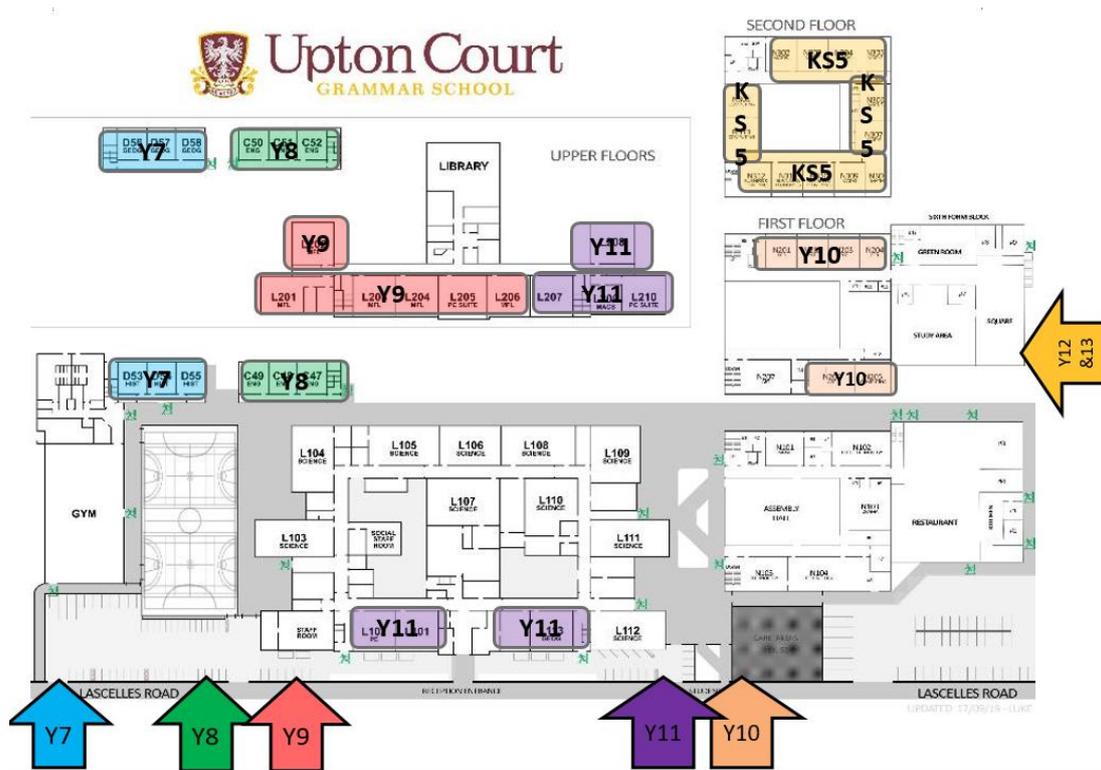
- Year 12 and 13 students have permission to leave school when they have finished their lessons.
- All Year 12 and 13 students must sign in and out of school at reception.
- The school day will finish at 3.25pm for all students unless students have a period 6 which will finish at 4.25pm. Please see changes to the times of the school day below.
- Students must enter and leave via their designated gate and make their way directly to their assigned study area.
- School gates will be locked at 8:45am and students will have to enter school via reception where they must go straight to their tutor time. They will be marked in late and issued a step 2 for lateness by their form tutor.
- Students must walk directly to their assigned desk in their tutor room. Students must only sit at their assigned desk. Students must not touch any desk assigned to another student or any equipment on a desk assigned to another student.
- On dismissal, students must leave the school site when directed and, once through the gate, make their way directly home.

All timings the same until period 4				
12.25-1.25pm	Period 4	Year 8/10/12	Lunch	Year 7/9/11
1.25-2.25pm	Lunch	Year 8/10/12	Period 4	Year 7/9/11
2.25-3.25pm	Period 5	All		
3.25-4.25pm	Period 6	Year 12 & 13		

6. Class or group sizes

Consistent groups reduce the risk of transmission by limiting the number of students and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

- To reduce contact between students and teachers as much as possible, students will remain in their year group during the school day (year group 'bubble') and that group must stay away from other people and year groups.
- See map of the school for Year Group Zones



