



Colfe's School - Covid-19 Attendance and Medical Policy

The school has undertaken a detailed risk assessment which considers all Coronavirus (Covid-19) related risks and ensures these are effectively mitigated by applying the control measures in the Government's guidance for the full opening of schools, and other guidance relevant to an educational setting.

This has been reviewed by governors prior to school opening in September; this is available on the school website [here](#).

Key information and procedures for controlling Covid-19 are included in this document.

Prevention and control measures

Cleaning hands

The school will promote the regular and thorough cleaning of hands by washing with soap and water and/or use of hand sanitiser. Pupils will hand sanitise on arrival, departure, at lunchtime and in every lesson.

Respiratory hygiene

The school will promote the 'catch it, bin it, kill it' approach by placing posters in every toilet and in many other locations. Tissues and bins will be available in every classroom and office.

All staff members will be given their own bottle of hand sanitiser. Hand sanitiser units are available in numerous locations throughout the School site.

The School has adopted a policy of using face coverings in communal areas and whilst moving around the school. These are being used by all Staff in the Junior and Senior School and children in the Senior School. Whilst it is not yet mandatory for Schools in England to use face coverings, the School's leadership considers it prudent to do so.

Face coverings are required at all times on public transport (except children under the age of 11) and will be enforced on dedicated school transport.

Social Distancing

The guidance on social distancing has been implemented in full. This is mainly the grouping of children into bubbles and adaptations to the school site, e.g. signage and one-way systems- to minimise interactions between bubbles.

Please follow the on-site signage and further guidance provided in school communications.

Dealing with a suspected case of Covid-19

Summary information on the procedures for Isolation and Testing is available on the school's website, refer *COVID Summary Medical Procedures* [here](#).

Symptoms & immediate response

The School will ensure that all members of the School community are aware that they must not attend school if they have [coronavirus \(COVID-19\) symptoms](#),



If anyone in the School becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home as soon as possible and advised to follow isolation guidance (see next section).

Public Health England does not consider that taking the temperature of pupils is a reliable method for identifying coronavirus (COVID-19).

An isolation area will be available in both Junior and Senior Schools for the person to wait until they can go home. The area and any bathrooms used will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.

A member of the School staff will call 999 if an emergency situation develops. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

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 will be cleaned with normal household bleach 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](#).

Isolation when displaying the symptoms of Covid-19

Anyone who is unwell or displays the symptoms of Covid-19 must follow isolation guidance, '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should 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.

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 (refer: *Isolation following Close Contact with a person testing positive for COVID-19* section, below), or they have been requested to do so by NHS Test and Trace.

Reporting illness to the school

Report sickness absence on MyColfes (pupils) or following usual procedures (Staff). This is required information; schools are expected to keep attendance registers and have a picture of overall sickness absence.

If Covid-19 is suspected, please notify the Covid Reporting Leads, who are responsible for record keeping in Support of NHS Track and Trace.

- **Junior School pupils and staff – Sue Gurr – Deputy Head.**
020 8463 8259 / SGurr@colfes.com and juniorcovidtest@colfes.com
- **Senior School pupils and staff, support staff – Kate Bateson – School Nurse.**
020 8463 8122 / using dedicated email CovidTest@colfes.com



Covid-Testing

The School will ensure that staff members and parents/carers understand that they will need to be ready and willing to [book a test](#) if they or their child are displaying symptoms. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

Government Testing

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.

Covid-19 Testing available through the School

Please contact the Covid Reporting Leads (Sue and Kate) if you would like to discuss eligibility for a test kit.

DfE sourced Tests: The School has a limited provision of home testing kits provided through the Department for Education. These will be used at the School's discretion as per DfE guidance: in "exceptional circumstances" that the school believes mean an individual may not be able to access a test elsewhere.

Commercially available Covid-19 Tests: The School has additionally sourced commercially available home testing Covid-19 tests.

These are available to Staff with COVID-19 symptoms at the School's discretion who are unable to source a NHS test within a reasonable timeframe and distance from where they live. They should not be regarded as a default testing option by Staff.

About the Home Testing kits.

