



HASTINGS HIGH SCHOOL

COVID 19 Management

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Governors oversight committee	Resources, Auditing and Risk
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Signed by Chair of Resources, Audit and Risk

Mr B Worthy.

Pupil displays symptoms

Teacher to send the pupil to sit outside if possible, or the medical room (with windows open) and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything

Teacher to inform reception so they can arrange for the pupil to be picked up and for the supervision of the pupil until then

Staff member displays symptoms

Staff member to inform Headteacher/Business Manager before leaving the school premises, avoiding contact with others

If teaching, staff member to wait until supervision has arrived for their class before leaving

Symptomatic pupil/staff member will be told by Headteacher/Business Manager:

- To self-isolate for **at least 10 days** from the day they become ill (note: if they go on to test positive, they should only return to school after this if they no longer have symptoms other than a cough or loss/change of smell/taste – they should keep self-isolating until their temperature returns to normal)
- To take a **coronavirus test** (if a home testing kit is available in school, this can be given to them to take home, if doing so would increase the likelihood of them getting tested)
- That members of their household should self-isolate for **14 days**

Areas that the symptomatic individual has come into contact with will be closed, so these can all be deep cleaned. If the individual is part of a class group, the rest of their group will be moved into an alternative location

Symptomatic pupil (via their parents or carer)/staff member to inform the school (via e-mail hastings@hastings.leics.sch.uk) of the coronavirus test result as soon as possible

If test is negative

The pupil/staff member can stop self-isolating and return to school if they feel well and no longer have symptoms, and members of their household can stop self-isolating. Other pupils/staff in their group can continue to stay in school, unless they display symptoms

If test is positive

The school will contact the DfE Team, who'll carry out a rapid risk assessment. Based on the team's advice, the school will ask pupils or staff who had close contact with the person when they were infectious to self-isolate for **14 days** from the day they were last in close contact

If pupils or staff who are asked to self-isolate develop symptoms, they should get tested and inform the school of the result as soon as possible. Even if the result is negative, they should remain isolated for the full **14 days**. If there are 2 or more confirmed cases in 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will contact the DfE Team again to decide next steps.

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

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate the school's call to the local health protection team. The health protection 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, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups (see [section 6 of the system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must 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 [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:

- if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and 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 coronavirus (COVID-19) within the remaining days.

- if the test result is positive, they should inform their setting immediately, and should 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 [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

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

In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

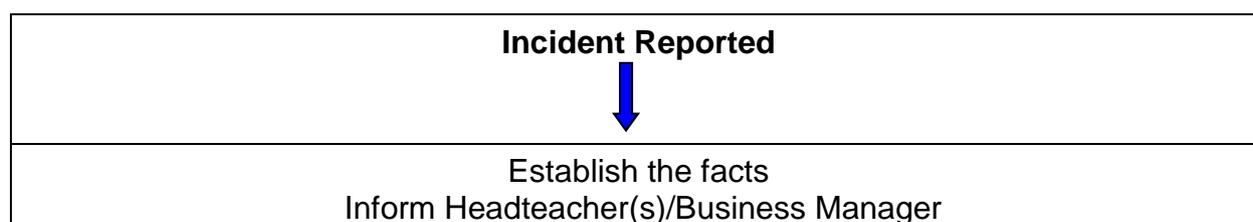
Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to 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 pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, 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 person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

COVID 19 Management Flow Chart



Action	Person responsible	Completed
Ensure safety of all personnel		
Verify the facts		
Convene the COVID 19 Management Team and allocate tasks – see App A		
Start an Incident Log –see App E		
Notify LCC Crisis Line and DfE – see App B		
Contact Governors for support as required, particularly if out of hours - see App A		
*Establish close contacts, ensure the pupils have attended school and inform / send home / self-isolate - time of day could be critical in terms of cover		
Identify if any self-isolating pupils are Pupil Premium and arrange for packed lunches to be sent home during their isolation period		
Establish clearly areas that positive case has been to identify deep clean zones		
Review timetables / class to identify other possible contacts and number of groups that may have been impacted upon and ensure		

the pupils have attended school		
Complete internal track and trace, using the information above* (spreadsheet on shared T drive, folder 17 – H&S, COVID 19 file)		
Identify the way the person travelled to school. Ensure the pupils have attended school If using a bus - establish which bus and other students who may have been close Inform Bus Companies		
Update Staff Body – see App C		
Update and review parental letter – see App D		
Update and review press release and pre-written tweets – see App E		
Ensure all communications have been sent		
Ensure all updates are on social media platforms		
Have ready a list of vulnerable members of the community to be ready to reassure them		
Monitor Social Media for inaccurate information sharing - moderate accordingly		
Update communication log - see App F & G		
Check that all students have online access/passwords etc. to access online work.		