7. Movement around school

- Students must enter and leave via their designated gate and stay, wherever possible, two metres apart from others at all times.
- Groups will be kept apart, meaning that we will avoid large gatherings such as assemblies. Assemblies will be held virtually or via recorded video.
- Students must only use their designated toilet during break and lunch time. Students will not be allowed to use the toilet during lesson time unless they have a medical reason.
- Students are not permitted to move around the school during lesson time for any reason unless directed to by a member of staff or in an emergency.
- Brief contact, such as passing in a corridor, is low risk but will be avoided wherever possible however, we have taken the following measures to avoid creating busy corridors, entrances and exits:
 - All year groups will be expected to go to their tutor room when they arrive at school at 8.25am.
 - Line ups will be used for year groups at the end of their break and lunch time in order to supervise re-entry to the school building.
 - Year group bubbles will remain in the same zone all day ensuring no changeover between lessons outside of each zone. The only occasion students will be able to leave their zone is if their teacher has booked a specialist room or they are attending the restaurant for lunch.
 - One-way system and designated year group stairwells in the legacy block.
 - Designated year group stairwells in the new block.
 - All students must keep to the left when walking in the corridor.
 - The use of lockers will not be permitted.

8. Expectations in classrooms and study areas

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their students, staying at the front of the class, and away from their colleagues where possible.

- Members of staff will seek to maintain a 2 metre distance from each other and from students.
- Where this is not possible, members of staff will avoid close face to face contact and minimise time spent within 1 metre of anyone.
- Any students with complex needs will have a risk assessment in place to support these students and the staff working with them.
- Seating plans will be in place for all classes that the students attend to minimise the number of close contacts for students.
- Wherever possible, students will be seated side by side and facing forward and any unnecessary furniture will be removed from classrooms to allow for more space.
- During changeover of lessons students will be expected to remain in their seat and complete retrieval practice for their subsequent lesson.
- Students must only sit at their assigned desk and must not move around the room.
- Students will be supported to maintain a distance and must not attempt to make physical contact with any person.
- Students are permitted to bring a water bottle to school. The water bottle must be washed thoroughly every night following the school day.

9. Expectations at break and lunch times

- During break time:
 - students will remain in their year group bubble.
 - the restaurant will only be open to Year 13 students to purchase food and Year 11 to use their designated toilets.
 - students are permitted to bring and eat a healthy snack in their designated zone providing they put all litter in the bin.
- To avoid creating a busy restaurant lunch times will be staggered. Each year group will have a designated time to eat their lunch in the restaurant.
- There will be no extra-curricular clubs held during lunch or after school during the autumn term except for homework club on a Wednesday afternoon held until 3.05pm.

10. Sharing equipment

- For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- It is still recommended that students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.
- Students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.
- Mobile 'phones/devices are not permitted anywhere in the school grounds apart from the following exceptions. If students are found with a mobile 'phone or device, it will be confiscated by the member of staff in the zone and a step 2 issued. The mobile phone/device will be returned at the end of the school day.
 - Year 12 and 13 students will be permitted to use their mobile 'phone/device in the sixth form study area or sixth form square.
 - Students are permitted to use their mobile 'phone/device in lessons only under the direction of their member of staff and for the benefit of learning.

- Expensive items are discouraged and any personal item brought to school is at the owner’s risk. Please also note that there will be no provision for charging or running electronic devices. Any devices brought into school will need to be fully charged.
- A pencil will be provided to students who forget to bring writing equipment. They should then take this home with them.

11. Remote learning

Students who are unable to attend school due to self-isolation will be supported to continue their learning remotely. Students learning remotely are still required to meet the expected standard while they are at home. Students are expected to use all IT platforms affiliated with UCGS, including the use of email and SharePoint, in a responsible and appropriate way. For students who fail to make the right choices and whose behaviour falls below the expected standard parents will be contacted and access to UCGS systems may be disabled with students sent paper copies of their work instead.

12. Rewards

Culture points will awarded by teaching staff/LSAs/support staff/student leader recommendation to celebrate good work, progress, behaviour or effort and recorded on PARS. An automated email will be sent home to the parents informing them that their child has been awarded a culture point. Culture points awarded during the academic year will be collated and students recognised as per the culture policy.

13. Step system

When students fail to make the right choices and their behaviour falls below the expected standard set, UCGS uses a stepped approach to manage this behaviour. This now includes failing to make the right choices and not adhering to the highest standard of behaviour in order to protect the health and safety of the school community.