- They are PCR Anitgen tests, the procedure is a nasal and throat swap sample.
- Each test kit will comprise testing instructions, a swab and sample container, biohazard bag, record card and First-Class pre-paid return envelope.
- The School nurses can advise the procedure for testing but cannot administer the tests.
- The School will retain records and email addresses of those the kit has been distributed to.
- Test results are notified to the individual by email the day after the sample arrives at the laboratory.

These School cannot guarantee the availability of testing kits. No test can be 100% accurate. Achieving the stated accuracy is not guaranteed and is highly dependent on following the test instructions carefully.

Reporting of test results

Parents and staff are asked to inform the school immediately of the results of a test (via nominated contacts Sue Gurr and Kate Bateson – See *Reporting illness to the School*, above).

Where 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.

Where 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 Covid-19 amongst the school community

Engagement with local Health Protection

The School will identify a nominated individual responsible for engagement with the local Health Protection team. This is Donna Graham, Deputy Head.

The School will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the dedicated School advice helpline set up by Public Health England (PHE) and is delivered by the NHS Business Services Authority:

DfE's Coronavirus helpline 0800 046 8687, and selecting option 1.

The school may also choose to inform the local authority health team, who will manage outbreaks or more complex cases.

PHE South London Health Protection Team,
Floor 3C Skipton House, 80 London Road,
London,
SE1 6LH
phe.slhpt@nhs.net; slhpt.oncall@phe.gov.uk
Phone: [0344 326 2052](tel:03443262052)
Fax: [0344 326 7255](tel:03443267255)

The School may be contacted directly by LHP Teams if they become aware that someone who has tested positive for COVID-19 attended the school – as identified by NHS Test and Trace.

Response to confirmed COVID-19 in the School

The school will be ultimately be guided by the Helpline or LHP Team on the actions it will take in response to one or more confirmed cases of Covid in the school. However, to quickly manage risks or in the absence of guidance from these sources, the School will implement its protocol for a Covid-19 positive test. This is set out in *COVID-19 positive test protocol in staff or pupil*.

In summary, the Protocol is:

1. Immediately isolate staff or pupil testing positive
2. Report case to DfE's coronavirus helpline
3. Establish the routine of the infected individual(s) and identify Close Contacts.
4. Gather information on Extended Contacts within bubbles, and cross-reference to confirmed cases, sickness absence, and community infection rates/ R number.
5. Convene a COVID-19 Incident Group to decide on a course of action:
 - Close contacts of confirmed COVID-19 cases will be required to self-isolate.
 - The Incident Group will decide – in conjunction with LHP Teams - whether action should be taken to close bubbles.
6. Pre-prepared communications and distribution lists will be used to inform affected individuals and the wider school community of the confirmed case(s) of COVID-19, and actions being taken.
7. Mitigating actions will be implemented to control the risk of contagion
 - Enhanced cleaning
 - Reinforce hygiene messages

- Review of school activities – e.g clubs, sports, school transport, or adapting lunch routines
 - Consider closure of the Leisure Centre
8. Manage media enquiries & external school communications
 9. Implement Hybrid Learning Policy
 10. Action on Staff and Pupil Wellbeing
 11. Consider Key Worker Childcare provision.

The DFE's definition of Close Contact is:

- 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

Isolation following Close Contact with a person testing positive for COVID-19

Staff or pupils who are identified as having been in Close Contact with the person who has tested positive will be advised to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Extended contacts who are being required to self-isolate e.g. because of the closure of a bubble, will also be asked to follow this self-isolation procedure. They may alternatively be asked to stay away from school but not required to self-isolate.

It is important to note that this situation is different to self-isolation because you or a member of your household has the *symptoms* of Covid-19. You may develop symptoms and become infectious at any point during the 14-day isolation period, therefore, **you cannot return to school within this period even if you receive a negative test result.**

Record keeping

The school will identify nominated individuals responsible for record keeping in support of Track & Trace and oversight of suspected and confirmed cases of Covid-19. These are Sue Gurr in the Junior School and Kate Bateson in the Senior school.

The School will keep robust records of levels of contact by:

- Registering pupil attendance
- Recording staff attendance
- Keeping attendance registers of clubs, activities and clinics
- Using assigned seating plans on school transport and in classrooms
- Registering all instances where pupils are in contact with other year groups

The School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

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

This document will be updated as advice changes



Authors: DFG / MA

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