



DIOCESE OF CHICHESTER
ACADEMY TRUST

REPORTING POTENTIAL OR CONFIRMED CASES OF COVID-19

Date Agreed:	22nd May 2020
Review Date:	as necessary
Type of Policy:	DCAT Statutory Policy

Revision Number	Date Issued	Prepared by	Approved	Personalised by school	Comments
1	May 2020	JS/MT	Trust Board		
2	August 2020	JS/MT			Updated to reflect Government guidance

<i>Type of Policy</i>	<i>Tick ✓</i>
DCAT Statutory Policy	
DCAT Non-statutory Policy	✓
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

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This policy refers to the following government guidance in relation to COVID-19:

[Guidance for schools: coronavirus \(COVID-19\)](#)

1. Introduction

This policy sets out the action and reporting procedures where there is a suspected or confirmed case of COVID-19 in one of the Trust schools. The Trust is clear that information should be shared immediately through the channels detailed in this policy.

2. What to do if someone develops symptoms of coronavirus (COVID-19)

When a child, young person or staff member develops symptoms compatible with coronavirus, they or their parent, must inform the school as soon as possible:

- a) Parents – please ring 01424 422950 and speak to a member of staff to report this.
- b) Staff – please contact Ross Maryan on 07936880337 to report your symptoms.

The child / young person / staff member will be advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. 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. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. You should apply within the first 24 hours of having symptoms.

The school should contact Public Health England (PHE) Health Protection Team (HPT) on 0344 225 3861 to notify of the suspected case. The HPT will work with schools in this situation to guide them through the actions they need to take.

Schools should issue the letter in [appendix 3](#) advising parents/carers and staff of the need for a test. Staff and parents/carers must keep the school informed of their/their child's symptoms and result of any test. If they test negative and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and can return to their setting. 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.

In the majority of cases, schools and parents will be in agreement that their 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, the school 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. Any such cases should be advised to the Trust Executive Team.

If they test positive, the school will follow [guidance on implementing protective measures in education and childcare settings](#), which is detailed in section 3 of this policy.

What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting

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

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child, young person, staff member while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) [symptoms](#), they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. You can find [guidance on cleaning in non-healthcare settings](#).

Communication

Where there is a suspected case the following actions must be taken:

- a) Advise the Trust – Headteacher to advise DCAT Executive Team of the suspected case
- b) The school should contact Public Health England (PHE) Health Protection Team (HPT) on 0344 225 3861 to notify of the suspected case. The HPT will work with schools in this situation to guide them through the actions they need to take.
- c) A letter ([appendix 1](#)) will be sent to parents and staff attending the school as soon as possible.
- d) A letter ([appendix 3](#)) should be issued advising parents/carers and staff of the need for a test. The school will keep in contact with the child's parent/carer or staff member so that if COVID-19 is confirmed the appropriate action can be taken.

3. Confirmed COVID-19 Case:

Where the child, young person or staff member tests positive, the school will contact Public Health England. The HPT will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the HPT, the school must send home those people who have been in close contact with the young person or member of staff 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.

Case confirmed during school day

- a) The school will contact Public Health England (PHE) Telephone – 0344 225 3861, Option 3 Option in line with government guidance [implementing protective measures in education and childcare settings](#)
- b) Based on the advice provided by PHE, the school will contact parents / carers.
- c) Advise the Trust – Headteacher’s to advise DCAT of the confirmed case.
- d) A letter, provided by HPT will be sent to all parents and staff if needed.
- e) Trust Board, the Diocese, the RSC and the Local Authority and trade unions should be informed as soon as is practicable.

Case confirmed outside of school day

- a) The school will contact Public Health England Telephone – 0344 225 3861, Option 3 Option in line with government guidance [implementing protective measures in education and childcare settings](#)
- b) Based on the advice provided by HPT, the school will contact parents / carers via text or email
- c) Advise the Trust – Headteacher’s to advise DCAT of the confirmed case
- d) A letter , provided by HPT will be sent to all parents and staff if needed.
- e) Trust Board, the Diocese, the RSC and the Local Authority and trade unions should be informed as soon as is practicable.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local HPT will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Any advice from Public Health England will be communicated to the Trust CEO, or their deputies, in order that an informed decision can be made about whether it is appropriate for the school to close.