The following are some examples of behaviour that we consider to fall below the expected standard. Please note that this list is not exhaustive:

- refusing to sanitise hands
- wearing a face covering in a classroom or whilst sat down in the restaurant (unless medically permitted)
- not moving directly to the allocated study area or desk
- deliberately making contact, or attempting to make contact, with another person
- deliberately moving within 2 metres, or attempting to move within 2 metres, of another person
- deliberately and unnecessarily performing actions associated with symptoms of Covid-19, for example but not limited to, coughing and/or sneezing
- not attempting to cover the nose and mouth with a tissue or arm when coughing and/or sneezing

When students fail to make the right choices, steps for refusing to follow the school’s protective measures will be issued to make students aware of the negative impact of their behaviour on the health and safety of the school community.

The procedure for persistent low level disruption and persistent poor behaviour has been amended below:

Procedure for persistent low level disruption (Step 2)			
In Different Subjects – Tutor/Head of Year		In the Same Subject – Teacher/Head of Department	
2	Conversation with Tutor and Student	2	Conversation with Teacher and Student
5	Phone call home Tutor	5	Phone call home Teacher

7	Phone call home HoY	7	Phone call home HoD
10	Centralised Detention	10	Centralised Detention
15	Virtual meeting with parents and HoY	15	Virtual meeting with Parents, Teacher and HoD
20	Restorative practice after school & Wednesday afternoon, virtual re-integration meeting with parents and SLT	20	Restorative practice after school & Wednesday afternoon, virtual re-integration meeting with parents and SLT
Procedure for persistent poor behaviour (Step 3)			
Head of Year and Senior Leadership Team			
2	Centralised Detention		
3	Restorative session after school & Wednesday, virtual re-integration meeting with parents and Head of Year		
4	Restorative session after school & Wednesday, virtual re-integration meeting with parents and SLT		

Step 3 and Response

During lessons - when issuing a step 3 during a lesson the member of staff informs the student that they have a step 3 and explains the reason for it. The member of staff then emails response. A member of the response team will collect the student from the lesson and supervise them during a timeout. The member of the response team will support a teacher-led restorative conversation between the teacher and the student at an appropriate time during the lesson. On agreement with the member of staff the student will return to the lesson supervised by the member of the response team where appropriate. The member of staff calls home the same day to inform the parents of the step 3. If the student's behaviour falls below the standard of expectation once they have returned to the classroom, the student will have deemed to have crossed the line (see below).

Outside of lessons – when a student is issued with a step 3 outside of lessons the member of staff escorts the student to the front office at reception pending further investigation. The member of the response team on duty at that time will liaise with the Head of Year and relevant member of SLT (KS3: Mr Perrin; KS4: Mrs Rispoli-Hall KS5: Mrs Marais) in order to facilitate the investigation.

Crossing the line

Students who deliberately and/or persistently choose to ignore the expected standards of behaviour (examples above) will have been deemed to have **crossed the line**. In **crossing the line** inside or outside of school sessions, students will put the health and safety of the community at risk and an immediate step 3 will be issued. The actions below will result in an immediate step 3 with the either of following consequences to be decided by the Deputy Head and Headteacher:

- Restorative practice: this will take place after school (3.25-4.25pm) with a member of SLT on the day the immediate step 3 was issued and on the following Wednesday afternoon (1.25-3.25pm) with a member of Student Welfare. A virtual re-integration meeting will be held between the Head of Year and/or a member of SLT (KS3: PN; KS4: RI; KS5: MR) and the parents before the student is allowed to return to lessons. The Head of Year and Student Welfare will liaise if the student needs to be removed from lessons for the remainder of the day following the immediate step 3.
- Fixed-term exclusion. The student's parent will be contacted in order to pick up the student from school at the end of the day and the student will be directed to complete home-learning for the

period of fixed-term exclusion. A virtual re-integration meeting will be held between the Deputy Head or Headteacher and the parents before the student is allowed to return to school.

Examples of behaviour deemed to have crossed the line

- Persistently refusing to follow the school’s protective measures (e.g. examples above; 2 metre distancing; failing to follow staff instructions immediately, including sanitizing, etc.)
- Deliberately or wilfully contravening the school’s protective measures (e.g. unhygienic behaviour such as coughing or spitting on another student or member of staff)
- Discrimination related to protected characteristics (gender, sexuality including LGBTQ+, disability, race/culture, religion/belief, gender reassignment or transition)
- Bullying or anti-social behaviour referring to health-related matters or sensitive subjects (e.g. Covid-19)

Centralised Detention

To reduce contact between students and teachers as much as possible centralised detention will take place weekly in separate year group bubbles.