Ensure all staff are prepared for remote learning, as per HHS remote learning policy		
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As an essential part of their duty of care, managers of educational establishments are responsible for preparing emergency plans to deal with crises/emergencies and the business continuity of the establishment. It is self-evident that where an educational establishment has anticipated a major emergency and made plans for managing a response, it is likely to handle the actual event more effectively and confidently. To this end, where an educational establishment knows:

- who will assume key roles
- that checklists and procedures are in place
- that contact lists are accurate
- that there is a tested framework for communications
- that the appropriate training has been undertaken

Appendices

- A. Script if a child tests positive within the school
- B. COVID 19 Management Team Contact Details
- C. Emergency Contact Numbers for LCC and Other Agencies
- D. Staff brief
- E. Parental letter templates
- F. Press release template
- G. Log Sheet
- H. Log keeping

Appendix A

Script if a child tests positive within the school

Please ask the following questions if a child/parent informs us that they have tested positive and pass onto the DfE.

Staff name completing form:	
Date/Time of phone call:	
Child's full name	
DOB	
Postcode	
Why did they get a test?*	
*If because someone else tested positive (Track and Trace) what relation is this to them (They do not have to disclose their name)	
Date of symptoms if any	
Date of test	
Siblings	
Last date of attendance to school	
Family members in the school	
Students they spent break/lunch with	
How they travel to/from school	
Have they got access to a device?	
Are they able to log on to Teams?	

Number of pupils that will need to Isolate	
Number of staff that will need to isolate	

Any other details:

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COVID 19 Management Team**Contact Details**

Name	Role	Contact Number		
		Home	Mobile	Work
Claire Bradley	Co-Head		07491965821	01455 239414
Steve Shipman	Co-Head	01455 445928	07868850670	01455 239414
Graeme Bonser	Assistant Head	01455 202841	07980834033	01455 239414
Katy Bonser	Assistant Head	01455 202841	07736836966	01455 239414
Claire Hardman	Assistant Head	0116 2704455	07929522924	01455 239414
Laura Woodward	Assistant Head	01455 631030	07789038237	01455 239414
Andy Spetch	Assistant Head		07989949862	01455 239414
Pete Tilbury	School Business Manager (SLT)		07706542658	01455 239414
Jac Birch	ESLT		07817593994	01455 239414
Sally Elsworth	ESLT		07733118910	01455 239414
Pat Whitehurst	ESLT	01455 238877	07521406724	01455 239414
Will Wade	ESLT		07841875491	01455 239414

Extra Team Members

Will Wilson	Premises Officer		07581274454	01455 239414
James Booth	Network Manager	01455 230095	07914075603	01455 239414

Louise Hunt	Chair of Govs	01455 614524	07831341382	
Christine Hall	Vice Chair of Govs	01455 631344	07824359239	
Claire Mayne	Catering Manager	01455 440585	07969361893	

Appendix C

Emergency Contact Numbers for LCC and Other Agencies

<i>Organisation</i>	<i>Phone Number</i>
LCC H&S Team	07786 198283
DfE Helpline	0800 046 8687 and selecting the option 1

Appendix D

Dear colleagues,

We are emailing to make you aware that a case of COVID-19 virus has been diagnosed in an individual/year ** pupil from our school today.

We have put into action our COVID-19 management plan which involves working closely with the Department for Education (DfE) to ensure that measures are in place to protect all staff and pupils.

We will be contacting those parents/carers of pupils as well as staff, visitors or volunteers who have been in close contact with the individual so that protocols around track and trace can be followed.

School will remain to be open for learning and any pupils who are directed to quarantine will be supported in their learning remotely as per our Remote Learning Policy.