Cleaning

Where confirmed cases are identified schools will follow the [guidance on cleaning in non-healthcare settings for cleaning and disinfection](#).

4. Whistleblowing

Employees

The Employee Handbook section 1.5 details the Trust’s policy on whistleblowing. The Trust encourages employees to raise any concerns that they may have in the first instance with the Headteacher. If it is not appropriate to raise your concern with your Headteacher then you should contact the CEO, a member of the Trust’s senior management team, the Chair of Local Governing Body or the Trust Board, who will ensure that your concern is properly addressed. [Contact details](#) for the Trust are on the Trust website.

Parents

Parents should raise any concerns that they may have in the first instance with the Headteacher, in line with the [Trust complaints policy](#). If it is not appropriate to raise your concern with your Headteacher then you should contact the Chair of the Local Governing Body, whose contact details are on the schools website. If the issue relates to a COVID-19 disclosure then the timeframes within the Trust complaints policy will be waived in order that the matter can be investigated urgently.

5. Links to other policies

- Attendance Policy (COVID-19 annex)
- Complaints Policy
- Employee Handbook – Staff absence (COVID-19 annex)

Appendix I: Letter for a suspected COVID-19 case:

Dear parents/carers/staff

We are writing to let you know that [a member/some members] of our school community [has/have] self-isolated as a precautionary measure, after experiencing (a) symptom(s) compatible with coronavirus. We wanted to reassure you about the additional steps we are now taking to make sure our community remains safe.

[You may want to include some broad details here about whether they're staff members, parents or pupils. However, to protect their identity, make sure they cannot be identified through this information.]

If the individuals have been on the school premises while experiencing symptoms, add:

The school remains **open**, and we've cleaned and disinfected surfaces and objects across the school thoroughly to help prevent any viruses spreading, as we're instructed to do by Public Health England.

If the individuals haven't been on the school premises while experiencing symptoms, add:

The school remains **open**. None of the individuals have been on the premises while experiencing symptoms, but we will continue cleaning and disinfecting surfaces and objects across the school to help prevent any viruses spreading.

As well as thorough cleaning, we're also continuing to:

[Remind parents of any measures you've introduced like:

- Enforcing hand-washing or providing hand sanitisers
- Lessons or assemblies for pupils about hygiene and how to deal with anxiety]

We appreciate that you may be concerned, but we have no current reason to expect any risk to your child and you should continue sending them in if they're feeling well.

As a reminder: if you, your child or anyone you live with has the following symptoms you must follow [guidance to stay at home](#):

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

If your child is sick or needs to self-isolate, report this to us by ringing the school office on 01424 422950.

All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. You should apply within the first 24 hours of having symptoms. 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.

You can use [NHS 111 online](#) if you or your child feels ill and you want to know what to do next. If you have any other questions or concerns, please get in touch with the school via 01424 422950.

We appreciate that this is a difficult and worrying time, and we would like to thank everyone for their continued support.

We'll continue to keep you updated as the situation evolves.

Ross Maryan

Appendix 2: Letter for confirmed COVID-19 case

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

Appendix 3: Letter to parents/carers and staff re testing

Dear

Further to [NAME] being sent home from school today with (a) symptom(s) compatible with coronavirus, I wanted to confirm the following:

- [NAME] is advised to self-isolate for 10 days. Their fellow household members should self-isolate for 14 days.
- All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. You should apply within the first 24 hours of having symptoms. 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.

We ask that you must keep the school informed of their/their child's symptoms and result of any test, by contacting [me or NAME] on 01424 422950.

If [NAME] tests negative, they can return to their setting and their fellow household members can end their self-isolation, If they test negative and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and can return to their setting. 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 they test positive, the school will follow the school policies on attendance and confirmed COVID-19 cases, which includes contacting Public Health England