The procedure for persistent centralised detention has been amended below to:

Procedure for persistent centralised detention			
In Different Subjects – Tutor/Head of Year		In the Same Subject – Teacher/Head of Department	
3	Phone call home Tutor	3	Phone call home Teacher
5	Phone call home HoY	5	Phone call home HoD
7	Restorative practice after school & Wednesday afternoon, virtual meeting with parents and HOY	7	Restorative practice after school & Wednesday afternoon, virtual meeting with parents and HOD

14. Students with SEND

- We will ensure that students with SEND will have specific help and preparation for the changes to routine that is involved, for example using social stories.
- Any students with complex needs will have a risk assessment in place to support these students and the staff working with them.

15. Visitors

- Supply teachers, peripatetic teachers, as well as, specialists, therapists, clinicians and other support staff for pupils with SEND may be moving between schools. They will ensure that they have read and understood this addendum.
- We have clear procedures in place to manage other visitors to site, e.g. contractors, and will ensure that they follow our guidance on physical distancing and hygiene. This will be explained to visitors on or before arrival. Where these visits can happen outside of school hours, they will. A record of all visitors will be kept.

16. Information for parents

[Safer travel guidance for passengers](#) has been shared with parents / carers to provide guidance for those using public transport.

The following information for parents has been produced to minimise adult to adult contact and to implement protective measures. It has been written using [Government guidance on implementing protective measures in education and children settings](#).

- No students or parents/carers/guardians are allowed to enter the school site if they are displaying any symptoms of coronavirus.
- Parents must not gather at entrance gates or doors, including outside the school gates.
- Parents will not be allowed on site (this includes when collecting a child if they are unwell)
- The front office is closed. Parents must 'phone the school or email. Appointments will be held over the 'phone.
- Students will need to wear full school uniform (please refer to separate uniform guidance).
- Students are to come to school in PE kit on school days when they have PE (please refer to separate PE kit guidance).
- Parents are encouraged to wash their child's clothes after a day at school.
- There is no need to take student's temperatures every morning as it is not a reliable method for identifying coronavirus.

17. Response to any infection

Engage with the NHS Test and Trace process

All parents/carers/guardians and teachers must be ready and willing to:

- **book a test if they are displaying symptoms.** Teachers and students must not come into the school if they have symptoms, and will be sent home to self-isolate if they develop them in school. All children can be tested but children aged 11 and under will need to be helped by their parents/carers/guardians if using a home testing kit.
- **provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace**
- **self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)**

Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

By the autumn term, the DfE has indicated that all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Parents/carers/guardians must inform the school immediately of the results of a test:

- **if someone tests negative.** If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- **if someone tests positive.** They should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at **least 10 days** from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The **10-day period** starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Managing confirmed cases of coronavirus (COVID-19) amongst the school community

We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the school will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. This will be done using the registers and seating plans in place.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for **at least 10 days** from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Containing any outbreak by following local health protection team advice

If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may constitute an outbreak. We will work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or year group. As we will be implementing controls as dictated by in the DfE guidance, addressing the risks they have identified and therefore reducing

transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the student's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

The appendices detail:

- **Protocol if someone becomes unwell at school**

Appendix A: protocol if someone becomes unwell at school

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for **at least 10 days** and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window will be opened for ventilation. If it is not possible to isolate them, we will move the child to an area which is at least 2 metres away from other people.

A separate bathroom will be provided if they need to go to the bathroom while waiting to be collected. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection.

The classroom teacher will vacate the classroom and escort the remaining children to a designated outside area, while the area of the classroom where the unwell child was working, is cleaned.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

First Aid Requirement	COVID-19 related assessment	COVID-19 related use toilet	How to notify First Aid (COVID & emergency)	General First Aid Room	Daily Administration of Medication
Room	Hygiene room	Accessible toilet in the hygiene room	Staff to use the First Aid email response	Triage in reception if unable to treat on location, then First Aid room if required	Reception

Addendum approved by the Education Standards Board 15th July 2020

To be reviewed September 2020