As you are aware, this is likely to generate interest in the media. In view of this, we are reminding you that the details of this should not be shared on social media or with members of the local community. In addition, please be aware that members of the local/national press may contact the school for information and that these inquiries should be passed to the Co-Headteachers or Pete Tilbury.

We understand that you may have several questions or concerns. Please be assured that we will update information as soon as we can. In the meantime if you do have any questions please speak to us.

Many thanks,

Claire and Steve

Parental letter template

Dear Parents and Carers,

We have been notified that a positive case of COVID-19 has been diagnosed from our School. The year group affected is Year X.

Our school remains open to learning for students from all other year groups, and we are working closely with the Department for Education (DfE) to ensure necessary measures continue to be in place to protect our Hastings family. Our Site staff have already enacted all cleaning protocols as per our COVID 19 Management Plan and Risk Assessment.

We will be contacting only those Parents/Carers of students, as well as any staff/visitors/volunteers, who have been in close contact. If you are not directly contacted by the school then your child has not been identified as a close contact and should not be at increased risk from COVID-19.

All students directed to quarantine will be supported in maintaining remote learning during the designated period. Communication regarding this will be provided directly from the school to impacted students and is available on the school website.

We remind Parents/Carers of students, as well as any staff/visitors/volunteers to monitor for any signs or symptoms of COVID-19. If you/your child has any of the symptoms of illness, stay home/keep your child at home and inform the school by calling 01455 239414 or e-mail hastings@hastings.leics.sch.uk

As stated previously we cannot share the names of the affected pupils, we urge you not to speculate and to show the utmost discretion and consideration to those affected.

We will continue to provide additional information to Parents/Carers as it is available.

Yours sincerely,



Miss C Bradley Mr S Shipman

Co-Headteachers

Press release template

A Year **8 and a year 10** pupil at Hastings High School have been confirmed as having the COVID 19 virus today.

The school is following the Department for Education (DfE) guidelines along with our COVID 19 Management Plan and risk assessment to ensure all appropriate steps are taken to keep our Hastings family safe.

We are processing our track and trace system and some pupils will now have to isolate for 14 days. Staff will be making sure parents and carers have the support and resources needed to continue learning at home.

A deep-clean of those areas affected will take place over the weekend, before our students return to school.

Log Sheet

Date	Time	Information / Decisions / Actions	Initials
		<p><i>Include actions taken, considered or rejected with brief reasons. Also log any refusal of other organisations or Contractors to carry out actions with an explanation as to why. Log the passing of requests for decisions or assistance and the replies.</i></p>	

Log Keeping

Basic Principles

Notes must be **contemporaneous or made as soon as reasonably practicable after the incident** (that is, within 24 hours)

They must be:

Clear
Intelligible and
Accurate

What to use to record your log

- Hardback book
- Numbered pages
- Bound so that pages cannot easily be removed
- Ideally a specially produced 'official log book' but any book conforming to the above
- Permanent black pen

How to write the log

- Note all relevant facts
- In chronological order
- Stick to the FACTS – do not include any assumptions (if you are noting down assumptions to show your reasoning for making a decision, make this clear)
- Note down non-verbal communication as well as what is said
- If you make a mistake, cross it out with a single line so that what is underneath is still visible and initial it
- Do not tear pages out
- Do not leave blank spaces – or if you do, rule them out with a line
- Do not overwrite – if you make a mistake, cross it out, initial it and start again
- Do not leave large blank spaces between words or between entries
- Do not write between lines

- Do not write in the margins (except for dates, times or initials)
- Do not use correction fluid
- Unused space after the end of a series of entries should be ruled through with a 'Z' then signed in full, dated and timed
- Record important statements, questions, comments and answers in direct speech
- Sign, date and time each series of entries at their close
- Make a note of the time the log began and ended
- Record where the log was made
- Check the log for mistakes immediately afterwards – if a mistake is found it should be crossed out in red ink, and an alphabet notation should cross referenced to the corrected entry which should be made on the next available page, signed, dated and timed
- Use plain language and as best you can you can correct grammatical English
- Avoid approximations and abbreviations
- Do not miss out key words
- Do not use arrows or dashes